Travel Awards Committee Policies & Procedure\(^1\)
As Adopted by the Twelfth GPSF Travel Awards Committee (2015–2016)
(Adapted and Combined from the Policies of the First to Eighth Committees and Ninth to Twelfth Committees, as found described in Various Committee Reports. The Twelfth Committee marks the first time these policies were deliberately written out in this manner.)
Last Updated 29 March 2016

**Part 1: Applications**

1. Applications will be collected electronically via Google Forms, as has been procedure since the Eighth Committee (2011–2012).
2. The Application will be constrained to the format as established and will not be changed without consultation with the Committee (last modified by the Committee, April 2016).
3. The Application deadlines for the following fiscal year will be set by the Committee in their final meeting.
   a. Deadlines follow those set in GPSF Travel Law
   b. However, if the deadline falls on a weekend or University holiday, the Application deadlines will occur on the first work day after the deadline set by the Travel Law.
4. The Application may open at any point after the previous Awards Cycle has ended; however, the Application should not be opened for less than 30 days (per GPSF Travel Law, Part 3, B).
5. A Call for Applications should begin cycling in the first GPSF Newsletter after the opening of the Applications and continue until the closing of the Applications.

**Part 2: Grading**

1. Prior to each meeting of the Committee, the Committee Members will grade each Application.
2. Grading of the Applications will follow the “Travel Awards Committee Grading Criteria” as adopted by the Committee at its first meeting.
3. Every Application will be read and graded by two Voting Members of the Committee and the Chair (see Part 5).
   a. The Applications will be divided into two categories: 1) Science and 2) Arts / Humanities / Social Sciences.
   b. The Applications will be read and graded by the Voting Members belonging to the corresponding fields.
4. Grading of the Applications by the Voting Members will be **blind** to avoid undue influence on the Graders.
   a. Voting Members will receive a form of the Applications containing no information by which the applicant may be identified, excepting their Department.
   b. Voting Members will not have knowledge of the scores awarded to Applications by their co-Members prior to the meeting of the Committee.

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\(^1\) Note that the procedures contained herein are not “Law.” They are guidelines adopted each academic year for the guidance of Committee operations based on the former operations of the committee.
5. Grading of the Applications will be electronic.
   a. Grades will be collected in a manner that allows for the maintenance of blindness (Part 2, Section 4 (b)).
   b. Grades will be compiled by the Chair (Part 5, Section 2 (h)).

6. Grades of Applications should be submitted to the Chair at least **24-hours** prior to the meeting.
   a. If the Voting Member is unable to turn in grades on time, they should notify the Chair.
   b. If the Voting Member repeatedly fails to turn in grades or repeatedly fails to turn in grades in a timely fashion, they may be considered delinquent in their duty by the Committee and recalled (see Part 7, Section 2).

7. Recusal.
   a. A Voting Member will recuse themselves from grading an Application if…
      i. They recognize that they know the applicant because of the nature of the project or
      ii. They belong to the same Department as the Applicant.
   b. In case of a recusal, the Chair will assign a second reader from the Voting Members of the Committee to the Application. From necessity, the second grader will not belong to the same category as the Application, as is the expressed ideal in Part 2, Section 4.

**Part 3: Meetings of the Committee**

1. For all meetings, the Committee will follow Robert’s Rules for committees and the procedures set forth in this document.
2. The Committee may conduct business at two types of meetings:
   a. Application Meetings will occur at least four times a year and be scheduled so that the Committee may make their recommendations to the Senate within 35 days of the deadline (per Travel Law, Part 4)
   b. Special Meetings…
      i. May be called for any number of reasons, including but not limited to, the re-writing of Travel Law, the Replacement of a Member, and the Recall of a Member and
      ii. Should be scheduled at least 7 days prior to the meeting.
3. All types of meeting will have a posted agenda, including the location and time of the meeting, made public at least two days prior to the meeting.
   a. Each meeting should include…
      i. Call to order and roll call,
      ii. Additional business,
      iii. Setting or review of the date for the next meeting (excepting the final meeting), and
      iv. Dismissal.
   b. Each application meeting should include…
      i. Review of the budget,
      ii. Discussion and voting on current applications,
      iii. Completion of the proposed Senate bill on recommendations, and
      iv. Voting on the Senate bill.
c. Some meetings require special business:
   i. In the First Meeting, the Committee will…
      1. Review the Budget and apportion it among the Award Cycles based on previous year’s applicant ratios,
      2. Review, edit, and adopt the document “Travel Awards Committee Grading Criteria,”
      3. Review, edit, and adopt the document “Travel Awards Committee Policies & Procedure,”
      4. Election of a Vice-Chair, and
      5. If necessary, election of a Chair from the members (if, for whatever reason, the Chair selected in April has stepped down and can no longer serve)
   ii. In the Last Meeting, the Committee will…
      1. Set the Application dates for the following year,
      2. Nominate a Chair for the following year,
      3. Review of the document “Travel Awards Committee Policies & Procedure” and recommend changes for the following year, and
      4. Review of the document “Travel Awards Committee Grading Criteria” and recommend changes for the following year.
   iii. Each year, the Committee should also…
      1. Review the Travel Awards Law and make any recommendations for changes to the GPSF VPIA and the Resolutions Committee,
      2. Review the Travel Awards Law FAQs and forward any requested changes to the GPSF Secretary, and
      3. Review the Application Forum and adopt any changes necessary.

