

# 1. STUDENT TRAVEL AWARD PROTOCOL

## I: Introduction/Preamble

The SMSS will consider awards for professional travel compensation and student initiative awards twice yearly. This protocol shall outline the unbiased, confidential process by which applications for these awards are discussed, scored, and endowed. The SMSS committee responsible for awarding the Student Travel Awards shall be the SMSS Funding and Oversight Committee and it, therefore, shall utilize this protocol. The Student Travel Awards are to help students attend conferences and other learning opportunities to enhance the clinical, research, and professional skills that will benefit them in their future medical practices.

## II: Purpose

1. The purpose of this protocol is to outline:
  - 1.1. The requirements of applicants applying for Student Travel Awards, and;
  - 1.2. The scoring process of the applicants, and;
  - 1.3. The roles and responsibilities of those doing the scoring and;
  - 1.4. The transparency of process and confidentiality rights of applicants.
  - 1.5. How appeals to the Committee's decisions may be made.

## III: Scope

The scope of this protocol is entirely internal to the SMSS - involving our members (applicants) and Committee members. The protocol is intended for use by- and governance over the SMSS Funding and Oversight Committee.

## IV: Definitions

1. *Student Travel Award*: Refers to the monetary compensation with the expressed purpose being that the compensation is to be used only to lower the costs incurred related to travelling to conferences, etc.
2. *Conference*: Refers to a formal meeting of academics interested in discussing a specific area of medical knowledge. Such meetings can be public, private, sponsored, etc.
3. *Presenter/Presented/Presentation*: Refers to the imparting of learned information to one or more people. A member-applicant is considered a presenter if they are sharing information as an individual or part of a group. Forms of accepted presentations include but are not limited to: manned poster presentations, academic lecture/talks (Oral presentations), paper presentations, etc.
4. *Student Group Support/Affiliation*: Refers to any SMSS recognized Student Group the member-applicant belongs to that supports the member-applicant's reason for applying for a Student

Travel Award. For example, a member-applicant who belongs to a pediatrics-based student group can list that group on their application to attend a pediatrics learning event.

5. *External Funds/Fundraising*: Refers to funds requested and/or provided by groups not associated with the SMSS. All fundraising requests, regardless of whether funding was received, should be included.
6. *Documentation*: Refers to evidence supporting an applicant's claims. These include letters, emails, releases, etc. and are used by the Committee to validate the authenticity of all applications.

### **V: Protocol**

1. Student Travel Award applications are considered twice an academic year by the Committee. The decision meetings occur after three committee members have individually scored de-identified applications.

1.1. There are two deadline dates for Student Travel Award applications.

1.1.1. Events taking place between October 1 and following May 31 can be applied for by October 15th. Events taking place between April 1st and following November 31st can be applied for by April 15th. Events occurring in the months of October, November, April or May can be applied for in either of the two (2) funding cycles.

NOTE: These funding cycles are meant to be prospective, meaning applicants should be sending in their EXPECTED costs for pre-approval of funding that will be reimbursed retroactively.

1.1.2. Students are eligible to be awarded funding from the SMSS only once every two (2) cycles - i.e. non-consecutively.

1.1.2.1. Example: if you apply and win an award in the Spring 2019 cycle, you cannot apply for the Fall 2019 cycle but can be applied for in the Spring 2020 cycle.

1.2. Applications must be sent to the Chair of the Committee (the SMSS Student Groups Coordinator) who shall serve as the applicant's primary contact person. This is done via the SMSS website.

1.3. As per 1.2, the deadline for the fall term Student Travel Awards is October 15th and the decision meeting will occur before the end of October. Applicants should expect to receive feedback from the Chair by the first week of November. Compensation, if successful, will be awarded following the submission of receipts following travel.

1.4. As per 1.2, the deadline for the winter term Student Travel Awards is April 15th and the decision meeting will occur before the end of April.

Applicants should expect to receive feedback from the Student Groups Coordinator (SGC) by the first week of May and compensation, if successful, will be awarded following the submission of receipts following travel.

