



THE IDEAS FUND

Student Handbook



UNIVERSITY OF CALGARY
FACULTY OF SCIENCE

What is the IDEAS Fund?

The IDEAS Fund was created by the Faculty of Science at the University of Calgary to create authentic learning experiences that fuel creativity, spark discovery, and transform students into the scientific and community leaders of the future. The IDEAS Fund provides financial support for eligible undergraduate science students to engage in innovation, leadership, educational and professional development activities that are the most meaningful to them. The range of activities supported is broad: from professional development conferences and science competitions across the globe, the IDEAS Fund aims to empower students to expand their education to experiences outside of the traditional classroom.

The IDEAS Fund is supported through the generous contributions of University of Calgary Alumni, The Faculty of Science, and other community partners.

Am I eligible for the IDEAS Fund?

You are eligible if you:

- Are an undergraduate student
- Are a student within the Faculty of Science
- You have not reached your maximum funding with the IDEAS Fund of \$2,500

Is my activity eligible for the IDEAS Fund?

The intention of the IDEAS Fund is to allow our students to enhance their degrees. Examples of previously approved activities include but are not limited to: volunteer opportunities overseas, hosting program-specific conferences, overseas travel to educational opportunities, hackathons, art projects, and science-based not-for-profit activities. While there is no complete list of “acceptable activities”, we accept a broad range of funding requests. However, for your activity to be funded, it must:

- further your personal and/or professional goals within your discipline,
- aid in your development as a scientist and/or leader,
- include a plan for giving back to the UCalgary community, which will be completed within the application, and
- be clear on how you will participate in the activity.

What will the IDEAS Fund cover?

The IDEAS Fund will cover costs that are incurred by participation in the proposed activity. This includes but is not limited to:

- Accommodation (hotel, Airbnb, etc.)
- Transportation (Flights, Uber, taxi, shuttle service, etc.)
- Marketing and communication materials (printing, digital assets, etc.)
- Equipment
- Software solutions
- Conference or registration fees
- Vaccinations (if travelling abroad)
- Food costs

What will the IDEAS Fund NOT cover?

The IDEAS Fund **will not** fund costs associated with:

- Events deemed not to fulfill the criteria indicated previously
- Regular administration expenses associated with clubs or informal groups (e.g. non-specific activities, general activities, office furniture and equipment, annual general meetings etc.)
- Establishment of an organization (for-profit or not-for-profit)
- Creation or development of a for-profit product
- In-lab research at a research institution (University of Calgary included)
- Creation of technology/applications that use UCalgary data, or any other institution's data, without approval from the institution
- Promotion of any technology, process, or application created in class
- Cost of events already completed
- Tuition or Co-op/Internship fees
- Alcohol or Cannabis

How much funding is available?

The amount of funds available for distribution changes depending on the level of funds raised each year, but the fund aims to distribute a minimum of \$35,000 per year. The amount of funds available will be announced each year. Funding is available on a competitive basis. Not all proposals will be funded and not all applicants will be funded to the full amount. Incomplete applications will not be included in the competition.

The IDEAS Fund will allow:

- Individual awards of up \$2,500 per student over the undergraduate degree.



- Group applications are allowed at a maximum of \$5000 per application. The amount will be divided by the number of applicants and applied against their individual lifetime amounts.

For any single application, the Faculty of Science funds will not support more than 50% of the total eligible costs of the activity, except for International activities where students are eligible for up to 75% of the eligible costs. Funds are not intended to fully support the activities and are intended to provide significant but partial funding for the various activities. Students are encouraged to participate in fundraising to augment their award and/or are expected to directly fund part of the activity costs. The external funding contribution must be clearly identified in the activity budget.

How do I apply?

Complete applications must be completed online at https://www.ucalgary.ca/science/ideas_fund. Questions should be directed to the Faculty of Science Student Engagement Coordinator via email at Science Engagement <science.engagement@ucalgary.ca>

Payments if approved

When will I get paid?

If you do get approved, you will be paid approximately 2 weeks prior to your activity. This will take place either on the 10th or the 25th of the month. This is based off of the University of Calgary [pay schedule](#).

How will I get paid?

You will receive the amount of funding allotted to you through direct deposit. To ensure that this process does not get backed up, please make sure that your SIN number and banking information is correct. Click [here](#) for more information on this.

If you are in a group, the group leader will be receiving the total amount of funds into their bank account. The group must internally decide how to disperse this payment.

If there are any issues with payments, please contact the Science Engagement Office immediately.

Deadlines:

The committee meets three times a year to judge applications. Student applications must be submitted by:

- February 15th, for activities undertaken between May 1st and August 31st
- July 15th, for activities undertaken between September 1st and December 31st
- November 15th, for activities undertaken between January 1st and April 30th



In the event that the application falls on a weekend or holiday, the application will be due on the next day that the University offices are open. Applicants will normally be notified within one month after the application deadline.

Applications typically open one month before the deadline.

Who Decides?

All applications to the IDEAS Fund are evaluated by a committee consisting of:

- Chair (Associate Dean, Teaching, Learning, and Student Engagement, Faculty of Science) – voting only to break tie,
- Director of Development, Faculty of Science (non-voting),
- 3 undergraduate students (one SU Representative for the Faculty of Science, and two chosen from the Science Ambassadors Team),
- 1 faculty member,
- 1 alum of the Faculty of Science.

