

YEAR PLAN

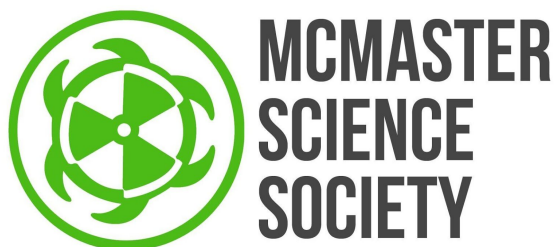
SIF Co-Directors

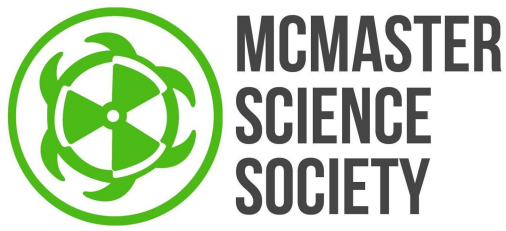
Julia Bullied & Keshikaa Suthaaharan

McMaster Science Society

2020-2021

(submitted June 12, 2020)





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2020-2021 Year Plan

Letter from the Position

The *Science Initiative Fund* (SIF), previously known as the Academic Science Fund, was established in 2011 with the goal of supporting student life and academic projects within the Faculty of Science. Projects funded by SIF include the Ontario Science Games, an annual weekend long competition between science students, and newer projects such as *Sciential*, one of McMaster's Undergraduate science journals, with the goal to publish and share a variety of research pieces written by students and faculty members at McMaster.

Since its name change in 2016 from the Academic Science Fund to the *Science Initiative Fund*, this MSS service has continued to empower students and faculty who have had innovative ways of bettering the McMaster community. Past SIF Co-Directors have greatly advanced SIF's mission by promoting awareness within program societies, increasing promotion on social media, and collaborating with a diverse group of individuals for the Board of Directors. We hope to build upon these pillars of support as well as add initiatives of our own to further strengthen the SIF program.

The previous SIF Co-Directors had the goal of increasing promotion to underrepresented groups on campus, bringing similar ideas together, and increasing accessibility and promotion of SIF. As the incoming SIF Co-Directors, we want to build upon the previous goal and further add four more objectives: increase the diversity of promotional methods of promoting SIF, update the SIF database to reflect recently funded projects, post an instructional video on the MSS website, and streamline the marking process by updating the rubric. The *Science Initiative Fund* has the potential to aid the feasibility of many meaningful projects within the Faculty of Science and McMaster as a whole, and we would like to encourage more individuals and groups to take advantage of this resource. Please feel free to contact us with any questions or comments you may have; we look forward to talking to you about SIF.

Julia Bullied and Keshikaa Suthaaharan

Science Initiative Fund Co-Directors

sif@mcmastersciencesociety.com

OBJECTIVES:

Objective 1: Increase SIF awareness through various methods of promotion to allow for more SIF applications	
Description/Current State	<p>Although awareness for SIF has increased in recent years, we want to encourage more people to apply for SIF funding, as it is still an MSS service that is not widely known.</p> <ul style="list-style-type: none"> • During the Winter 2020 semester, there were only 2 applications, and there was a lot of funding remaining at the end of the year. This may have been due to COVID-19, but we would still like to see SIF impact a larger portion of the population.
Goal	<p>Overall goal: We want to encourage more applications from under-represented groups on campus, particularly, from program societies and general science students</p> <ul style="list-style-type: none"> • Advertise SIF at larger MSS and campus events. However, this is dependent upon whether in-person events will actually occur during 2020/2021. • As physical methods of promotion may not be available through the majority of the 2020/2021 year, we will: <ul style="list-style-type: none"> ○ Be relying more heavily on online platforms to obtain this objective, such as social media and the MSS newsletter ○ Focus on reaching out to program societies and professors • During the first semester, particularly due to online classes, we would like to focus more heavily on online platforms. • The previous SIF directors sought to establish close relationships with the program societies, and we would like to continue their efforts by contacting program societies in August. • We would also like to increase the variety of advertising methods that are used. In the past, advertising of SIF has been primarily done through the MSS social media,

