



Innovative Projects Fund Application Package  
Application Deadline: Friday, February 22, 2019

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**Background:** The Innovative Project Fund (IPF) began in 1996 and is an annual fund of \$35,000 provided by the University of British Columbia (UBC) and administered by the Alma Mater Society (AMS). The purpose of the fund is to support the development of programs, projects, and ideas that enrich and enhance the University for students.

**Eligibility:** Applications can be submitted by UBC students, faculty and staff with up to 30% of total funding allocated to faculty and staff proposals. In the event we receive fewer proposals from faculty and staff, funds can be redirected to student proposals. All faculty and staff projects must have a high degree of student involvement.

**Selection Criteria:**

- 1) Highly Innovative projects which provide new solutions to pressing issues, new ways to do things, or ideas that haven't been tried at UBC before. IPF will support projects which can clearly demonstrate a clear connection between the innovative idea and a need on campus.
- 2) Provide benefit to a significant number of students. Projects need to provide evidence of the reach they will have to students, beyond those directly involved in the project, and demonstrate a compelling need for the project through student survey data or other forms of gap analysis.
- 3) Be visible to the campus community. Projects need to be visible and accessible to campus and allow for broad engagement from the full community.
- 4) Involve students in the creation or co-creation of the initiative in a significant and meaningful way. For any faculty and staff proposed projects there needs to be a clear and compelling rationale for the ways in which students are involved in leading the project.

**Application Process**

- Applications can be submitted by UBC students, faculty, or staff. Students are asked to submit applications via AMS Clubhouse:  
<https://www.campusvibe.ca/campusvibe/campus/cea260f5-8aab-4e11-bccf-fe4a846e62dc>.
- Faculty and staff without access to Clubhouse can submit an application via email to [fundsandgrants@ams.ubc.ca](mailto:fundsandgrants@ams.ubc.ca). Emailed applications should be in PDF form and include responses to the full application questions as outlined in this package.
- The application deadline is Friday, February 22<sup>nd</sup>, 2019.
- Proposals are reviewed by a 6-member Committee including:
  - Three student representatives appointed by AMS,
  - Two University staff representatives selected by the Vice President, Students Office, and
  - One faculty member, selected by the Vice President Students.
- Funding decisions will be communicated to applicants by the end of March.



## Funding Limits

- Applications can be made for funding of up to a maximum of \$3,500 per year. A project cannot receive total funding of more than \$10,500 over 3 consecutive years. Projects lasting more than 1 year will need to reapply for funding each year
- Funds must be used within a fiscal year, April – March, and cannot be carried forward without permission from the Committee.
- Funds that are unspent each year must be returned to the IPF.
- Any equipment purchased with IPF funds becomes property of the University. Any funds from the sale of equipment will be returned to the IPF.
- The following types of projects have additional limits as follows:
  - International Projects: Applications for projects that include sending individuals abroad must include an explanation of how the project will *substantially* “enrich and enhance the University for student”. Funds cannot be used to support learning and personal development for one/a small group of individuals. The IPF does not typically fund travel costs or airfare.
  - Conferences: The IPF does not fund conference attendance for students. The IPF may provide funding to create a new annual conference for students and may fund new innovative projects that occur within an already existing annual conference.
  - Competitions: The IPF does not fund participation in sporting or other competitions involving other universities and/or non-UBC organizations and which involve relatively few UBC students.
  - Honoraria: The IPF does not fund honoraria for project members or students.
  - Curriculum Projects: The IPF does not fund projects or activities that are in any way a part or extension of the academic curriculum at UBC, such as field trips or student attendance at academic conferences.



### **Application Components**

1. Description of project including a statement of the challenge, your suggested solution, the level of innovation and a description of the level of visibility and benefit your project will provide to students.
2. A timeline for project implementation including start dates, small goal completion dates, and final completion dates.
3. Include a complete and informative budget statement, showing all anticipated sources of revenue and expenditures for the project and, if planned for more than 1-year, a summary of projected funding requests for the following two years. Applications are also expected to detail how the project will be sustainable beyond IPF funding.
4. Supporting documents. No more than three single-page supporting documents which may include Letters of recommendation, reports, research summaries etc.

### **Reporting**

- A progress report is due at in September of each year. A template will be provided by the AMS Fund Administrator to facilitate this process.
- A final report is due within 12 months of disbursement of funds or earlier, depending on the completion of the project. The final report should highlight the project's successes and what benefit it brings to the individual, other students, and the University as a whole.
- Projects must be completed by March of the project's fiscal year.



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Faculty and staff without access to AMS Clubhouse please submit your application in a single PDF document by email to [fundsandgrants@ams.ubc.ca](mailto:fundsandgrants@ams.ubc.ca), ensuring you include all the questions and components below.

**A. Applicant Information**

1. Please provide the names and contact information of all individuals involved in this project including Name, Email, and whether they are a student, faculty or staff member.
2. Indicate whether this project is being submitted on behalf of a faculty, department, club, or organization. If it is, you must have permission from the dean, dept. head, or head of organization. Please provide their name, organization, and contact information so we can verify their approval.
  - Name of organization:
  - Name of dean, dept head or head of organization:
  - Email address of the dean, dept head or head of organization:

**B. Project Description**

1. Title of Project:
2. Describe your project in no more than 500 words:
3. What problem or challenge is your project trying to solve and why? What is the context on campus that requires your innovative solution?
4. Please describe how is your project innovative, visible to students, and of direct benefit to students?
5. Provide a summary of how students will be involved in significant and meaningful ways in the creation of this project.



**C. Supporting Documents**

Include with your application a maximum of three supporting 1-page documents may be submitted with each application. Supporting documents may include: Letters of recommendation, reports, research summaries etc.

**D. Financial Information**

You must upload a detailed outline of all anticipated expenses and revenues for your project

**E. Budget**

Please use the below sample budget and ensure it is included in your application in PDF form. <https://1drv.ms/x/s!AliSijFJSuytiGOkWbEMaLQYXDgP>

**F. Project Timeline**

Indicate timeline of the project, start dates, small goal completion dates, and final completion dates

**G. Summary of Project Objectives**

Please briefly summarize your core project objectives in point form.

**H. Reimbursement**

If your project is approved, we require a final report within 12 months of being granted an IPF award, a final budget, and all receipts to be submitted before the cheque can be issued (photocopies of receipts are also acceptable). The final report should highlight the project's successes and what benefit it has brought to the individual, other students, and the University as a whole. This report may be made available on the AMS website as an example to future applicants. Once those documents have been submitted, AMS will prepare a cheque for IPF recipients.

**I. How would you prefer to receive your cheque?**

There are two options to receive the cheque. You can pick up the check from the AMS front desk, or have the check mailed to you. If you would like it mailed, please include your mailing address.