



Innovative Projects Fund Application Package
Application Deadline: Monday, March 2nd, 2020

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 will be redirected to student proposals. All faculty and staff projects must have a high degree of student involvement.

SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- 1) **INNOVATION:** Projects must enrich and enhance the University for students and be highly innovative. This may include projects which provide new solutions to pressing issues, new ways of doing things, or new ideas that haven't been tried at UBC before. Additionally, IPF will support projects which demonstrate a clear connection between the innovative idea and an identified gap, need, or opportunity on campus.
- 2) **BENEFIT:** Projects must 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) **VISIBILITY:** Projects must be visible to the campus community. Projects need to be open and accessible to campus and allow for broad engagement from the full community.
- 4) **STUDENT INVOLVEMENT:** Projects must involve students in the design, development, creation and implementation in a significant and meaningful way. For any faculty and staff proposed projects there needs to be a clear and compelling rationale provided for the ways in which students are involved in leading the project.



FUNDING LIMITS

Maximum funding is \$3,500 per project per year. Applicants can submit proposals for the same project for a maximum of 3 consecutive years and can receive a maximum of \$10,500 over those 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 students. 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.



REPORTING

- A progress report is due in November (a template will be provided) and a final report is due within 12 months of disbursement of funds or earlier, depending on the completion of the project (a template will be provided).
- 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. The final report also must include a final budget and all receipts (photocopies of receipts are also acceptable). This report may be made available on the AMS website as an example to future applicants.
- Projects must be completed by March of the project's fiscal year.

APPLICATION PROCESS: The application deadline is Monday, March 2nd.

Applications can be submitted by UBC students, faculty, or staff. Applications should be submitted via email to fundsandgrants@ams.ubc.ca. Emailed applications should be in PDF form and include responses to the full application questions on pages 4-5 of this package. Funding decisions will be communicated to applicants by the end of March.

Proposals are reviewed by a 6-member Committee including:

- Three student representatives appointed by AMS
- Two staff representatives, selected by the Vice President, Students Office
- One faculty member, selected by the Vice President, Students Office



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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. You must have permission from the dean, dept. head, or head of the organization to submit a proposal on their behalf. Please provide their name, organization, and contact information so we can verify their approval.

B. PROJECT DESCRIPTION

1. Title of Project
2. Provide a brief description of your project, in no more than 500 words, including a summary of your core project objectives and what you hope to accomplish.
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 with enrich and enhance the university for students. How is it 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. BUDGET

Please use sample budget found through the link below. Include 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 years. If you anticipate having multiple funding sources, please clearly indicate how much you are requesting from IPF and the specific items IPF would be funding. Applications are also expected to detail how the project will be sustainable beyond IPF funding.

Budget Template: <https://1drv.ms/x/s!AliSljFJSuytiGOkWbEMaLQYXDgP>

E. PROJECT TIMELINES

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

F. FUND TRANSFERS AND REIMBURSEMENTS

There are two options to receive your funding. Please confirm which of the following options you will use to receive your funding:

1. If you are an AMS club or group with an active AMS account, your funds will be transferred to the AMS and allocated to your accounts by AMS staff. Your final report will also need to include a final budget and all receipts (photocopies of receipts are also acceptable).
2. If you are a staff or faculty member funds will be transferred from the VP Students Office into your UBC account. Please provide account information for your UBC account to initiate the funds transfer. Your final report will also need to include a final budget and all receipts (photocopies of receipts are also acceptable).

If you do not have an active account with the AMS or UBC, it is still possible to receive funding for a project. Please note that in your application and we will be in touch with other options and requirements.