1.5. With regards to compensation:

- 1.5.1. Expenses must be fully documented with receipts provided, and appropriate Travel Funding Forms submitted as per the SMSS Travel Policy (available at [www.saskmedstudents.com](http://www.saskmedstudents.com)).
- 1.5.2. Compensation shall be made in the form of e-transfer or cheque.
- 1.5.3. If amounts used to calculate the budget are deemed to be too high, the SMSS has the authority to modify existing amounts to per diems set by the University of Saskatchewan

2. *Application Requirements for Applying Members*

- 2.1. In order to award limited funding fairly, such that the most promising experiences are supported, the following pieces of information will be required from every applicant. Applicants are also asked to include all relevant and requested documentation at the time of application submission. Incomplete applications may be subject to consequences, including an impact on scoring and/or dismissal by the Committee.
- 2.2. An unaltered, SMSS application form should be utilized. ALL applications shall require:
  - 2.2.1. General Information:
    - 2.2.1.1. The Applicant's name
    - 2.2.1.2. The Applicant's student number
    - 2.2.1.3. The Applicant's NSID
    - 2.2.1.4. The Applicant's year (I, II, III, or IV)
    - 2.2.1.5. A contact email address
    - 2.2.1.6. A contact phone number

2.2.1.7. A home address and associated information  
(e.g. P.O. box, etc.)

2.2.2. Event/Activity Information:

2.2.2.1. Event's Title

2.2.2.2. Event's Medical Discipline

2.2.2.3. Event's Location

2.2.2.4. Event's Duration

2.2.2.6. Applicant's role at the event

2.2.2.7. Statement regarding the applicant's  
attendance at the following Research  
Symposium

2.2.2.7.1. NOTE: The applicant should  
contact the VP  
Academic to arrange  
this. The VP Academic  
will confirm that it has  
been discussed during  
the application's  
review.

2.2.3. Budgetary Information:

2.2.3.1. Status regarding external fundraising and  
whether funding has been received

2.2.3.2. Expected expenses

2.2.3.3. Funding Request (NOTE: The Committee  
shall not award an applicant funding  
beyond that which is requested)

2.3. Required documentation includes:

2.3.1. Student Group Association (I.E. Signature of Support from  
Student Group Executive)

2.3.3. External funding documentation

2.3.4. Relevance concerning ongoing projects

2.4. To enhance their application and further outline the travel's benefits for the Committee's membership, applicants are also required to answer a number of short questions regarding the travel for which they are requesting funding.

2.5. The application, as a formal funding request document, requires a dated signature. Failing to provide a signature will cause an application to immediately be discarded without the option for appeal.

### 3. *Responsibilities of the Committee and Helpful Resources*

3.1. SMSS Funding and Oversight Committee members are required to have a working understanding of how Student Travel Awards are scored and awarded. In other words, they are expected to familiarize themselves with this protocol. The Committee Chair can also be used as a resource.

3.2. It is expected that the members assign their scores for each application and send them to the Chair at least one (1) day before the decision meeting, which will provide the Chair with time to summarize the scores.

3.3. To remain unbiased and optimize the fairness of the application process, members are required to only score an application on the information provided in the application and its supporting documents. A member who fails to do this has violated the confidentiality and transparency section of this protocol and may be subject to disciplinary action in accordance with *Robert's Rules of Order*, at the discretion of the Chair.

3.4. Committee members who are themselves applicants for Student Travel Awards are barred from scoring any application (they will be replaced by an individual designated by the committee chair). The rest of the Committee membership must, to the best of their ability, treat the application the same as all other applications (i.e. bias in favour of or in opposition to the Committee member's application is not to be tolerated).

3.5. Committee members may re-allocate excess funds to other SMSS student supports such as Student Group Funding or Student Initiative Funding.