d. The meeting will be called to order by the Chair and conducted in the order of the Agenda.

4. Each meeting of the Committee will be recorded in the minutes, which should be made available to the GPSF VPIA within two days of the meeting, along with all supporting documentation passed by the Committee.

5. Quorum and Attendance.
   a. The Quorum of the Committee is 75% of the Voting Members.
      i. Given the nature of the work of the Committee, every member of the Committee is required to be at Committee meetings.
      ii. However, a Committee Member may miss a meeting if an emergency arises and they contact the Chair to notify them of their absence.
      iii. A member who is repeatedly absent from Committee meetings may be considered delinquent in their duties and be recalled (see Part 7, Section 2).
   b. If, in the Roll Call, the Quorum is not met, the Committee will set a new date for the meeting, not to exceed a week from the original meeting date, and the meeting will be dismissed.

6. Voting
   a. Voting will be done *viva voce*.
   b. Passage of any resolution in the Committee must have 60% vote or greater in favor of the resolution.
i. The Voting Members will vote first.
ii. If the Voting Members are unable to reach a decision and the vote is split 2-2 among its Members, the Chair of the Committee may cast a vote (per the Constitution, Article 5, Section 8 (c) 4) and break the tie.

**Part 4: Process of Application Selection by the Committee**

1. At an Application Meeting, the Chair will open the discussion of the Applications.
2. The Chair will direct discussion of the Applications and will organize the discussion of the applications according to the following order and guidelines:
   a. The Committee will consider Applications according to the results from the Grading process, in order, from the highest average score of their graders to the lowest.
   b. When Applications have the same score…
      i. If the order is not determinative of an award (both Applicants would receive an award anyways), the Committee will generally refer to the Application number for ordering;
      ii. However, if the order is determinative of an award (one of the Applicants may receive an award or a full award and the other may not), the Committee shall first consider if the tied Applicant’s Departments/Programs have a Senator in good standing.
         1. If one Applicant has a Senator in good standing and the other does not, the one with an Applicant in good standing should be given preference
         2. If the Applicants remain tied, the Committee shall find another appropriate factor to distinguish between them.
   iii. Additionally, if the chair sees imbalance among the chosen applications, they may adopt an order that restores the balance (e.g., if Sciences applications are dominating the selection process, in the event of the same score, the Chair can choose to begin with Arts / Humanities / Social Sciences).
   c. When large portions of applications have obviously been plagiarized, wherein two or more applications share extensive word-for-word agreement, the Committee shall disqualify all applications involved.
   d. The Committee may table any Application and may return to the Application at any appropriate point in the course of deliberations.
   e. The Committee will deliberate on applications in order until the point at which the agreed upon allocated budget for that Application Meeting has been reached.
   f. At that time, the Committee will continue to consider applications in this order until at least five alternates are selected for the “Wait List.”
   g. At the end of deliberations, the Committee should reconsider…
      i. Any group applications that did not make the voting cutoff to see if they are worthy of an award, and
      ii. Any application with a high grade discrepancy between the graders.
3. During the deliberation over the Applications,
   a. The Chair will direct the ordering of the discussion (see above)
b. The applications will continue to be blind during this stage of the discussion.

c. After the Chair opens discussion on a particular Application, the graders of the Application will present it to the Committee, including…
   i. Its merits,
   ii. Its weaknesses, and
   iii. A recommendation as to how the Committee should treat the Application, including...
       1. Awarding of a Full Award (Domestic or International),
       2. Awarding of a Partial Award (Domestic or International),
       3. Tabling of the Application until later in the Deliberations, and
       4. Not Awarding the Application.

d. The entire Committee may then discuss the Application.
   i. A Member who recused themselves…
       1. May comment on the impact of the research or the conference, but
       2. They may make no recommendation on whether or not to grant the award or on the amount.
   ii. In this discussion, the Committee should come to a general consensus of the award amount and decision.

e. At the end of deliberation over each Application, the Chair will call for a *viva voce* vote to approve the decision.
   i. A Member who recused themselves may not vote for this application.
   ii. Per Constitutional Law, the Chair will only vote in the invent of a tie (see Part 4, Section 6 above)

4. After the deliberations on all applications are completed according to Sections 2 and 3, the Chair will ask for the closing of the deliberations and decisions.

