Student Engagement Fund

# Purpose

HHS is interested in encouraging student participation in the life of the Faculty and the University. To that end a small internal grant fund provides grants for a range of initiatives planned and initiated by students that will enhance the quality of the student learning experience, increase understanding of the realm of health and human service delivery, and encourage inter-professional interaction amongst students. The initiative will be an opportunity to engage in enriched learning experiences and provide an opportunity for student(s) to engage in knowledge sharing in other teaching/learning forums.

Applications for support to individuals and groups of students in HHS will be accepted in the Dean's office on the 15th of each month between October and March for activities occurring in the following month. There are two categories of activity: a) activity grants to support student focused and organized events (max. $1500); and b) travel grants provide funding for students to present at academic or professional conferences (Max $800 per individual). There is an annual maximum for this fund which may limit the number of awards and continuation of the fund is subject to availability of funds.

# Expectations of Recipients

Present or submit a poster at the annual VIU research and scholarly activity event OR present a brown bag lunch activity within the HHS (for students attending conference presentations).

Complete the project, activity or conference presentation within 2 months of receiving funding.

Manage expenditures within the project budget, and meet VIU expectations for fiscal accountability.

At the end of the project provide a summary report of the project activities and outcomes, including a brief evaluation of success. (250-350 words)

# Eligibility Guidelines

This fund is open to all HHS students or student groups in Health and Human Services. Funding could be combined with VIUSA funding, however these other sources must be declared in the application and the budget. Priority for conference funding will go to those who have not previously received funding. Priority for student group funding will be for those activities that involve inter-departmental and/or inter-campus interaction between students; have an educational or learning rational; and support the faculty's mission and vision and the four pillars of engagement (Scholarship, Internationalization, Interprofessionalism, and Indigenization).

# Application Guidelines

Applications must follow the outline requirements on the attached application form. Please ensure all information is provided.

Activities or projects should focus on at least one of the following areas: Teaching and Learning; Aboriginal perspectives; International perspectives; Interprofessional practice.

The application is to be received from a student group but must have a faculty member willing to be accountable for budgeted expenses. Please name the faculty on the application.

Application Form

Student Activity Project

|  |  |
| --- | --- |
| Name of Primary Student Contact: |  |
| Student member(s) responsible: |  |
| Program(s): |  |
| Faculty member sponsor: |  |
| Phone contact: |  |
| Email: |  |

# Project Description

## Abstract (approximately 250 words)

Please provide a 50-word summary of your project that explains the purpose of the activity and the main objective(s).

## Rationale for project (Why)

Expand the background rationale and objectives of the activity or project and describe how students in HHS programs will benefit. Identify how the project fits with the faculty themes and priorities. (100 words).

## Project Team and Partnerships (Who)

Identify who (students and departments) are members of the project team and who will be the beneficiaries of the project (eg. What other student groups will be invited to the activity or project). Identify any community partners in the project. (Provide letters of support.) Describe team member roles.

## Project or Activity

Describe the specifics of the project or activity. Be sure to answer the what, when, where, and how. Identify any VIU or community spaces required and prior to applying be sure to confirm that the space is available (through a letter of support). Note any necessary equipment. (Approximately 250 words)

## Project time lines

Define the key activities and timelines for planning and completion.

## What Next?

Provide a plan for evaluation of and follow-up to the activity. How will you know it was successful and who else will be able to identify evidence of success. What might happen next as an outcome of the activity. (approx 100 words)

## Letters of Support

Include letters of support from your faculty sponsor and any other groups at VIU or in community who will be involved in the project/activity.

# Budget

Please provide a detailed justification of your budget request.

|  |  |  |
| --- | --- | --- |
| **Cost Details** | **Amount ($C)** | **Rationale** |
| **Personnel**  Note: Please indicate position, rate/hour, hours for each person. |  |  |
| **Travel and Subsistence**  Note: Please give breakdown of travel expenses related to the project. Additional, costs related to conference, presentations or other dissemination are not included in this grant. |  |  |
| **Food and Entertainment**  NOTE: Alcohol and gift cards or certificates are not allowable expenses. |  |  |
| **Supplies and Other Expenses**  e.g.: photocopies, material. Please mention quantity, description and per unit costs to determine total. |  |  |
| **TOTAL AMOUNT REQUESTED**  **(Max = $1500)** |  |  |

Application Form

Conference Travel

|  |  |
| --- | --- |
| Name: |  |
| Program: |  |
| Phone contact: |  |
| Email: |  |

# Description

## Abstract (approx 50 words)

Provide an abstract of the article or conference presentation that you are doing.

## Rationale

Provide a rationale for the need for support for this activity and indicate any other potential areas of support. Describe how participating will benefit the program and/or your own educational and professional career.

## Project time lines

Identify the key activities and timelines for completion.

## Project products and plans for dissemination:

Provide a specific, detailed plan for additional presentations at the annual VIU Faculty research day, presentation at Poster event, presentation at HHS focused faculty meeting, conference presentation, etc. (approx 50 words)

## Letters of support

Provide at least 2 letters of support from faculty members familiar with your academic record.

# Budget

Please provide a detailed justification of your budget request.

|  |  |  |
| --- | --- | --- |
| **Cost Details** | **Amount ($C)** | **Rationale** |
| **Registration Costs**  Note: Please indicate position, rate/hour, hours for each person. |  |  |
| **Travel and Subsistence**  Note: Please give breakdown of travel expenses related to the project. Additional, costs related to conference, presentations or other dissemination are not included in this grant. |  |  |
| **TOTAL AMOUNT REQUESTED**  **(Max = $800)** |  |  |