### 4. *Scoring of Applications*

- 4.1. The same members shall all individually score each application following the template indicated in this protocol. These scores shall be compiled into a single document by the Chair and discussed at the Committee decision meeting.
- 4.2. The scores of each application supplied by Committee members shall be used to determine a mutually agreed upon score. This will be known as the “application’s aggregate score” and it shall be decided through a majority decision of the Committee. (Note: This may be minuted as an informal vote or a formal motion)
- 4.3. Scoring shall be used to help the Committee rank applications. Funding should be awarded following discussion within the Committee. The committee shall award funding with attention paid to the limitations during each funding cycle.
- 4.4. A minimum score of 6/10 is required to receive funding. Funding will be allotted based on the following example.
  - 4.4.1 All applicants will receive a score based on their application. Each score out of 10 will correspond to a percentage of the applicant’s funding request and each point will hold an arbitrary value of x, which will depend on total funding available and the total aggregate score of all applicants in that cycle . An applicant is eligible to receive 60% of their funding request if they score 6/10 and so forth until an applicant scores 10/10 and is eligible to receive 100% of their funding request as long as it is below the total point value of their cycle. As an example: If the aggregate score of all applicants is 50 (totalling the scores of each candidate will result in an aggregate score of x) and the total amount of funding allocated to travel awards is \$5000 then the value of each point scored is \$100 (\$5000/50). Therefore, an application that is scored 10/10 is eligible to receive \$1000 total or 100% of their funding, whichever number is lower. Similarly, applicants who score 6/10 are eligible to receive a maximum of \$600 or 60% of their funding request, whichever value is lower.
- 4.5. The Committee as a whole may decide that an expense cited on an application does not fit the criteria or spirit of Student Travel Awards. In these cases, the committee may vote to adjust the funding request of an application and then individually rescore (and create an aggregate score using those scores for) the application. Successful applicants who have had their applications modified in this way shall be notified by the chair as to the changes and given the chance to appeal the Committee’s decision by providing documented reasons for why their original application should be reconsidered.

## 5. *Feedback and Award Endowment*

- 5.1. Following the cycle’s Student Travel Award decision meeting, the Chair shall contact applicants. The Chair shall:
  - 5.1.1. Outline if the application was successful.

- 5.1.2. Outline the percentage of the funding request that shall be fulfilled (in dollar amounts).
  - 5.1.3. If the application was not successful, at least one reason why the Committee decided not to fund the application (e.g. it was an incomplete application, the application was not signed, etc.).
  - 5.1.4. If the application was not successful or if the application was modified, outline how the applicant can appeal the Committee's decision.
  - 5.1.5. Outline when the applicant should expect to receive funding
- 5.2. The SGC shall collect all relevant supporting documents (including receipts and travel expense claim forms) from award recipients, and submit these to the VP Finance to facilitate transfer of funds.
- 5.3. An applicant who has to withdraw from the research symposium must contact the Chair as soon as possible. The Chair will inform the applicant of the consequences, which may include but are not limited to lowering the amount of money awarded, requiring part of funding to be returned, or refusal to accept future applications from the applicant.

6. *Score Breakdown*

Criteria	Points	
Attending = 0 Presenting a poster = 1 Oral presentation OR <u>invited</u> to present poster = 2		
Other funding sought (external)	Y = 1	N = 0
Student group support	Y = 1	N = 0
Ongoing project	Y = 1	N = 0

Have arranged to present their experience at the conference symposium <sup>1</sup>	Y = 1	N = 0
Write-up <sup>2</sup> :	0-4	
Activity clearly outlined (1 point)		
Educational value explained (1 point)		
Value for student body explained (1 point)		
Benefit to College of Medicine explained (1 point)		
<b>Total</b>		<b>/10</b>

1. Please note that attendance implies that you'll be presenting. Failure to present will result in penalties outlined in 5.3 of section V.
2. Scoring the write up will be based on adequate completion of the components at the discretion of the committee members.

*Disqualification:*

Students whose applications have been disqualified are not eligible to reapply for the same travel opportunity for that same academic year. Students who have had applications disqualified are eligible to apply for Student Travel Awards in the future for other travel opportunities. The Committee can disqualify an application for the following reasons:

- Applicant is disrespectful or unprofessional on the application answers (this includes inappropriate language)
- If applicant altered the form in any way (deleted questions), used the wrong form (ie. outdated), or handed in an incomplete form
- If applicant does not disclose other funding received for event/conference or activity
- An applicant grossly overestimates their expenses claim or neglects to mention external funding
- Consecutive award and application

**VI: Confidentiality and Transparency**

1. *Overview:* The SMSS reaffirms its commitment to individual confidentiality as part of an unbiased process as well as our organization's responsibilities of fair conduct and the transparency we owe our membership.

- 1.1. Confidentiality shall be addressed in the following ways:

- 1.1.1. The "General Information" section of each application shall be de-identified to limit personal or professional bias. Thus, each application will be judged on merit alone.

