



Science Initiative Fund

Term 1: Fall 2024 Application Form

Applications to request funding from the Science Initiative Fund (SIF) are now available. Funding is available for request by all students, staff and faculty in the Faculty of Science to fund projects that will enhance the undergraduate academic and student life experience. The application process provides two opportunities each year to submit a proposal. Feedback deadlines for short-term and long-term projects are November 8th, 2024. The SIF team will review these applications and provide comments before the submission deadline. The SIF Board of Directors will make decisions regarding funding by the end of December to the mid of January.

Funding applications will be separated into two categories and evaluated independently of one another. Academic projects, focusing on initiatives that provide more academic resources for Science students (ex. laboratory facilities, academic student conferences, etc.) will comprise the first group, while Student Life projects that focus on enhancing the student life experience, will form the second evaluation group. Academic projects and student life projects can either be short term or long-term projects. Academic projects will require the endorsement by a faculty member, while student life projects may require a project consultant relevant to the project upon the discretion and request from the SIF Co-Directors.

Requests that will not be funded by the SIF include and are not limited to: travel expenses, accommodations, food and refreshments, individual wages, previously funded projects by the SIF (unless a novel and enriching experience is added), applications that benefit a limited number of students, and social events.

Applications for funding will be evaluated using the following criteria. Each section will be assigned a value ranging from one to the number indicated in the brackets. Scores will be totaled (45 point maximum) to give a numerical basis for comparing the projects. Scores are used as a guideline and the allocation of funds will be determined at the

Board of Directors Meeting. Long-term and short-term projects will be evaluated separately. All decisions are final.

Evaluation Criteria: (45 point maximum)

Pass/Fail: Under the discretion of the SIF selection committee, projects that do not contribute to the vision of the fund will receive a fail and will not be evaluated using the below criteria. These projects will be assigned a score of 0 and will not receive funding from the SIF.

1. Feasibility (10): Projects that are deemed capable of being carried out successfully will receive a high score.

Feasibility is a measure of the perceived likelihood of a successful project. Practicality, preparedness and proactive planning will all impact feasibility. Applications that demonstrate a robust understanding of the project goals, Explanation of requirements/limitations, and potential solutions will score well in feasibility. This will be graded mainly based on the Summary of Proposal and Project Implementation Plan sections, and any other sections that are deemed relevant by the reviewer.

2. Previous funding (5): Applicants who have received funding from the Science Initiative Fund for previous projects will be awarded a low score.

Please note projects are only eligible to receive funding a maximum of 3 times.

Projects that have never received funding will earn 5/5 once before will receive 3/5 twice or more will score between 0-2/5 depending on the context of applications.

3. Value to students (15): Projects that are deemed to advance the academic studies or that will be beneficial to student life initiatives (inside or outside the classroom) for the Faculty of Science will receive a high score.

4. Number of students impacted (5): Projects that impact a large number of students and/or will provide repeated benefits to a group of students will be awarded more points than those impacting few students. Applicants should include a rough estimate of student participation in their proposal along with their rationale for the estimate.

(10-30 students / 30-50 students / 50-100 students / 100+ students/ 150+ students)

5. **Contribution to Faculty (5):** This criterion is evaluated after the entire application is reviewed (there is no separate section for this criterion on the application form). Projects improving or contributing to the overall profile of the Faculty will be rated highly.
6. **Sustainability (5):** Projects with a longer lifespan and sustainable growth plans will be rated more favourably.
7. **Budget Justification (5):** Projects that have a thorough justification of each item in the budget will be evaluated more favourably. If you are applying for more than one year of funding, please justify the expenses for each year.

Application Information:

Each section of the application must be complete in order for the proposal to be accepted. Below is a brief explanation of each section.

- **Introductory Information:** include your name, email, program/position, project name, type of project (academic or student life enhancement) and specify which level the project best represents (short-term and long-term projects will be evaluated separately).
- **Summary of Proposal:** a brief synopsis of the project, how it relates to the Faculty of Science and an explanation as to whether it is an Academic or Student Life project.
- **Project Implementation:** explain the timeline of implementation, who will be implementing the project, the expected life of the project (the duration of the project itself, and the duration of any aftereffects there may be), and any regular maintenance required for the project in the future.
- **Expected Impact of Proposal:** outline the impact this project will have on the students in the Faculty of Science
- **Plan for Longevity:** Please indicate how this project will survive after it is funded. This may include plans for future leadership, financial operations, and future goals.
- **Budget Justification:** this section explains the itemized list of all major components of the project, how these components will be used, and the source of

additional funds for the project. Please also justify the breakdown of costs per year if you are applying for more than one year of funding.

- Signatures: each application for an Academic project must be endorsed by a faculty member, each application for a Student Life project may require a relevant consultant, and all applications must be signed by the applicant and both of the SIF Co-Directors when received.

Submit your application by completing this document and uploading it here: <https://bit.ly/SIF-Application> by November 5th, 2024. If you have any questions, please contact the Grants and Funds Directors at sif@macsci.ca.

The committee prefers typed documents for the application (12-point font only), but will also accept hand-written applications.

Science Initiative Fund Application Form Fall 2024:

Project Name:

Applicant Name:

Implementation Date of Project:

Project Type:

- One Year (applying for funding to be used within one year)
- Multi-Year (applying for funding to be used over multiple years):
 - How many years do you require funding for? _____

Applicant Contact Information (include Email, Telephone):

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Consultant/Faculty Endorser Contact Information (include Email, Telephone):

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Project Category:

- Academic
- Student Life

Previous SIF Funding: Has this project received SIF funding before? If yes, list the years in which funding was received.

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Summary of Proposal:

Project Implementation Plan:

Explain the expected impact of project (Include number of students impacted):

Describe how your project promotes principles of Equity, Diversity and Inclusion (EDI) in our community?

Plan for Longevity: Please indicate how this project will survive after it is funded.

Budget Justification: Please indicate if there are other sources of funding and that amount.

Project Budget (please attach a separate spreadsheet). Please incorporate a breakdown of costs per year if you are applying for more than one year of funding:

Required Resources	Description	Funds Required	Funds required from SIF
Total			

Signatures:

Applicant Name (Please Print)

Applicant Signature

Consultant/Faculty Endorser Name Consultant/Faculty Endorser Signature

FOR SIF COMMITTEE ONLY

Fund Co-Director Signature

Date Received

Fund Co-Director Signature

Date Received