**Bylaws of the Professional Advancement Grants Committee of the Executive Council of Graduate and Professional Students at the University of Iowa**

*Article I. Purpose*

The Professional Advancement Grants Committee (PAGs) allocates funds to University of Iowa students for the purpose of: 1) conducting research projects, and 2) presenting their research at meetings, symposia, conferences, or other professional or academic gatherings, and 3) attending professional workshops, participating in international experiences and conferences that provide hands on educational and professional experiences not available at the University of Iowa. The Professional Advancement Grants Committee is responsible for reviewing student travel and research grant applications and making funding recommendations to the Executive Council of Graduate and Professional Students (ECGPS).

*Article II. Membership*

1. The membership of the Professional Advancement Grants Committee shall be open to appointments by the member governments of the Executive Council of Graduate and Professional Students. This committee shall ensure the equitable access of graduate and professional students to this process.
2. The ECGPS shall solicit nominations from member governments and make the final appointment of members. Appointments of members to the Professional Advancement Grants Committee shall normally be made by the ECGPS in the first general meeting of the fall semester. Special appointments can also be made throughout the year as needed to fill empty seats on the committee. Any graduate or professional student, as determined by the University of Iowa Registrar that wishes to serve on the Professional Advancement Grants Committee is subject to appointment per the bylaws of the ECGPS.
3. Professional Advancement Grants Committee appointments shall be for one academic year. Members can be reappointed for as long as they meet the above criteria.

*Article III. Chair(s)*

1. The Chair(s) of this committee shall usually be nominated at the end of each academic year by the current members of Professional Advancement Grants Committee. This nomination is subject to approval by the ECGPS. In the event that the position of the Chair(s) becomes vacant during the year, the ECGPS can select another Chair(s) to serve in this position.
2. There shall be at least one graduate student chair and one professional student chair of the Professional Advancement Grants Committee.
3. Chair appointments are for one year, and can be reappointed.
4. Responsibilities of the Chair(s) include, but are not limited to:
5. Setting application deadlines
6. Setting committee meetings
7. Intake of applications
8. Dispersal of applications for scoring
9. Application score compilation
10. Submitting award legislation
11. Notification of applicants
12. Updating application forms
13. Responding to applicant questions
14. Informing the Student Organization Business Office (SOBO) of funded applicants and award expiration dates
15. Working with SOBO in determining award dispersal procedures
16. At the discretion of the Chair(s), the Committee may appoint one member to serve as Secretary for the Professional Advancement Grants Committee. This appointee would be responsible for the processing and random assignment of paper-based and electronic-applications, as well as the taking of minutes during research grant meetings.
17. The Chair(s) may not apply for a grant over which they have direct responsibility, as defined in Article III (D).

*Article IV. Research Grants*

1. Any project which qualifies as research is eligible for a research grant award.
2. Proposals to create works of artistic expression are not eligible for this award.
3. There shall be a minimum of one research grant deadline per academic semester.
4. Each research grant application will be read by a minimum of two Professional Advancement Grants Committee members.
5. All research grant applications for each funding period will be discussed in a committee meeting to determine which applications will be funded.
6. Funding decisions will be based on:
7. The amount of money Professional Advancement Grants Committee has been allocated to use for research grants
8. An evaluation of the research project, including, but not limited to, judgments as to the significance and feasibility of the proposed research, importance of the research project to the student’s academic success (e.g., Master’s Thesis research will be given a higher priority than research projects relating to course work), and budget items for which funding is requested.
9. Any remaining funding that was previously designated for the Fall semester, can be automatically rolled over to the amount allocated for the Spring Semester. If there are unspent funds from the Research Grants line item of the Professional Advancement Grants Committee budget after the last deadline of the fiscal year, these funds can be made available for use for travel and professional development grants at the discretion of the Chair(s).
10. Late materials and applications will not be accepted from individual applicants; late materials and applications will only be accepted if the deadline is changed for all students.

*Article V. Presenting Travel Grants*

* 1. To be considered a viable applicant for a presenting travel grant, students must show proof that they have been accepted or invited to give an original presentation at a conference. The format of the presentation varies with different disciplines and conferences; it includes but is not limited to original research, music recitals, artwork, film/cinema, posters, or oral presentations. It does not include participating in a workshop or attending a conference if the student is not presenting original work. Such items are considered for submission as Professional Development Grants.
  2. Students may apply for an award prior to attending the conference or up to one month following conference attendance. The committee will fund up to two applications per fiscal year per person. Students are eligible to receive no more than one Professional Advancement Grant award per conference.
  3. There shall be a minimum of two presenting travel grant deadlines per academic semester.

1. Each presenting travel grant application will be read by a minimum of two Professional Advancement Grants Committee members.
2. Funding decisions will be based on:
3. The amount of money Professional Advancement Grants Committee has been allocated to use for travel grants.
4. An evaluation of the travel grant, including, but not limited to, distance to presentation meeting, judgments as to the significance of the presentation and judgments as to the importance of the conference in which the student’s work will be presented.
5. Late materials and applications will not be accepted from individual applicants; late materials and applications will only be accepted if the deadline is changed for all students.

*Article VI. Professional Development Grants*

1. To be considered a viable applicant for a professional development grant, students must show proof that they are attending professional workshops, international experiences, and conferences that provide hands-on educational and professional experiences not available at the University of Iowa. The format of these workshops and conferences varies with colleges and professional schools, and inclusion is considered at the discretion of the committee.
2. Students may apply for an award six months prior to attending the conference or workshop and up to one month following an event. The committee will fund up to two applications per fiscal year per person. Students are eligible to receive no more than one Professional Advancement Grant award per conference.
3. International experiences will be evaluated at the minimum based on proof that the student is attending a UI affiliated international experience, that the experience will foster the student’s knowledge in their particular field of study, the distance of the experience, and judgments as to the significance of the benefits to the student’s long-term professional development and difficulty in obtaining such an experience regionally. The committee shall fund up to one international experience application per fiscal year per person.
4. There shall be a minimum of one professional development grant deadline per academic semester.
5. Each professional development grant application will be read by a minimum of two Professional Advancement Grants Committee members.
6. Funding decisions will be based on:
7. The amount of money Professional Advancement Grants Committee has been allocated to use for professional development grants.
8. An evaluation of the professional development grant, includes, but is not limited to, distance to the event, and judgments as to the significance of the benefits to the student’s long term professional development.
9. Late materials and applications will not be accepted from individual applicants; late materials and applications will only be accepted if the deadline is changed for all students.

*Article VII. Funding*

1. Funding for the Professional Advancement Grants Committee is administered by the ECGPS and the Professional Advancement Grants Committee shall submit recommendations for presenting research, travel, and professional development grants to the ECGPS for approval.
2. Recommendations that fail to be approved shall be sent back to Professional Advancement Grants Committee for revision and resubmission.
3. Approved recommendations shall be submitted to the Student Organization Business Office for approval and funding.

*Article VIII. Professional Advancement Grants Committee Bylaws*

1. The Professional Advancement Grants Committee was created by legislation passed on March 11, 2009 by the Executive Council of Graduate and Professional Students. This legislation made the Professional Advancement Grants Committee a permanent committee of the ECGPS. These bylaws satisfy the requirements set by legislation that the ECGPS “will approve new bylaws for this committee before the end of the Spring semester.”
2. These bylaws become binding upon their ratification by the Executive Council of Graduate and Professional Students.
3. Revisions to these bylaws require approval of the ECGPS per the voting measures outlined in the ECGPS Charter.