- 1.1.2. The members of the Committee agree to keep information discussed as part of the scoring process confidential. The Committee meeting minutes and discussions shall be considered closed with communications to general members being the responsibility of the Chair and, in a limited manner, the VP Finance (as part of the SMSS budget declarations).

- 1.1.3. Appeals shall be handled in a confidential manner. Confidentiality will be expected from both Committee membership and the appealing applicant during the appeal process.

- 1.2. Transparency shall be addressed in the following ways:

- 1.2.1. Funding award amounts and recipients will be published on the SMSS webpage by the SGC. This will occur no later than one (1) month after the decisions are finalized.

- 1.2.2. This protocol, as well as all relevant information regarding applications, shall be made available to general members for reference.

## **VII: Appeals**

1. *Background:* Appeals are made by applicants directly to the Chair of the Committee (the SGC). Appeals are considered formal requests and, as such, the process is clearly outlined below. The types of appeals that shall be considered, as well as the requirements that must be fulfilled by the applicant before an appeal is considered, are outlined below.

2. *Types of Appeals:* Regardless of the type of appeal, the process shall be the same.

- 2.1. General Appeal: Most appeals will be general appeals. These include but are not limited to appeals for incomplete applications or unfunded applications.

- 2.2. Modified Application Appeal: An appeal to the Committee's decision to modify the application funding request. These appeals are more rare.

### 3. *Process and Requirements:*

- 3.1. Appeals shall be handled in a confidential and unbiased way. Applying for an appeal, regardless of the final decision, should not deter an applicant from applying for funding in the future for a separate event.
- 3.2. Appealing applicants should be aware that an appeal can result in an increase in funding, decrease in funding, or no change.
- 3.3. Applicants wishing to appeal are required to complete the following:
  - 3.3.1. The applicant's name and contact information
  - 3.3.2. Identification of which application is to be appealed
  - 3.3.3. The amount of funding requested of the Committee
  - 3.3.4. The amount of funding provided by the Committee's decision
  - 3.3.5. Relevant and/or supporting information
  - 3.3.6. Applicant's desired outcome
  - 3.3.7. The communique from the Chair should be included
- 3.4. The Process of an appeal shall follow the outline below:
  - 3.4.1. The Applicant shall provide the Chair with the above requirements.
  - 3.4.2. The Chair shall convene the Committee no later than two (2) weeks after the appeal letter is received. All appeals will be discussed by the Committee.
  - 3.4.3. If the Committee requires a hearing to further discuss the appeal or documentation, the Chair may invite the applicant to speak to the Committee. These discussions shall be considered extremely confidential and shall never be minuted.
  - 3.4.4. The Committee's discussions and final decision regarding the appeal shall be conveyed by the Chair in a formal

letter to the applicant no more than one (1) week after the appeal decision is rendered.

### **VIII: Maintenance of Records**

The Chair of the Committee shall hold all received applications and communiques (original and de-identified applications, email exchanges, etc.) on the SMSS SGC account from the time they are received, throughout the awarding process, and for a maximum of one (1) year after a decision regarding compensation is made. Once the Committee has made a decision regarding applications only the SGC (Chair), VP Finance, and individual applicants are able to request access to the records. This may be subject to change in the case of a decision appeal or unidentified extenuating circumstances.

### **IX: Resources and Contact Information**

Resources:

1. *SMSS Policy: The SMSS Funding and Oversight Committee*
2. *SMSS Constitution*
3. *Robert's Rules of Order*

Contacts:

1. SMSS Student Group Coordinator -> [smss.sgcoord@gmail.com](mailto:smss.sgcoord@gmail.com) (General Information, Primary Contact, Committee Chair)
2. SMSS Vice-President, Communications -> [smss.vpcommunications@gmail.com](mailto:smss.vpcommunications@gmail.com) (Transparency inquiries)
3. SMSS Vice-President, Internal (Sr) -> [smss.vpinternal@gmail.com](mailto:smss.vpinternal@gmail.com) (General information, SMSS and Governing)

### **X: Review**

This protocol is subject to review and approval by the SMSS Council. Restructuring the protocol shall fall to the SMSS Funding and Oversight Committee, unless otherwise outlined by the SMSS Council. This protocol is to be reviewed one year after its inception (i.e. in 2019), and every three years thereafter (i.e. 2022, 2025, 2028, etc.). Restructuring shall follow the same schedule, as needed.