	<p>however, these posts were easily lost during the business of the school year.</p> <ul style="list-style-type: none"> ○ As a result, we would like to have more social media posts throughout the year (rather than just near SIF deadlines). This is much more important for increasing engagement, particularly due to the online COVID-19 induced environment. ○ The facebook posts can include biweekly showcases of past projects, links to the website, and instructional videos ● Though a physical workshop is not possible in the first semester, we would potentially like to do one in the second semester. Attendance in the past has not been ideal, so we would work on further promotion of this event.
Barriers to Success	<ul style="list-style-type: none"> ● As a result of COVID-19, most of the traditional methods of communication are not available. Therefore, it will be more difficult to contact professors and advertise to general science students. ● Making sure that our promotions, and social media posts reach the intended audience, and promote people to apply and encourage the use of the SIF ● Finding prospective students/professors in project-based courses who are interested in expanding on their project using the SIF fund. ● SIF promotion is a priority this year, so this will involve a well-established timeline and plan to ensure that the posts are released consistently throughout the year <ul style="list-style-type: none"> ○ We must ensure that we develop the content for the posts and request them well in advance, and remain on top of this throughout the school year
How?	<ul style="list-style-type: none"> ● Work with the Communications Portfolio to develop effective promotional material ● Contact professors of larger courses, such as the

	<p>first-year classes, and professors in research-based courses to gain a wider reach of science students</p> <ul style="list-style-type: none"> ● Reach out to the Science Career and Cooperative Education (SCCE) Office for increased promotion ● Promote SIF in the MSS newsletter (reach out to VP External to do this) ● Contacting program societies by email in August to promote SIF, explaining what SIF is, what we do, and asking if they would be comfortable with advertising on SIF to their respective students. Also, we will provide our email, and inform them that students are welcome to contact us if they need. ● Run SIF applications workshops both semesters, either online or in person
<p>Long Term Implications</p>	<p>Our long-term goal is to make SIF something every science student knows about and is something they can come to help fund their amazing ideas. We hope to accomplish this by increasing promotions, running workshops, and having an online presence.</p>
<p>Partners</p>	<p>The following are the previous board of directors:</p> <ul style="list-style-type: none"> ● Michael Farquharson: farquhm@mcmaster.ca ● Deda Gillespie: gilles@mcmaster.ca ● Carolyn Eyles: eylesc@mcmaster.ca ● Michelle MacDonald macdonml@mcmaster.ca <p>The following is the main contact for the funding and financial processing:</p> <ul style="list-style-type: none"> ○ Mary Cass (Main Contact) <ul style="list-style-type: none"> ○ Accounting Assistant (Office of Dean) - BSB 102 ○ cassm@mcmaster.ca <p>We need the following MSS Execs:</p> <ul style="list-style-type: none"> ● VP Finance - Leah Kogan:

- vpfinance@mcmastersciencesociety.com
- VP Internal - Sahil Karnani:
 - vpinternal@mcmastersciencesociety.com
- VP External - Randy Su:
 - vpexternal@mcmastersciencesociety.com
- VP Comm - Alexis Chacon:
 - vpcomm@mcmastersciencesociety.com
- VP Student Affairs - Natale Pulla Abasto:
 - vpstudentaffairs@mcmastersciencesociety.com
- VP Academic - Jake McNairn
 - vpacademic@mcmastersciencesociety.com

We need the following Program Society Presidents:

- McMaster Actuarial Society (actuary@mcmaster.ca)
- Biochemistry & Biomedical Sciences Society (macbiochem@gmail.com)
- Biology Society (mcmasterbiology@gmail.com)
- Biology & Pharmacology Society (macbiopharm@mcmaster.ca)
- BioPsych Society (biopsych@mcmaster.ca)
- McMaster Undergraduate Society for the Chemical Sciences (macmuscs@gmail.com)
- Geography & Earth Sciences Society (gessociety@mcmaster.ca)
- iSci Society (iscisociety@gmail.com)
- Kinesiology Society (mackinvpexternal@gmail.com)
- Life Sciences Society (lifescienceinfo@gmail.com)
- Math & Stats Society (mathandstatsociety@gmail.com)
- MedRadSci Society (mrsss@mcmaster.ca)
- McMaster Undergraduate Physics Society (mups@mcmaster.ca)
- PNB Society (pnbociety@gmail.com)