This committee is supported by the Student Engagement Coordinator in the Faculty of Science.

- Quorum is 4 with at least 2 undergraduate students.
- Term: May 1 – April 30th.
- The Committee meets at least 3 times per year.
- The Committee is advisory to the Dean and reports annually in writing to the Dean.

What if I missed the deadline?

Late applications are typically not considered. However, if an opportunity becomes available in the interval between competitions, funds may be distributed for urgent requests, contingent upon there being funds available for disbursement.

In exceptional circumstances, the Associate Dean, Teaching, Learning, and Student Engagement, may grant late applications and last-minute funding if application forms are complete and justification for urgency or special permission is provided.

Group Application:

While applying for the IDEAS Fund, you will have the opportunity to apply as a group. If you are applying for funding for two or more people, then you must apply through a group application. Those who apply for this application may receive a maximum of \$5000 for their group. However, the amount of money will contribute to their lifetime total for IDEAS Fund Applications (please see FAQs for more information on how often you can apply). The amount will be divided by the number of applicants and applied against their individual lifetime amounts.

Group Leaders

While applying for a group application, you must allot a group leader. The group leader will be in charge of internally organizing the group. The responsibilities of the group leader are:

- Collect all code of conducts, receipts, and/or proof of attendances from *all* group members for the Student Engagement Team
- If travelling abroad, collect all of the proof of registration through the University of Calgary Risk Management
- All funds will be transferred to this individual
- Will be the touchpoint of communication for the Student Engagement Office
- Will be in charge of internal organization if contacted by the Faculty of Science for a communication piece

For any single application, the Faculty of Science funds will not support more than 50% of the total eligible costs of the activity, except for International activities where students are eligible for up to 75% of the eligible costs. Funds are not intended to fully support the activities and are intended to provide significant but partial funding for the various activities. Students are encouraged to participate in fundraising to augment their award and/or are expected to directly fund part of the activity costs. The external funding contribution must be clearly identified in the activity budget.

What are the expectations?

- Successful applications to the IDEAS Fund will provide high impact opportunities for undergraduate students in the Faculty of Science.
- The support of the Faculty of Science shall be acknowledged for all activities funded by the IDEAS Fund where printed or publicity materials are produced (brochures, announcements, etc.).
- Students applying for funds must develop a plan to share their experience with the broader science student community. This can be accomplished in many ways (e.g. offering a workshop or information session outlining the use of the funds, blogging or other social media about the activity).
- Trips that occur during the school term should not result in more than three (3) days absence from classes. Students are responsible for notifying their professors of any absence and must ensure no quizzes/tests or important course components (such as presentations) are missed as a result of their trip. No trips will be approved during the final two weeks of term or during the examination period.
- All group members must sign the code of conduct before embarking on any travel events.
- For group proposals, those that have a strong science educational component will be given priority.



Dos and Don'ts for the application:

Do

- Be as specific as possible with your application, specifically in your statement on how you will give back to the community and how this event will enhance your degree.
- Be as accurate as possible with your budget. If you are not able to prove that you have correctly spent the money allotted to you, you are responsible for returning it.
- Make sure that the currency conversion is correct.
- Make sure that *all* group members' names and student ID numbers are included on the application. They will not be awarded the money if their name is not included on this application.
- If your group is part of a club, please specify this.

Don't

- Be vague about your trip and why you would like to go.
- Do not apply if there is a possibility of cancellation/you may not be able to attend a trip that you are applying for.
- Do not apply as an individual application if you are funding a group trip.
- Do not allot more than 50% of your estimated costs for your activity (75% for an international opportunity).

Return Package

Once you return from your trip, you will have two weeks to submit your IDEAS Return Package. The Return Package includes templates for:

- A 250 word reflection on your experience and how the IDEAS Fund helped you complete this activity.
- Templates for receipts and proof of attendance.

If completing this as a group member, please submit one application per group.

If you are wanting to share your experience on social media, please contact science.engagement@ucalgary.ca to gain access to post on @UCWeAreScience social media pages.

FAQS

How will I be notified if I get approved for the IDEAS Fund?

You will be emailed an acceptance letter from the Science Engagement Office. This letter will state how much you have received for your project.



Will I be notified if I get declined for funding?

Yes. All applicants will receive letters stating whether or not they have been accepted to receive funding. However, the letters will not state why you did not receive funding. If you are interested in this, please go over the list of dos and don'ts for the application, as stated above. If you are still interested, please email science.engagement@ucalgary.ca for further inquiry.

How often can I apply to the IDEAS Fund?

You are able to apply as many times as you want, both as an individual and/or group. However, each individual is only eligible for \$2500 during their time as a science student at UCalgary. Once this amount is reached, you will no longer be able to apply for the IDEAS Fund.

I didn't spend all of my money, what now?

The IDEAS Fund is only supposed to cover 50% of your activity costs (75% in international travel is required). If you did not spend all of your stated budget, you will be responsible to email science.engagement@ucalgary.ca to discuss how to proceed.