## **1.2. STUDENT INITIATIVE AWARD PROTOCOL**

### **I: Introduction/Preamble**

The SMSS reaffirms the importance of the RCPSC CanMEDS framework in the training of scholarly and inquisitive medical professionals. The SMSS regards its membership as the scholars and practitioners of the future and believes in our members' abilities to contribute to medical knowledge. As such, the SMSS pledges to award monetary compensation to deserving members and/or recognized Student Groups that pursue academic pursuits and/or are devoted to improving clinical practices in the form of novel initiatives within the scope of medicine at the University of Saskatchewan. All SMSS members and recognized Student Groups shall be able to apply for these awards using a standardized application form and process, outlined herein.

The SMSS pledges to consider grants for Student Initiatives twice yearly. This protocol shall outline the unbiased, confidential process by which applications for these grants are discussed, scored, and awarded. The SMSS committee responsible for awarding the Student Initiative Grants shall be the SMSS Funding and Oversight Committee and it, therefore, shall utilize this protocol. In closing, the Student

Initiative Grants are to help students pursue scholarly and/or practical knowledge for their own learning and/or for the benefit of the SMSS membership at large. These initiatives can include but are not limited to holding conferences, medical innovations, and stand-alone projects.

## **II: Purpose**

The purpose of this protocol is to outline the requirements of applicants applying for Student Initiative Grants, the scoring process of the applicants, the roles and responsibilities of those doing the scoring (i.e. members of the SMSS Funding and Oversight Committee, hereafter referred to as “the Committee”), and the transparency of process and confidentiality rights of applicants. The protocol shall also identify how appeals to the Committee’s decisions may be made.

## **III: Scope**

The scope of this protocol is almost entirely internal to the SMSS - involving our members (applicants) and Committee members (scorers). The protocol is intended for use by- and governance over the SMSS Funding and Oversight Committee as it endeavors to fairly award Student Initiative Grants.

## **IV: Definitions**

1. *Student Initiative Grant*: Refers to the monetary compensation provided by the SMSS to a successful member-applicant with the expressed purpose being that the compensation be used only to lower the costs of participating in an academic pursuit or beneficial clinical innovation.
2. *Student Initiative*: Refers to a selected topic in medicine a student or group is interested in improving through their own innovations or a topic of knowledge a student or group wishes to share with others (e.g. holding a conference). An acceptable initiative is novel in the sense that it has not occurred within the College of Medicine before and/or has not received SMSS Student Initiative Grant funding before.
3. *Student Group Support/Affiliation*: Refers to any SMSS recognized Student Group the member-applicant belongs to that supports the member-applicant’s reason for applying for a Student Initiative Grant. For example, a member-applicant who belongs to a world health-based student group can list that group on a grant application for an innovation or pursuit related to world health.
4. *External Funds/Fundraising*: Refers to funds requested and/or provided by groups not associated with the SMSS. All fundraising requests, regardless of whether funding was received, should be included.
5. *Documentation*: Refers to evidence supporting an applicant’s claim. These include letters, emails, releases, etc. and are used by the Committee to validate the authenticity of all applications.
6. *CME accredited*: This refers to all conferences, events, retreats, etc... that are accredited by the Accreditation Council on Continuing Medical Education.

## **V: Protocol**

1. *Information for Applicants*
  - 1.1. Student Initiative Grant applications are considered twice an academic year by the Committee. The decision meetings occur after each member of the Committee has individually scored de-identified applications.
  - 1.2. There are two deadline dates for Student Initiative Grant applications. Events/initiatives taking place between October 1 and following May 31 need to be applied for by October 15th. Events/initiatives taking place between April 1st and following November 31st need to be applied for by April 15th. Events/initiatives occurring in the months of October or

November, and April or May (or ongoing) can be applied for in either of the 2 funding cycles. NOTE: These funding cycles are meant to be prospective, meaning applicants should be sending in their EXPECTED costs for pre-approval of funding that will be reimbursed retroactively.

