

GradLab Meeting #1

Date: 11/12/2019, 1:30-2:30pm in GSC 204, Zoom available

Attendees: Abby, Audrey, Rachel, Dan, Brynna

0. Introductions

- GradLab received \$11.6k Giving Day one-time funds. Designed to serve grad student needs. How do we support grad students in their endeavours. Someca has tight turn-around for funding calls even though also open for grad students. Initiative to frame the call for proposals, then GradLab committee awards money, etc.

- Website needs to be migrated

1. Establishing guiding principles for how we would like to have discussions with each other

2. Review the [current GradLab funding application](#). Brynna played around a bit with the [application questions](#) and the [budget sheet](#) to be more in line with the information she thinks we'll want to make our decisions.

- Someone is welcome to take over website, would update the wording etc.

- We have \$7k to spend

In the meantime, does the current application...

- Leave out any questions?
- Ask any unnecessary questions?
- Have a good order?
- Could any questions be combined?
- Ask for too much detail in [the current budget sheet](#)?

- It might take a while to migrate website

- Should add language that we don't fund alcohol and should ask just to make sure

- Rubric: was statement concise, unique and inclusive, who's benefiting from this, etc.

- How do you assign points within one rubric category

- Could do, yes/no does it meet this criteria to each of those broader categories, rule of thumb is need to have yes in $\frac{3}{4}$ categories or something like that

- Budget: have line items, if someone said \$300 for furniture rental, would want larger breakdown. Previous budget got people thinking about things that they wouldn't otherwise have put thought into

- Budget template for large event, budget template for small event

- Emphasize that they don't even need to use our templates could use their own, just need *detailed* justification

- Draft up instructions: detailed budget, answer questions, approved vendor etc. Note that serving alcohol (which we will not fund) requires top level approval.

- Will include these broad categories in decision matrix

3. What best practices do we want to follow when allocating money?

- Should we establish a price per person for food?

- On campus price/person for food is something >\$40

- E.g., falafel ~\$14 vegan, ~\$16/meat,

- Breakfast, lunch, dinner, refreshments limits

- Or could frame it as “be reasonable” People ask for above \$/person, we can ask them to justify
- Give suggested amounts: \$7/person refreshments, \$12/person breakfast, \$15/person lunch, \$20/person dinner
- Put suggestions at top of budget,

b. Should we fund gifts?

- Different rules if giving to an employee vs. non-employee
- Might depend on other funding sources
- No consensus

c. Should we fund speaker fees?

- It's great that speakers get fees but...
- We could consider parking passes, transportation costs
- Shouldn't be paying faculty honoraria anyway
- Maybe should just figure out on case by case basis

d. Should we have an upper limit on capital expenses, i.e., physical objects?

e. Does our application make our guidelines clear?

Approval process, limit per proposal, quarter spending limit, deadline or rolling basis?

- Rolling basis can be great if in a pickle, although would be a lot more work for each of us. We have to come together to approve, one person has to lead proposal through
- Could have priority deadline then rolling?
- GSA/GSC could be opportunity for rolling situations
- Ask GSA/GSC boards to funnel money to GradLab
- In between deadline + rolling = have monthly deadline
- Have quarterly deadline for large events, monthly deadline for smaller events
- Winter: hard deadline, let's hear what happens with GSA/GSC rolling funds
- Instructions, we recommend applying at least in the quarter before you plan to have your event so you can have heard back before the start of the intended quarter.
- Funding call 11/13/2019, Due 11/27/2019, we meet week after, \$2300 limit for this round, include Google form in funding call
- Brynna sets up form, Abby checks first thing Wed morning, we send to grad division and ask to send it on our behalf,

4. A number of other funds on campus establish a metric rubric, and I think we should too.

What should a metric rubric look like?

- a. 25 points — project idea
- b. 15 points — impact on community
- c. 25 points — impact on graduate students specifically
- d. 35 points — effective use of funds