Objective 2: Update the SIF website page and SIF database for MSS executives and general public use to update and increase transparency behind the SIF budget and allocations.	
Description/Current State	The SIF website and SIF database should be a resource for the incoming SIF directors to give them an idea of previously funded projects. The website and database should also be a resource to the general McMaster Science population as a way to see previous funded projects, how to improve their own ideas, and build on previous ideas. Currently, the website is quite basic in terms of the information it provides and the SIF database is not up to date as the latest funded projects are from the 2015/2016 year.
Goal	<p>The SIF website page and SIF database should include:</p> <ul style="list-style-type: none"> ● An introduction on what SIF is ● A link to our profiles and year plan ● A FAQ link <ul style="list-style-type: none"> ○ Discuss what SIF <u>CAN</u> and <u>CANNOT</u> be used for. <ul style="list-style-type: none"> ■ The latter is particularly important because there are applications that are rejected immediately due to not falling in the proper guidelines. ● A link to a Google drive that contains the application documents, rubric, materials from past workshops and other resources ● The link to our facebook page ● A link to SIF database ● An application slideshow, so that it is easy for applicants to access and use when creating applications ● A How-to video, which includes tips and tricks, so that students can produce successful applications (see Objective 3 for more detail) ● The showcase projects from previous years

	<ul style="list-style-type: none"> ● Continuously updated projects by the end of every term. <ul style="list-style-type: none"> ● This includes contacting the past recipients for an update on their project as well as the new projects that have received funding this year.
Barriers to Success	<ul style="list-style-type: none"> ● This is a huge endeavor which will take a lot of time and commitment from us to give the proper information and from the webmaster to actually get this implemented ● Communicating with the webmaster efficiently because they have courses to do as well as other MSS website pages to run and other commitments
How?	<ul style="list-style-type: none"> ● We will try to collect all the information on past projects early on in the term, either in the summer or at the beginning of the year, to have that information ready and hopefully have the “past Projects” in the SIF database portion hopefully done early on. ● Talk with the Webmasters before preparing the material to be uploaded, in order to ensure that we provide the information in an ideal format ● We will update the information from the previous semester at the beginning of the following semester <ul style="list-style-type: none"> ○ For example: upload the updates funded projects from Fall 2020 semester at the beginning of the Winter 2021 semester ● In order to avoid making the Webmasters stressed, send necessary information and instructions as early as possible (before the winter break in 1st semester, and by first week of April before exams in 2nd semester) ● Overall, we will try to stick to our year plan to make sure that we stay on tack with all of our commitments and tasks

<p>Long Term Implications</p>	<p>The long-term impact of this project of improving the SIF website page and SIF database is to make these online resources so helpful that it is synonymous to coming to the SIF Directors for questions on past projects or tips for their own project. We will be there to help science students if they want to come see us personally, but we want SIF to have equally powerful resources online that can be accessed at any time. This will add to the transparency of how SIF works and the projects it funds.</p>
<p>Partners</p>	<ul style="list-style-type: none"> ● VP Finance - Leah Kogan <ul style="list-style-type: none"> ○ vpfinance@mcmastersciencesociety.com ● Webmaster - Jasmeet Sidhu <ul style="list-style-type: none"> ○ webmaster@mcmastersciencesociety.com ● Social Media Director - Rameen Jamil <ul style="list-style-type: none"> ○ socialmedia@mcmastersciencesociety.com

<p>Objective 3: Create an application “How to” video that will be posted on the website, as well as be promoted to encourage more people to apply.</p>	
<p>Description/Current State</p>	<p>Previous workshops in the past have had low turnout and have not been very successful. By creating an application “how to” slideshow that will be posted on the SIF website we hope for it to be more accessible, and used more.</p>
<p>Goal</p>	<ul style="list-style-type: none"> ● Create a “how to” video that applicants can use when applying to SIF that is easy to follow and helpful ● To allow for more accessibility by posting it and keeping it on the SIF website for applicants to access at any point in time ● Promote the video on the MSS website, MSS social media, to program societies and professors

Barriers to Success	<ul style="list-style-type: none"> ● Due to COVID-19 in-person workshops will likely not be a possibility. We hope that this “how to” slideshow will take place of a in-person workshop and will be more accessible ● This will take time to put together, but we need to have it up and running for applicants to use for the Fall 2020 semester
How?	<ul style="list-style-type: none"> ● Create a step by step slideshow on how to apply <ul style="list-style-type: none"> ○ We can talk over the slides and explain them ○ Include any tips/tricks and explain the marking rubric ● Post the video on the SIF website as well as on social media ● Contact department heads, program societies, and SCCE to pass this along to all teachers in the faculty ● We can have other MSS executives promote the video on social media
Long Term Implications	<p>The long-term impact of this project of creating an application “how to” slideshow is to make an online resource that is available to anyone at any time. We hope that this slideshow will be able to be used for many years to come and will be a helpful resource for students wanting to apply to SIF.</p>
Partners	<p>We need the following MSS Execs:</p> <ul style="list-style-type: none"> ● VP Finance - Leah Kogan: <ul style="list-style-type: none"> ○ vpfinance@mcmastersciencesociety.com ● VP Internal - Sahil Karnani: <ul style="list-style-type: none"> ○ vpinternal@mcmastersciencesociety.com ● VP External - Randy Su: <ul style="list-style-type: none"> ○ vpexternal@mcmastersciencesociety.com ● VP Comm - Alexis Chacon: <ul style="list-style-type: none"> ○ vpcomm@mcmastersciencesociety.com ● VP Student Affairs - Natale Pulla Abasto:

	<ul style="list-style-type: none"> ○ vpstudentaffairs@mcmastersciencesociety.com ● VP Academic - Jake McNair <ul style="list-style-type: none"> ○ vpacademic@mcmastersciencesociety.com ● Social Media Director - Rameen Jamil <ul style="list-style-type: none"> ○ socialmedia@mcmastersciencesociety.com ● Webmaster - Jasmeet Sidhu <ul style="list-style-type: none"> ○ webmaster@mcmastersciencesociety.com
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Objective 4: Update and improve the application marking rubric.	
Description/Current State	<p>The rubric was previously updated in order to place a greater emphasis on the feasibility of the projects.</p> <p>We would like to develop the rubric further to establish clear-cut guidelines and levels to ensure a more objective grading scheme.</p>
Goal	<p>Make levels within each criterion and establish a grade range within each criterion.</p> <ul style="list-style-type: none"> ● This will help: <ul style="list-style-type: none"> ○ Provide concrete descriptions of what the project requires in order to be graded fairly and at a certain grade range ○ Allow for a more objective and clear marking process for the people marking (SIF Co-directors and BODs)
Barriers to Success	<ul style="list-style-type: none"> ● Potential for ambiguity between the marking levels.
How?	<ul style="list-style-type: none"> ● Go through the current rubric and change any parts that are confusing or nonspecific ● Ambiguity can be resolved by providing an appropriate amount of detail within each level descriptor, and not simply changing adjectives between levels (such as poor vs good vs excellent).

<p>Long Term Implications</p>	<p>An updated rubric with levels for each criterion and an associated grade range will allow for greater objectivity and consistency in the marking of projects. It will also allow an easier and faster allocation of marks by all members. The new rubric can be used for not only this academic year, but for years to follow.</p>
<p>Partners</p>	<ul style="list-style-type: none"> ● Previous BODs: <ul style="list-style-type: none"> ○ Michael Farquharson: farquhm@mcmaster.ca ○ Deda Gillespie: gilles@mcmaster.ca ○ Carolyn Eyles: eylesc@mcmaster.ca ○ Michelle MacDonald macdonml@mcmaster.ca

EVENTS & PROJECTS

Name of Event/Project: SIF Application "How to" slideshow	
DATE	Early to Mid October
PURPOSE	To create an easy to follow slideshow that is accessible and applicants can follow when applying to SIF to make the application process easier.
PROCEDURE	<ol style="list-style-type: none"> 1. Develop a step-by-step process based on the application sections regarding how to apply for SIF and what criteria must be fulfilled for an eligible project. 2. Create a slideshow that is easy to follow and helpful 3. Contact the Webmaster about uploading the slideshow. 4. Promote the slideshow on the website and all social media (Facebook, Instagram, the MSS website)
DIFFICULTIES	<ul style="list-style-type: none"> ● It will be difficult to put together and time consuming ● Having proper promotions after it is done and uploaded so that people know about it and actually use is

PARTNERS	<p>We need the following MSS Execs:</p> <ul style="list-style-type: none"> ● VP Finance - Leah Kogan: <ul style="list-style-type: none"> ○ vpfinance@mcmastersciencesociety.com ● VP Internal - Sahil Karnani: <ul style="list-style-type: none"> ○ vpinternal@mcmastersciencesociety.com ● VP External - Randy Su: <ul style="list-style-type: none"> ○ vpexternal@mcmastersciencesociety.com ● VP Comm - Alexis Chacon: <ul style="list-style-type: none"> ○ vpcomm@mcmastersciencesociety.com ● VP Student Affairs - Natale Pulla Abasto: <ul style="list-style-type: none"> ○ vpstudentaffairs@mcmastersciencesociety.com ● VP Academic - Jake McNairn <ul style="list-style-type: none"> ○ vpacademic@mcmastersciencesociety.com ● Social Media Director - Rameen Jamil <ul style="list-style-type: none"> ○ socialmedia@mcmastersciencesociety.com ● Webmaster - Jasmeet Sidhu <ul style="list-style-type: none"> ○ webmaster@mcmastersciencesociety.com
PROJECTED OUTREACH	<p>We are hoping to reach any student that is wanting to apply to SIF for funding. By posting the slideshow on the SIF website it will allow for it to be accessible at all times.</p>
BUDGET	<p>No cost</p>