- 1.3. Applications must be sent to the chair of the Committee (the SMSS Student Groups Coordinator) who shall serve as the applicant's primary contact person. This is done via the SMSS website.
- 1.4. As per 1.1.2, the deadline for the fall term Student Initiative Grants is October 15th and the decision meeting will occur before the end of October. Applicants should expect to receive feedback from the Student Groups Coordinator (SGC, also referred to hereafter as the "Chair") by the first week of November and compensation, if successful, shortly thereafter.
- 1.5. As per 1.1.2, the deadline for the winter term Student Initiative Grants is April 15th and the decision meeting will occur before the end of April. Applicants should expect to receive feedback from the Student Groups Coordinator (SGC) by the first week of May and compensation, if successful, shortly thereafter.
- 1.6. Applications should be made such that they accurately portray the applicant's need for compensation related to initiative costs. Applicants who are found to have requested and received funding in excess of the costs they actually incurred shall be required to return the excess funding and may be barred from applying for further funding at the discretion of the Committee.

## 2. *Application Requirements for Applying Members*

- 2.1. In order to award limited funding fairly, such that the most promising experiences are supported, the following pieces of information will be required from every applicant. Applicants are also asked to include all relevant and requested documentation (see below, Bolded denotes documentation requirement) at the time of application submission; proper documentation is a contributing part of a complete application. Incomplete applications may be subject to consequences, including an impact on scoring and/or dismissal by the Committee.
- 2.2. ALL applications shall require (see Standardized Application Form):
  - 2.2.1. General Information:
    - 2.2.1.1. The Applicant's name
    - 2.2.1.2. The Applicant's student number
    - 2.2.1.3. The Applicant's NSID
    - 2.2.1.4. The Applicant's year (I, II, III, or IV)
    - 2.2.1.5. A contact email address
    - 2.2.1.6. A contact phone number
    - 2.2.1.7. A home address and associated information (e.g. P.O. box, etc.)
    - 2.2.1.8. Title of Initiative/Project

- 2.2.2. Budgetary Information:
  - 2.2.2.1. Status regarding external fundraising and whether funding has been received
  - 2.2.2.2. Expected expenses
  - 2.2.2.3. Funding Request (NOTE: The Committee shall not award an applicant funding beyond that which is requested)
- 2.2.3. Initiative Description
  - 2.2.3.1. An explanation of how the initiative will benefit students, the College's/SMSS mandate, or improve healthcare in our community
- 2.2.4. Letters of Support
  - 2.2.4.1. Name of supportive person
  - 2.2.4.2. Supporter's role in academia or the community
  - 2.2.4.3. Supporter's email address/contact information

2.3. The application, as a formal funding request document, requires a dated signature. Failing to provide a handwritten signature will cause an application to immediately be discarded without the option for appeal.

### 3. *Responsibilities of the Committee and Helpful Resources*

- 3.1. SMSS Funding and Oversight Committee members are required to have a working understanding of how Student Initiative Grants are scored and awarded. In other words, they are expected to familiarize themselves with this protocol. The Committee Chair can also be used as a resource.
- 3.2. It is expected that the members assign their scores for each application at least two (2) business days before the decision meeting, which will provide the Chair with time to summarize scores in accordance with this protocol.
- 3.3. To remain unbiased and optimize the fairness of the application process, members are required to only score an application upon the information provided in the application and its supporting documents. A member who fails to do this has violated the confidentiality and transparency section of this protocol and may be subject to disciplinary action in accordance with *Robert's Rules of Order*, at the discretion of the Chair.
- 3.4. Committee members who are themselves applicants for Student Initiative Grants are barred from scoring their own applications. They are required to identify when the committee considers their application and remove themselves from the meeting while their application is discussed. The rest of the Committee membership must, to the best of their ability, treat the application the same as all other applications (i.e. bias in favour of or in opposition to the Committee member's application is not to be tolerated).

- 3.5 Committee members may re-allocate excess funds to other SMSS student supports such as Student Group Funding or Student Travel Awards.

#### 4. *Scoring of Applications*

- 4.1. Therefore, the same members shall all individually score each application following the template indicated in this protocol. These scores shall be compiled into a single document by the Chair and discussed at the Committee decision meeting.

- 4.2. The scores of each application supplied by each Committee member shall be used to determine a mutually agreed upon score. This will be known as the “application’s aggregate score” and it shall be decided through a majority decision of the Committee. (Note: This may be minuted as an informal vote or a formal motion)

- 4.3. Scoring shall be used to help the Committee rank applications. Funding should be awarded following discussion within the Committee. The committee shall award funding with attention paid to the limitations of funding available during each funding cycle as well as the aggregate score decided upon by the majority of the Committee.

