

## Policies for Symposium Grants

This document outlines the policies and procedures of the Symposium grant review and allocation process. Additional questions may be addressed to the Symposium Vice Chair at [symposiumpgsg@purduegradstudents.com](mailto:symposiumpgsg@purduegradstudents.com).

### Policy Compliance

It is the responsibility of all applicants to read and understand the policies and procedures of Purdue University, the Graduate School, and PGSG. Individuals that receive PG funding must be in compliance with all policies and procedures at all times. Individuals that are found to be in violation of any policy of Purdue University, the Graduate School or GRAC must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, individuals that attempt to defraud or mislead Purdue University, the Graduate School or GRAC will be subject to disciplinary review by the Office of the Dean of Students and may be held individually responsible and criminally liable for any funds received illegally or under false pretenses.

### Policies for Symposium Grant Applicants

1. Application deadlines, the application form link, and the rubric used for review can all be found at the PGSG website (<https://www.purduegradstudents.com/grants>). Applications that do not follow the instructions will not be reviewed. It is the responsibility of the applicant to ensure that all policy is followed. Any questions, comments, or concerns are encouraged and should be directed to the Symposium Grant Vice Chair at [symposiumpgsg@purduegradstudents.com](mailto:symposiumpgsg@purduegradstudents.com).
2. All applications must be completed and submitted by the appropriate deadline or they will not be reviewed by members of GRAC or considered for funding.
3. The primary contact for the application should be a graduate student from one of the GSOs organizing the event and a primary GSO should be listed on the application. That GSO should be a registered/recognized GSO and must be in good standing with the Student Activities Office (SAO), the Business Office for Student Organizations (BOSO), and PGSG.
4. A GSO may only serve as a primary GSO on one application each year; however, that GSO may be involved in organizing other symposia that may apply to the Symposium Grant.
5. By submitting an application, the organizers of the symposium agree to have their event listed on the PGSG website in the event that they are awarded a Symposium grant.
6. All decisions made by the GRAC committee are final. However, once they are notified of grant decision, all applicants have the right to request feedback on their application, including:
  - a. All average scores in each rubric category, and average among all applicants and average among all funded applications in each category for reference.
  - b. All written comments provided by anonymous GRAC reviewers
  - c. Recommendations from Symposium Grant Vice Chair on how the application may be improved.
7. Applicant Eligibility - The primary GSO must be a Registered Student Organization that is Recognized by the Business Office for Student Organizations (BOSO) and recognized graduate student organizations. Moreover:

- a. The primary GSO listed on the application must register annually with the Student Activities Office (SAO) as a graduate student organization.
- b. A representative from the GSO is encouraged to attend the PGSG meeting where approval is to be considered to speak on behalf of their organization. The dates for these meetings can be found on the PGSG website, [purduegradstudents.com](http://purduegradstudents.com), and organizations are welcome to email the Symposium Grant Vice Chair at [symposiumpgsg@purduegradstudents.com](mailto:symposiumpgsg@purduegradstudents.com) to clarify the date of the appropriate meeting.
- c. The primary GSO must be in good standing with SAO, BOSO, and PGSG in order to be eligible for funding or to use funds.
- d. The primary GSO **must** submit a financial report showing how the funds were spent at the following Qualtrics survey: [https://docs.google.com/forms/d/e/1FAIpQLSci5N50uUJqWRSXLAyc6qS1K1ktKO5OmUwIZLr-p0j\\_hDkEjg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSci5N50uUJqWRSXLAyc6qS1K1ktKO5OmUwIZLr-p0j_hDkEjg/viewform). Failure to provide a report will make the GSO ineligible to serve as a primary GSO for another symposium.
- e. All Symposium Grant funds must be used in accordance with all University, Graduate School, SAO, and BOSO, and PGSG regulations. Funds may not be used to fund anything in the restriction sections below.

### **Review Process**

1. All eligible applications will be anonymously reviewed by the Grant Review and Allocation Committee (GRAC) of PGSG. The reviews are not done blindly. The reviewers are aware of the names of the organizations they are reviewing. However, GRAC employs a conflict of interest policy detailed in the following section.
2. Decisions to award/reject applications for Symposium Grant awards are made based solely on the base of numerical scores given by anonymous reviews. The basis of these scores are effectively communicating and addressing criteria in the rubric. The full rubric can be found at the PGSG website.
3. The total number of awarded applications will be determined by the GRAC Budget.
  - a. The primary contact will be notified of the decision and the amount of funds to be awarded via email; if possible by date listed on PGSG website.
  - b. When possible, it is generally the policy of the Symposium Grant to award “all” or “none” of the requested amount to a given applicant organization.
  - c. In some situations, due to a large amount of applications, logic will dictate that some organizations will be offered a lesser amount than what they requested.
  - d. Following official funding decisions, organizations are welcome to request feedback.

### **Policies for GRAC-Symposium Grant reviewers**

1. The reviewers will evaluate the application numerically based solely on the official rubric.
2. All applications should be completed by the date assigned by the Vice Chair.
3. While it does not directly affect the allocation of funding and is not required, the reviewers are highly encouraged to provide comments on each of the applications they review. Should feedback be requested, these comments will be shared, and are often highly beneficial to Symposium organizers if they reapply in the next academic year.

4. Conflict of interest - to maintain fairness throughout the application process, reviewers are ineligible to review any Symposium Grant application in which they have a conflict of interest. A reviewer has a conflict of interest if they are a member or are affiliated with the primary GSO or if they are involved in organizing the event. If a reviewer thinks they have any conflict of interest, they should contact the Symposium Grant Vice Chair ( [symposiumpgsg@purduegradstudents.com](mailto:symposiumpgsg@purduegradstudents.com)) who will advise.
5. Each member of GRAC, excluding those with conflicts of interest, is required to review every Symposium Grant application

#### **Policies for the GRAC Symposium Grant Vice Chair**

1. The Symposium Grant Vice Chair will read through each application to determine whether or not the application is complete (to be reviewed) or incomplete (to not be reviewed). It is the responsibility of the applicant to ensure that their application is complete.
2. With the aid of an online survey platform such as Google Forms or Qualtrics, it is the responsibility of the Vice Chair to submit applications to GRAC to review.
3. Setting the budget for a particular round of reviews is the responsibility of the GRAC Chair.
4. The award amounts are discussed, and modified if necessary, in the presence of the GRAC committee at a formal meeting. Awards are not finalized until the dollar amounts and percentages have been approved by the GRAC committee.
5. The Symposium Grant Vice Chair will regularly check the email address [symposiumpgsg@purduegradstudents.com](mailto:symposiumpgsg@purduegradstudents.com) and respond in a timely fashion to all inquiries.

Questions can be e-mailed to the GSOGA/Symposium Grant Vice Chair at [symposiumpgsg@purduegradstudents.com](mailto:symposiumpgsg@purduegradstudents.com).