Name of Event/Project: SIF Application Workshop	
DATE	<p>Early to Mid February (*platform for this workshop will be dependent upon university COVID-19 regulations)</p>
PURPOSE	<p>To explain the application process using successful examples from previous years and discuss the components of the rubric against which applications will be marked.</p>

<p>PROCEDURE</p>	<ol style="list-style-type: none"> 1. Develop a presentation that outlines a step-by-step process regarding how to apply for SIF and what criteria must be fulfilled for an eligible project. 2. Have a session that explains why each part of the rubric was established and how applicants can maximize their chances of being funded. 3. A part of the workshop will include looking at examples of successful long-term and short-term projects that focused on academic and student-life initiatives. 4. Contact VP Communications 1 month in advance to promote the workshop. An accessible room for the workshop will be booked through EOHSS and the MSS.
<p>DIFFICULTIES</p>	<ul style="list-style-type: none"> ● Having good attendance to the event which we hope to solve by possibly doing a live stream on social media and having it recorded and uploaded online (Facebook or the MSS website). That way people can always refer back to it even if they miss the workshop. <ul style="list-style-type: none"> ● However, this may mean that people miss the actual event. ● Having proper promotions when the semester is beginning
<p>PARTNERS</p>	<p>We need the following MSS Execs:</p> <ul style="list-style-type: none"> ● VP Finance - Leah Kogan: <ul style="list-style-type: none"> ○ vpfinance@mcmastersciencesociety.com ● VP Internal - Sahil Karnani: <ul style="list-style-type: none"> ○ vpinternal@mcmastersciencesociety.com ● VP External - Randy Su: <ul style="list-style-type: none"> ○ vpexternal@mcmastersciencesociety.com ● VP Comm - Alexis Chacon: <ul style="list-style-type: none"> ○ vpcomm@mcmastersciencesociety.com ● VP Student Affairs - Natale Pulla Abasto: <ul style="list-style-type: none"> ○ vpstudentaffairs@mcmastersciencesociety.com ● VP Academic - Jake McNairn <ul style="list-style-type: none"> ○ vpacademic@mcmastersciencesociety.com

	<ul style="list-style-type: none"> ● Social Media Director - Rameen Jamil <ul style="list-style-type: none"> ○ socialmedia@mcmastersciencesociety.com ● Webmaster - Jasmeet Sidhu <ul style="list-style-type: none"> ○ webmaster@mcmastersciencesociety.com
PROJECTED OUTREACH	We would hope for approximately 30 people to show up for the workshop.
BUDGET	\$30 for snacks \$20 for posters, posts, etc. Total: \$50

Name of Event/Project: Online Showcase on the Website for Projects that are approved for each semester	
DATE	End of Each semester
PURPOSE	To advertise the SIF program, its achievements, and how it helps individuals, clubs, etc. with their projects. Highlight the various SIF projects/ideas being implemented around the McMaster community. This will raise awareness about SIF and hopefully further support to each of these projects. This would be done through social media.
PROCEDURE	<ol style="list-style-type: none"> 1. Throughout the semester, compile information about the proposed projects, so that there is less work to be done at the end of the semester 2. Work with the Webmaster to develop a section on the MSS website for the showcase. 3. Contact the Graphic Designers in November so that the showcase can be promoted in December. 4. Promote on SIF social media, and get the rest of the MSS team to help promote it as well.