- 4.4. A score of 6/6 is required for initiatives to be considered for funding. The funding allocated to each initiative will be at the discretion of the SMSS Funding and Oversight Committee, who will take into consideration the initiative's funding request and current student initiative budget.

- 4.4.1. If an application is unsuccessful in **receiving** 6/6, the committee will send back revisions for the organizers to include before further funding discussions may occur.

- 4.5. The Committee as a whole may decide that an expense cited on an application does not fit the criteria or spirit of Student Initiative Grant (e.g. An extra cost incurred by an applicant when they had the opportunity to opt for a more cost efficient alternative). In these cases, the committee may vote to adjust the funding request of an application and then individually rescore (and create an aggregate score using those scores for) the application. Successful applicants who have had their applications modified in this way shall be notified by the chair as to the changes and given the chance to appeal the Committee’s decision by providing documented reasons for why their original application should be reconsidered.

#### 5. *Feedback and Award Endowment*

- 5.1. Following the cycle’s Student Initiative Grant decision meeting, the Chair shall contact applicants. This shall be done no later than six (6) business days after the Committee has met. The Chair shall:

- 5.1.1. Outline if the application was successful.

- 5.1.2. Outline the percentage of the funding request that shall be fulfilled (in dollar amounts).

- 5.1.3. If the application was not successful, at least one reason why the Committee decided not to fund the application (e.g. it was an incomplete application, the application was not signed, etc.).

5.1.4. If the application was not successful or if the application was modified, outline how the applicant can appeal the Committee's decision.

5.1.5. Outline when the applicant should expect to receive funding

5.2. The SGC shall coordinate with the SMSS VP Finance once the decisions regarding all Student Initiative Grant fulfilments are made. This will include a formal request document that will be submitted to the VP Finance and kept by the VP Finance for SMSS Budget purposes.

6. *Score Breakdown*

Criteria	Points
Educational Enhancement - Application demonstrates strong benefit for students that participate in the initiative and the larger student body -	0 = No 1 = Yes
Justification of Project - Score of 0 if the initiative is a duplication or deemed unnecessary/ not applicable to the community - Score of 1 if the initiative is unique and/or addresses a need of the community	0 = No 1 = Yes
Sustainability of the Initiative - Score of 0 if the initiative is a one-time event - Score of 1 if the initiative is likely to carry on in subsequent years and have effects amplified over time	0 = No 1 = Yes
Faculty/Community Support - 0 for no supports - Score of 1 for both letters from faculty/community members.	0 = No 1 = Both letters
Overall Quality - Score at the discretion of committee	0 – 2
Total =	/6

Disqualification:

Students whose applications have been disqualified are not eligible to reapply for the same opportunity for that same academic year. Students who have had applications disqualified are

eligible to apply for Student Initiative Grants in the future for other opportunities. The Committee can disqualify an application for the following reasons:

- Applicant is disrespectful or unprofessional on the application answers (this includes inappropriate language)
- If applicant altered the form in any way (deleted questions), used the wrong form (ie. outdated), or handed in an incomplete form
- If applicant does not disclose other funding received for event/conference or activity
- An applicant grossly overestimates their expenses claim or neglects to mention external funding

### **VI: Confidentiality and Transparency**

The SMSS reaffirms its commitment to individual confidentiality as part of an unbiased process as well as our organization's responsibilities of fair conduct and the transparency we owe our membership.

Confidentiality shall be addressed in the following ways:

1. The "General Information" section of each application shall be de-identified to limit personal or professional bias. Thus, each application will be judged on merit alone.
2. The members of the Committee agree to keep information discussed as part of the scoring process confidential. The Committee meeting minutes and discussions shall be considered closed with communications to general members being the responsibility of the Chair and, in a limited manner, the VP Finance (as part of the SMSS budget declarations).
3. Appeals shall be handled in a confidential manner. Confidentiality will be expected from both Committee membership and the appealing applicant during the appeal process.

Transparency shall be addressed in the following ways:

1. Following the Committee's decisions, a list of total funding amounts shall be made accessible to general members. This will occur no later than one (1) month after the decisions are finalized.
2. This protocol, as well as all relevant information regarding applications, shall be made permanently available to general members.