5. Upon receiving assent from the Committee, the Chair and the Committee will write up their recommendations as a bill to present to the Senate per Travel Law, Part 4, and the GPSF Constitution, Article 5, Section 8 (c) 6.
   a. At this stage, with awards and amounts having already been decided upon, the process is no longer blind.
   b. The Bill should…
      i. Outline Senate law on the duties of the Committee and declare the fulfillment of these duties by the Committee,
      ii. Provide a brief summary of the recommendations of the Committee, and
      iii. Provide fuller information on the recommendations of the Committee, including…
          1. A table of “awardees,” with the amounts of their awards (and, optionally, whether they are partial or full) and any appropriate accompanying information (Travel Law requires at least the inclusion of department, domestic/international travel, and group/individual travel),
          2. A “wait list” table, with an ordering of those applicants on the wait list and any appropriate accompanying information (at least, department, domestic/international travel, and group/individual travel), and
3. A summary of the current budget and expenditures for Travel Awards through that point in the year, including the original amount approved for Travel Awards, the recommended expenditure of the current bill, the total amount awarded so far for the fiscal year, and the remaining budget for the fiscal year.

c. After completion of the Bill, the Committee Members will review it and vote to forward the bill to the Senate. The vote will be recorded at the top of the bill.

Part 5: The Chair
1. The Chair is a non-voting member of the Committee (see exceptions above).
2. The Chair’s duties will include, but will not be limited to,…
   a. Obtaining a working knowledge of all GPSF Travel Awards Laws and Constitutional Laws concerning Travel Awards;
   b. Maintaining relative continuity between past Committee practice and current Committee practice;
   c. Creating, monitoring, and closing of the Committee’s Application Forms (See Part 1 on Applications), including…
      i. Opening a new Application Form by duplicating the old one (unless given permission for changes by the Committee) and appropriately (and consistently) entitling them,
      ii. Sharing Application Forms and their Response Sheets with the GPSF Google account, the GPSF VPIA, and the GPSF Treasurer, and
      iii. Closing the Application on the deadline and creating a new application to replace the old;
   d. Advertising of Travel Awards, including…
      i. Providing the public link of new forms to the GPSF Secretary to replace the old one on the GPSF Travel Awards Website, and
      ii. Providing an announcement for the GPSF Newsletter, containing links to the Application and the Travel Awards Website, to run until the closing of the Application;
   e. Answering all emails which are received by the GPSFTravel listserv in a timely fashion;
   f. Communicating with the GPSF VPIA and the Executive Board on behalf of the Committee;
   g. Organizing of Committee meetings, including…
      i. Arranging a time suitable to all members of the Committee (and, if possible, the VPIA),
      ii. Scheduling of the room (usually with technology for the display of voting, applications, and other documentation), and
      iii. Preparing and posting of the agenda (with location and time) at least two day prior to the meeting;
   h. Collecting and preparing applications for the Voting Members of the Committee, including…
      i. Downloading of the Applications as an Excel sheet,
      ii. Organizing the resultant Excel database in a manner which is easily readable,
iii. Blinding of the Applications by the deletion of columns with identifying information and redaction of names from essays (the Chair should maintain both a full database copy and a blind database copy),
iv. Classifying the applications as Science or Arts/Humanities/Social Sciences,
v. Determining the eligibility of each applicant by comparing with the record of past winners (Ctrl + F search) and checking of travel dates,
vi. Preparing of a voting form for the Voting Members, which maintains blind reading, and
vii. Determining if the Applicant’s Department/Program has a GPSF Senator in “good standing”;
i. Preparing and disseminating any and all documentation needed for the Committee Meetings, including but not limited to…
   i. Agendas,
   ii. Application Scores,
   iii. Proposed Budgets,
   iv. Proposed “Travel Awards Committee Grading Criteria,”
   v. Proposed “Travel Awards Committee Policies & Procedure,” and
   vi. All Preliminary Drafts of Bills;
j. Reading all applications for each Award Cycle in case the Chair’s vote is necessary to resolve a tie among the Voting Members;
k. Ordering of and presiding over all Committee Meetings (see above, Parts 3 and 4);
l. Ensuring all data (minutes, grade scores, bills, etc.) from the Committee Meetings is properly recorded, by themselves, the Vice-Chair, or an another person,
m. Presenting the Committee’s processes, recommendations, and bills to the Senate;
n. Contacting all applicants after the approval of the Committee’s Awards Bills by the Senate, including…
   i. An initial award letter that informs the applicant that they will be receiving an award, not receiving an award, or will be on the wait list and
   ii. A follow-up email to waitlisted applicants as moneys become available throughout the course of the year;
o. Maintaining a Committee-based Budget so that the committee generally knows what moneys are available, a task which requires constant communication with the GPSF Treasurer to ascertain…
   i. Any declined awards,
   ii. Any awards only partially used by applicants, and
   iii. The current status of accounts (especially current expended amounts and any outstanding, unclaimed awards);
p. Preparing a bi-annual report of the Committee’s activities for the GPSF Midterm and Final Report;
q. Archiving of all documentation of the Committee’s activities and procedures in conjunction with the GPSF Secretary; and
r. Making sure that the next Chair is aware of all the procedures, policies, etc. of the Committee.

