



Science Initiative Fund

2016/2017 Application Letter

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 18, 2016** and **February 24, 2017**. The SIF team will review these applications and provide comments before the submission deadline. Submission deadlines for short-term and long-term projects are **December 2, 2016** and **March 10, 2017**. The SIF Board of Directors will make decisions regarding funding.

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 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 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 totalled (maximum of 40 points for long-term applications and 35 points for short-term applications) 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: (35 Short-term/40 Long-term 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 (5): Projects that are deemed capable of being carried out successfully will receive a high score.
2. Previous funding (5): Applicants who have received funding from the Science Initiative Fund for previous projects will be awarded a low score.
3. Value to students (5): Projects that are deemed to advance the academic studies in the Faculty of Science or that will be beneficial to student life initiatives (inside or outside the classroom) 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.
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.

****Applies Only to Long-term Projects****

6. Expected life (5): Projects with a longer lifespan will be rated more favourably.

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 after effects 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
- **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
- **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.

Applications can be emailed (preferably) to the SIF Co-Directors at sif@mcmastersciencesociety.com or submitted to the McMaster Science Society Office (BSB B108 - Mon-Fri 10:30am-5:30pm). Please note that all signatures must be included. Any questions should be forwarded to the SIF Co-Directors.

The application must be typed and use 12-point font. Applications can be no longer than two (2) 8½ x 11” pages, plus one budget page. The committee will look upon handwritten applications and those exceeding the page limit less favourably.

Science Initiative Fund Application Form 2016/2017	
Project Name:	Applicant Name:
Project Level: <input type="checkbox"/> Short Term <input type="checkbox"/> Long Term	Applicant Contact Information (include Email, Telephone):
Project Category: <input type="checkbox"/> Academic <input type="checkbox"/> Student Life	

Summary of Proposal

Project Implementation Plan

Expected Impact of Proposal (Include number of students impacted)

Budget Justification

Project Budget (please attach a separate spreadsheet if additional room is required)

Required Resources	Description	Funds Required	Funds Requested from the ASF
Total:			

Signatures

Applicant Name
(Please Print)

Faculty Endorser/Consultant Name
(Please Print)

Applicant Signature

Faculty Endorser/Consultant Signature

FOR SIF COMMITTEE ONLY

Fund Co-Director Signature

Date Received

Fund Co-Director Signature

Date Received