<p>DIFFICULTIES</p>	<ul style="list-style-type: none"> ● This will be a time-consuming project, and will require significant collaboration between us and the Webmaster (which might be difficult). ● Furthermore, developing engaging material and raising promotion ● Since this will likely be released at the end of the semester, there might be less engagement due to exams/winter break
<p>PARTNERS</p>	<p>We need the following MSS Execs:</p> <ul style="list-style-type: none"> ● VP Finance - Leah Kogan: <ul style="list-style-type: none"> ○ vpfinance@mcmastersciencesociety.com ● VP Internal - Sahil Karnani: <ul style="list-style-type: none"> ○ vpinternal@mcmastersciencesociety.com ● VP External - Randy Su: <ul style="list-style-type: none"> ○ vpexternal@mcmastersciencesociety.com ● VP Comm - Alexis Chacon: <ul style="list-style-type: none"> ○ vpcomm@mcmastersciencesociety.com ● VP Student Affairs - Natale Pulla Abasto: <ul style="list-style-type: none"> ○ vpstudentaffairs@mcmastersciencesociety.com ● VP Academic - Jake McNairn <ul style="list-style-type: none"> ○ vpacademic@mcmastersciencesociety.com ● Social Media Director - Rameen Jamil <ul style="list-style-type: none"> ○ socialmedia@mcmastersciencesociety.com ● Webmaster - Jasmeet Sidhu <ul style="list-style-type: none"> ○ webmaster@mcmastersciencesociety.com
<p>PROJECTED OUTREACH</p>	<p>We hope that the outreach of this project reaches the McMaster community. If they see that there are all these amazing projects/ideas funded by SIF, it would increase the SIF program's reputation and increase the number of applicants for the next application cycle.</p>
<p>BUDGET</p>	<p>No cost for the online showcase.</p>

GOALS TO STRIVE FOR

5 things that you wish to have prepared for the beginning of September:

1. Contact Board of Directors and Mary Cass
 - a. Ask the previous BOD whether they would like to be on the BOD again for this year.
 - b. Recruit new BOD if needed.
 - c. Contact Mary Cass for a meeting ASAP
2. Update Application Grading Rubric
 - a. Add a break-down of details within the rubric to clarify the marking scheme for each subsection, and a more streamlined marking process.
3. Develop the SIF Application "How to" Video
4. Update the SIF database to allow general public access to information about the projects that were funded in the past and are currently being funded
5. Contact program societies early, prior to September.

5 things to be completed during the fall term (1st term):

1. Update the SIF database with projects from the past couple of years.
2. Finish the SIF Application "How to" slideshow and promote it to encourage SIF applications.
3. Showcase some past projects at the beginning of the semester, as promotion.
4. Run the first fund allocation meeting of the academic year with the BOD.
5. At the end of the term, update the SIF database with all the projects that were successfully funded for the Fall 2020 semester.

5 things to be completed during the winter term (2nd term):

1. Get feedback from last semester's applicants on the application process, the SIF policies, and possible improvements
2. Showcase previous term's accepted projects on social media.
3. Run an application workshop for individuals/clubs interested in applying.
4. Final allocation meeting with BOD with feedback from them on how this year's SIF program ran and possible improvements for next year
5. Update the SIF database with all the projects that were successfully funded for the Winter 2021 semester.

TIMELINE

Month	Objective/Project/Event/Goals
June	<ul style="list-style-type: none"> ● Ask current BOD if they would like to continue for this school year. If not, we would need to find new BODs.
July	<ul style="list-style-type: none"> ● Start creating the application "How to" slideshow ● Begin updating the SIF database (ongoing) ● Update the SIF rubric with specific marking guidelines within each subsection to add clarity for the applicants and allow for objectivity
August	<ul style="list-style-type: none"> ● Schedule meeting with Mary Cass regarding reimbursements. ● Create promotional advertisements for SIF (with help of Communications team) ● Develop and implement a promotional plan ● Contact program societies to discuss the idea of collaboration for the academic year.
September	<ul style="list-style-type: none"> ● Contact professors to post on avenue and class talks ● Showcase some past projects on social media, and promote SIF.' ● Finish the "How to" slideshow
October	<ul style="list-style-type: none"> ● Post the SIF application "How to" slideshow ● Continue promotions for applications to SIF
November	<ul style="list-style-type: none"> ● Provide feedback to applicants and final deadline

December	<ul style="list-style-type: none"> ● Schedule first allocation meeting ● Reflect on what worked and improvements that need to be made through writing the progress reports.
January	<ul style="list-style-type: none"> ● Contact professors to post on Avenue and do some class talks ● Update last semesters projects on the SIF database ● Showcase accepted projects from last term on social media
February	<ul style="list-style-type: none"> ● Second semester's SIF application workshop ● Continue promotions for applications to SIF
March	<ul style="list-style-type: none"> ● Provide feedback to applicants and final deadlines ● Conduct the second allocation meeting ● Write the transition report
April	<ul style="list-style-type: none"> ● Final showcase of SIF-approved projects ● Update last semester's projects on the SIF database ● Submit transition report by deadline