3. Temporary Chairs and Replacement of the Chair
a. If the Chair is unable to attend a meeting because of an emergency…,
   i. If an Application meeting, the meeting shall be rescheduled as soon as possible, as the Committee will not be able to maintain blindness among the Voting Members in the absence of the Chair,
   ii. If a Special meeting and the issue is not time sensitive, the meeting shall be rescheduled as soon as possible, and
   iii. If a Special meeting and the issue is time sensitive, the Vice-Chair shall serve as the “Acting Chair.”
      1. In this role, the Vice-Chair temporarily vacates their position as a Voting Member; therefore,
      2. The Vice-Chair may not cast a vote when serving as “Acting Chair.”

b. If the Chair is recalled by the Committee or requests to be replaced on the Committee, the Committee…
   i. Will follow the procedures for Recall and Replacement of the Chair as if they were a Voting Member and
   ii. Will appoint the Vice-Chair, whom they have already selected from their Members, as the Chair of the Committee. If the Vice-Chair is unable to replace the Chair, the Committee will select a new chair from among their number to serve as Chair, giving precedence to those with the most experienced on the Committee.

**Part 6: Vice-Chair**

1. The Vice-Chair is a Voting Member selected by the Committee from its Membership to assist the Chair in their duties.
2. The Vice-Chair’s duties will include…
   a. Assisting the chair in the completion of any necessary documentation for Committee Meetings, including the recording of Committee Minutes,
   b. And assuming the role of “Acting Chair” under the conditions outlined in Part 5 above.
3. To preserve the standard of blind voting, the Vice-Chair, as a Voting Member, shall not have any additional access to Applicant data. Only when deliberations over applications end shall they have access to Applicant data.

**Part 7: Recall and Replacement**

*Section is to be revised in the future in accordance with the adoption of Senate policies on Recall and Replacement of committee members, along with relevant subsections above.*

1. The GPSF Constitution currently does not directly deal with the issue of recall of committee members for nonfeasance, malfeasance, and misfeasance or the replacement of members for whatever need. These are the procedures adopted by this committee and will be carried out by the presentation of resolutions before the Senate.
2. Recall due to Nonfeasance (charges of malfeasance and misfeasance should adopt a similar procedure).
   a. A Committee Member may be recalled if they are found to be delinquent in their duties, which includes…
i. Missing of more than one Committee meeting,
ii. Failure to submit Application grades,
iii. Repeated failure to submit Application grades in a timely fashion, and
iv. Repeated failure to communicate with the Committee and the Chair.

b. Procedure of Recall.
   i. On a vote of the Committee, the Committee shall issue a formal warning and reprimand to the Member and work with the GPSF VPIA to solve the issue.
   ii. If the nonfeasance continues, on a vote of the Committee, the Committee may propose a resolution to the Senate which...
       1. Outlines Senate practice on Recall,
       2. Outlines the nonfeasance of the member,
       3. Outlines the hardship of the nonfeasance on the Committee in performing its Constitutionally-defined duties,
       4. Resolves that the Senate recall that member, and
       5. Resolves that the Senate nominate and approve a new nominee for the Committee, to be seated prior to the next Committee meeting.

3. Replacement.
   a. Should a Committee Member be unable to perform for their duties due to an unexpected but persistent cause (e.g., unexpected long-term illness), they may be replaced upon their request.
   b. Procedure of Replacement
      i. The Member being replaced must submit a formal request in writing to the Committee stating that they can no longer perform their duties and requesting the Committee to seek their replacement.
      ii. On a vote of the Committee, the Committee may propose a resolution to the Senate which...
          1. Outlines Senate practice on Replacement,
          2. Reviews the formal request made by the Committee Member,
          3. Resolves that the Senate consent to the Committee Member’s request, and
          4. Resolves that the Senate nominate and approve a new nominee for the Committee, to be seated prior to the next Committee meeting.