SGS Awards Committee Procedures

There are two types of award adjudications, those that require a pre-screening and those that do not require pre-screening.

Pre-screening of applications is NOT REQUIRED when:

- Awards are given based on academic excellence
- The number of applications each member will be asked to read at the adjudication meeting is less than 15

**Recommended Procedure for awards that do NOT require pre-screening:**

- Each application will be read by 2 committee members. The number of applications each member will be asked to read will depend on the number of applications received and the number of committee members
- Each candidate will be assigned a score ranging from 1 to 5
- Scores will be collected from the committee members at the meeting, recorded on a master spreadsheet, and checked for anomalies (some may require adjustment)
- Those with divergent or borderline scores will be discussed and if necessary and adjusted
- The final ranking will be completed and agreed on before the adjudication meeting is adjourned

Pre-screening of applications IS recommended when:

- Awards are given not only based on academic excellence, but research potential, references, expense budget, and financial needs basis maybe be considered (i.e. NSERC PGSD, SSHRC CGSD, CGS-CIHR, SGS restricted awards)

**Recommended Procedure for awards that DO require pre-screening:**

- Each application will be read by 2 committee members. The number of applications each member will be asked to read will depend on the number of applications received and the number of committee members
- The application packages will be forwarded to the committee members prior to the meeting.
  † Included in the package will be a summary of all applicants with basic information and evaluation instructions
The application package will be delivered to the committee members prior to the meeting:

<table>
<thead>
<tr>
<th># of applications to be read by each committee member</th>
<th># of day(s) that application package will be forwarded prior to the meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 – 19</td>
<td>10 days</td>
</tr>
<tr>
<td>20 – 24</td>
<td>14 days</td>
</tr>
<tr>
<td>Over 25</td>
<td>21 days</td>
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</tbody>
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- Committee members will be required to read the applications before the meeting and assign a score ranging from 1 to 5
- The scores will be submitted to the Graduate Awards Office approximately 3 days prior to the meeting.
- Scores from all committee members will be circulated before the meeting, so that the members can adjust their scores, if they wish (and if time permits)
- Applications requiring discussion at the meeting will be identified (i.e. those with divergent scores, etc.)
- The final ranking will be done at the adjudication meeting