

ECGPS Grant Program - Review Committee

The following rules govern the operation of the ECGPS Grants Program and Committee.

1. The ECGPS Grants Committee ("Committee") shall be made up of currently enrolled graduate and professional students nominated by the Member Governments and approved by the Council. The Committee shall be chaired by the Grants Coordinator. Seats on the committee are divided into three sub-committees: (1) Travel: 15 seats; (2) Research: 15 seats; and (3) Service: 10 seats. Each sub-committee may, at the discretion of the Grants Coordinator, select one of its members to serve as sub-committee chair. Sub-committee chair selections are subject to the approval of the Grants Coordinator and the ECGPS President.
2. The Grants Coordinator shall have general responsibility for the efficient and effective management of the ECGPS Grants Program and the Committee. The Grants Coordinator will consult with the ECGPS President, Vice President, Executive Officer, and Budget Director on a regular basis regarding the grants program and the work of the Committee. The sub-committee chairs shall assist the Grants Coordinator in the management of the grants program. The Grants Coordinator is responsible for making final recommendations on all grant applicants to the Council. The Council shall make the final decision on the award or denial of money from the ECGPS Grant Program accounts.
3. At the beginning of each academic year, the Member Governments shall nominate members of the Committee for approval by the Council in the following numbers:
 1. Medicine: 5
 2. Law: 5
 3. Pharmacy: 5
 4. Dentistry: 5
 5. Graduate Student Senate: 15
 6. MBA: 5
4. Committee members shall serve for a period beginning on the date of approval by the Council and ending on the following July 1. Committee members are responsible for the efficient, impartial, and timely review of applications assigned to them by the Grants Coordinator. Failure to adequately complete assigned reviews is grounds for dismissal from the Committee; the Grants Coordinator may dismiss Committee members with the concurrence of the ECGPS President. It is the duty of the Member Government to nominate replacements for dismissed Committee members no later than two weeks after a dismissal occurs.
5. ECGPS Delegates are prohibited from serving on the Committee.

6. Applications to the Grants Program shall be evaluated according to review procedures set out by the Grants Coordinator and approved by the Council. Reviewers shall utilize a review form created by the Grants Coordinator. The review form shall seek to evaluate the following general area:
 - a. Clarity and completeness of the application.
 - b. Significance/importance of the project/travel to be undertaken with grant money.
 - c. Likelihood the project/travel will have positive impact on the desired audience (e.g., individual student, scholarly community, campus, public).
7. The Grants Coordinator shall set the deadlines of the grant review cycles on or before the first day of classes of the fall semester. The deadlines shall be published on the ECGPS website.

ECGPS Grant Program - Review Procedures

1. All applicants will submit an online application form, which shall include acknowledgement of applicable terms and conditions of grant receipt. The content of the application shall be determined by the Grants Coordinator.
2. Once an application is received, the Grants Coordinator will distribute the application to two reviewers, according to the following guidelines:
 - a. At least one reviewer must be within the applicant's area of expertise. Those areas shall be:
 - i. Arts & Humanities
 - ii. Social Science & Education
 - iii. Physical Sciences & Engineering
 - iv. Biological and Life Sciences
 - v. Policy Studies & Business: Public Health, Urban & Regional Planning, Health Administration, Law, Business
 - b. The second reviewer may or may not be within the applicant's area of expertise.
3. Reviewers shall evaluate the application online:
 - a. Review shall be blind: each applicant's name, email address, and other identifying information shall be withheld from reviewers.
 - b. Reviewers shall provide numerical ratings as well as written feedback on grant quality using a form created by the Grants Coordinator. A copy of the form shall be made available on the ECGPS website.
 - c. If the two reviewers' scores are substantially different, the Grants Coordinator may assign a third reviewer to evaluate the application.

4. Final recommendations on grant awards and denials are made by the Grants Coordinator once all necessary reviews are complete. The recommendations shall be on the basis of the scores entered by the reviewers.
5. The Council will vote on the recommendations made by the Grants Coordinator. The Grants Coordinator shall inform applicants of the final award and denial decisions. Additionally, applicants will be provided access to their scores and reviewer feedback.
6. Grant recipients must request awarded funds from the Student Organizations Business Office. Additionally, the Grants Coordinator may specify terms and conditions that applicants must agree to before submitting an application for review or funding.