G.B. # 231
A Bill to Create New PEGAS Committee Rules and Procedures

Whereas, the restructuring of the Professional Development Committee in G.B. 229 now creates a discrepancy between the By-Laws and the various Committee Rules and Regulations.

Whereas, the current committee rules and regulations must be removed in order to rectify any discrepancies.

Therefore, be it enacted by the Clemson University Graduate Student Senate assembled,

That the Professional Development Committee Rules and Procedures and Professional Enrichment Grants Subcommittee Rules and Procedures as be removed.

and the following created:

### Graduate Senate
### Professional Enrichment Grant Application System (PEGAS) Committee
### Rules and Procedures

**Continuity**
These rules shall continue from one Senate to the next Senate unless they are changed as provided herein.

**Amendment**
These rules may not be amended or suspended by the PEGAS Committee. The Senate, upon majority vote, shall have the sole power to amend these rules.

**Rule I. Committee Resources**

1. The PEGAS Committee shall have full use of an email account solely for the purpose of aiding the professional development of Clemson University graduate students.

2. The PEGAS Committee shall maintain a Frequently Asked Questions section on the Professional Enrichment Grant Application Service (PEGAS) webpage outlining common questions on Professional Enrichment Grants (PEG) applications.
Rule II. Committee Membership

1. The Professional Enrichment Grant Application System Committee shall consist of two Co-Chairs appointed by the Senate President and confirmed by the Senate. The PEGAS Co-Chairs will be given the title PEGAS Awards Chair and PEGAS Applicant-Reviewer Chair and will work together.

2. A third and final member shall be appointed by the CGSG President, who will be the PEG webmaster.

3. If either PEGAS Co-Chair vacates their position they are to recommend suitable replacements to the Senate President who will make a final appointment followed by confirmation by the Senate.

4. If the PEG Webmaster vacates their position, the CGSG President must appoint a new member.

Rule III. Committee Rights

1. The PEGAS Committee shall have the right to award grant money according to the rules outlined herein.

2. The PEGAS Committee shall only award grant money to graduate students. Said students must have completed an application during the appropriate grant period.

3. PEGAS Co-Chairs may not apply for a PEG and may not review any submitted PEG applications. PEGAS Co-Chairs can only apply for a PEG award through the Finance Committee. They must complete the same questions as the PEG application in order to be considered for the award.

Rule IV. Committee Responsibilities

1. The Professional Enrichment Grant Application Service Committee shall maintain PEGAS.

2. The PEGAS Committee shall maintain and regularly update the PEG Applicant Instruction Manual.

3. The PEGAS Committee shall maintain and regularly update the PEG Reviewer Training Manual.

4. The PEGAS Committee shall hold at least one (1) PEGAS Information Session for potential applicants per PEG period.

5. The PEGAS Committee shall hold one (1) mandatory PEG Training Session for PEG reviewers per PEG period.

6. The responsibilities given to the PEGAS Awards Chair are as such:
   (a) Manage PEGAS reward process
   (b) Address any emails or inquiries for PEG rewards or appeals
   (c) Work with the webmaster to update PEG website for rewards
   (d) Handle reimbursement concerns
   (e) Support the PEGAS Applicant-Reviewer Chair on various aspects of the PEG process as needed
7. The responsibilities given to the PEGAS Applicant-Reviewer Chair are as such:
   (a) Plan and lead workshops for applicants and reviewers during the three PEG periods
   (b) Address any emails from reviewers and applicants in regards to the application or review process
   (c) Contact the webmaster about posting dates/changes to the PEG webpage
   (d) Support the PEGAS Awards Chair on various aspects of the PEG process as needed

Rule V. Professional Enrichment Grants Application Guidelines

1. Distribution
   (a) PEGs shall be distributed three times yearly
      i. The Summer PEG period shall commence on May 1 and conclude on August 31.
      ii. The Fall PEG period shall commence on September 1 and conclude on December 31.
      iii. The Spring PEG period shall commence on January 1 and conclude on April 30.

2. Application
   (a) Only electronic applications shall be accepted.
   (b) The following categories must appear on the PEG application.
      i. Acceptance of Terms and Conditions
      ii. Identifying Information
      iii. Education Information
      iv. Event Information
      v. Leadership Experiences
      vi. Career Training Experiences
      vii. Professional Enrichment Experiences
      viii. Budget Information
      ix. Grant Proposal
   (c) Specific Information and prompt fields will be set by the PEGAS Committee
   (d) Application Dates
      i. Definitions:
         1. Application Window Opens: The calendar date and time when PEGAS is available to the graduate student body to begin a PEG application.
         2. Application Window Closes: The calendar date and time when PEGAS terminates and initiation and changes are no longer allowed. This concludes the application window for the said period.
         3. Tentative Award and Feedback: The calendar date and time when Awards and Feedback will be made available to PEGAS applicants.
      ii. Once the Application Window Opens and Application Window Closes dates are published to the graduate student body, only window extensions for all students can be made. Tentative Award and Feedback date and time may be changed if needed as deemed by the PEGAS Committee.
      iii. The dates between the Application Window Opens and The Application Window Closes shall be no less than fourteen (14) calendar days in length.
      iv. The start date of the attended event must be no earlier than one (1) year prior to the
end of the specified PEG period for which an application is submitted.

v. The end date of the attended event must fall within the specified PEG period for which an application is submitted.

3. Reviewing and awarding of PEG applications

(a) PEGAS applications shall only be reviewed by members of the PEGAS Committee and selected reviewers who complete necessary training.

(b) PEGAS will assign scores based on reviewer’s feedback on the application criteria.

(c) Grants will be awarded starting with the highest score and continuing until no more money is available for distribution.

i. When the system arrives at an application in which it cannot fully fund, the application will be reviewed by the PEGAS Committee and determined whether to partially fund or use the remaining balance toward the next PEG period.

ii. If the system finds two or more applications with the same scores but funds will not cover the requested amounts, the applications will be reviewed by the PEGAS Committee and determined whether to partially fund or use the remaining balance toward the next PEG period.

iii. If the PEGAS Committee feels that scores do not merit award and money remains, the residual will be used for awarding applications in the next PEG period.

iv. A notification of PEGAS status shall be sent to all applicants. Those awarded a grant will receive necessary instructions and guidelines on how to obtain reimbursement on the PEGAS system.

(d) The PEGAS Committee shall decide upon award limits based upon the available funding for the academic year and term.

4. Rights and Limitations of the PEGAS Applicant

(a) Rights

i. The applicant has a right to award and feedback information on their grant application up to fourteen (14) calendar days following the distribution of Award and Feedback information.

ii. The applicant has a right to see what information has been collected on his/her application and what information will be seen by reviewers.

(b) Limitations

i. The applicant may not appeal PEG application decisions. All decisions are final.

Rule VI. Reviewer Selection Rules

1. The PEGAS Committee shall be responsible for selecting reviewers for Professional Enrichment Grants.

2. The rules for selecting reviewers are as follows:

(a) Senators or members of the cabinet or Executive Branch must be asked to be reviewers first.

(b) If more reviewers are needed, selection can be opened up to all graduate students. All due effort shall be taken to have at least one member from each of the colleges.
3. The PEGAS Committee will have one (1) mandatory PEG Training Session for PEG reviewers per PEG period in order to train committee members how to review PEG applications.

4. Reviewers for PEG grants shall anonymously review PEG applications and may not view their own application.

_________________________  _______________________
Ryan Heil, Student Body President                  Date

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Danielle Zanzalari, President of the Senate                  Date

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Gail A. DiSabatino, Vice-President for Student Affairs                  Date