### **VII: Appeals**

1. *Background:* Appeals are made by applicants directly to the Chair of the Committee (the SGC). Appeals are considered formal documents and, as such, the process is clearly outlined below. The types of appeals that shall be considered, as well as the requirements that must be fulfilled by the applicant before an appeal is considered, are outlined below.
2. *Types of Appeals:* Regardless of the type of appeal, the process shall be the same.
  - 2.1. **General Appeal:** Most appeals will be general appeals. These include but are not limited to appeals for incomplete applications or unfunded applications.
  - 2.2. **Modified Application Appeal:** An appeal to the Committee's decision to modify the application funding request. These appeals are more rare.

3. *Process and Requirements:*

- 3.1. Appeals shall be handled in a confidential and unbiased way. Applying for an appeal, regardless of the final decision, should not deter an applicant from applying for funding in the future for a separate event.
- 3.2. Appealing applicants should be aware that an appeal can result in an increase in funding, decrease in funding, or no change.
- 3.3. Applicants wishing to appeal are required to complete the following:
  - 3.3.1. The applicant's name and contact information
  - 3.3.2. Identification of which application is to be appealed
  - 3.3.3. The amount of funding requested of the Committee
  - 3.3.4. The amount of funding provided by the Committee's decision
  - 3.3.5. Relevant and/or supporting information
  - 3.3.6. Applicant's desired outcome
  - 3.3.7. The communique from the Chair should be included
- 3.4. The Process of an appeal shall follow the outline below:
  - 3.4.1. The Applicant shall provide the Chair with the above requirements.
  - 3.4.2. The Chair shall convene the Committee no later than two (2) weeks after the appeal letter is received. All appeals will be discussed by the Committee.
  - 3.4.3. If the Committee requires a hearing to further discuss the appeal or documentation, the Chair may invite the applicant to speak to the Committee. These discussions shall be considered extremely confidential and shall never be minuted.
  - 3.4.4. The Committee's discussions and final decision regarding the appeal shall be conveyed by the Chair in a formal letter to the applicant no more than one (1) week after the appeal decision is rendered.

### **VIII: Roles and Responsibilities**

1. SMSS Student Groups Coordinator (SGC)

- 1.1. Chair the Committee
- 1.2. Receive and distribute Student Initiative Grant applications in accordance with this protocol
- 1.3. Counsel potential applicants regarding their applications and interpretation of this protocol as requested
- 1.4. Communicate decisions of the Committee to applicants, regardless of application success
- 1.5. Maintain records in accordance with this protocol

## 2. SMSS Vice-President Finance

- 2.1. Participate as a member of the Committee
- 2.2. Coordinate with the SGC to ensure successful applicants receive compensation in a timely manner, in accordance with their role as SMSS VP Finance

### **IX: Maintenance of Records**

The Chair of the Committee shall hold all received applications and communiques (original and de-identified applications, email exchanges, etc.) on the SMSS SGC account from the time they are received, throughout the awarding process, and for a maximum of one (1) year after a decision regarding compensation is made. Once the Committee has made a decision regarding applications only the SGC (Chair), VP Finance, and individual applicants are able to request access to the records. This may be subject to change in the case of a decision appeal or unidentified extenuating circumstances.

### **X: Resources and Contact Information**

#### Resources:

1. *SMSS Policy: The SMSS Funding and Oversight Committee*
2. *SMSS Constitution*
3. *Robert's Rules of Order*

#### Contacts:

1. SMSS Student Group Coordinator -> [sgcoord@gmail.com](mailto:sgcoord@gmail.com) (General Information, Primary Contact, Committee Chair)
2. SMSS Vice-President, Communications -> [smss.vpcommunications@gmail.com](mailto:smss.vpcommunications@gmail.com) (Transparency inquiries)
3. SMSS Vice-President, Internal (Sr) -> [smss.vpinternal@gmail.com](mailto:smss.vpinternal@gmail.com) (General information, SMSS and Governing)

### **XII: Review**

This protocol is subject to review and approval by the SMSS Council. Restructuring the protocol shall fall to the SMSS Funding and Oversight Committee, unless otherwise outlined by the SMSS Council. This protocol is to be reviewed one year after its inception (i.e. in 2019), and every three years thereafter (i.e. 2022, 2025, 2028, etc.). Restructuring shall follow the same schedule, as needed.