

Schulich Student Activities Fund (SSAF) Policy

Schulich School of Engineering

University of Calgary

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1. Introduction

The Schulich Student Activities Fund (SSAF) enables learning opportunities and experiences outside the classroom for undergraduate and graduate students of the Schulich School of Engineering (SSE). Each academic year (September 1 – August 31), SSAF distributes \$500,000 to support co-curricular activities and student initiatives that promote professional development and learning.

2. Student Eligibility Regulations

Students who conform to the following regulations will be considered eligible to apply for, receive, and use funding from SSAF:

- Must be registered in an undergraduate or graduate program in the Schulich School of Engineering.
- Must be enrolled full-time in at least the Fall and Winter Terms of the current academic year.
- Must be continuing with their undergraduate or graduate studies at the Schulich School of Engineering following the completion of the funded activity.
- Must be in good standing.
- Graduate students in multi-faculty programs must be supervised by an SSE faculty member.

Note: graduating students are not eligible to apply for, receive, or use SSAF funds after the end of the term in which they have completed their degree requirements. The only exception to this regulation will be for those students who are on design teams that are participating in competitions.

3. Types of Activities

Category A: Conferences

For individuals or groups who are attending relevant engineering-related conferences to present work or participate as a representative of the Schulich School of Engineering.

Note: SSAF does not fund graduate students to present work related to their thesis research at conferences. However, SSAF will fund graduate students to attend conferences related to professional development. Graduate students who wish to attend conferences to present their thesis research are encouraged to contact their supervisors and seek other sources of funding.

Category B: Study Abroad/Exchange

For individuals or groups who are participating in university-sanctioned study abroad or exchange programs. Only undergraduate students are eligible for funding in this category.

Category C: Field Trips/Service-Learning Trips

For individuals or groups that are travelling for purposes other than attending a conference, competition, or participating in a study abroad/exchange program. This includes any domestic or international field trips and service-learning trips that enhance engineering education. Examples include: industry site visits, UCalgary Cares volunteer trips, etc.

Category D: Design Teams – Materials

For all engineering-focused design teams that require funds for building materials.

Note: Design teams need to get permission from the Dean or their designate prior to applying under this category. Design teams may only apply once per year under this category.

Category E: Participation in Competitions

For individuals or groups who are participating in relevant engineering-related competitions, including all SSE-sanctioned design teams that have qualified to attend competitions.

Category F: Other

For all other activities that do not fall under the categories that are listed above. This includes: registered clubs, teams, and associations that are looking at hosting a large-scale event for engineering students.

4. Funding Regulations

4.1. General Policies and Guidelines

- SSAF Funding is a competitive process and students should submit high quality, complete applications. Submission of an application does not guarantee funding.
- Each student has a total personal funding limit of \$3,000 during their undergraduate or graduate degree program at the Schulich School of Engineering.
- Undergraduate students who received funding from SSAF may receive up to an additional \$3000 of funding from SSAF when they become a graduate student of the Schulich School of Engineering.
- A group of students who apply for funding for the same activity should submit a group application.
- If a series of individual applications are submitted for the same activity, the SSAF committee may choose to collectively view these individual applications as a single group application.
- Funding provided to design teams or for special events may not count towards the personal funding limit.
- SSAF is intended to be seed funding, and will not cover all costs associated with an activity. Students are expected to secure other sources of funding and/or personally contribute to cover the portion of costs not covered by SSAF.
- All other potential and secured sources of funding must be disclosed in SSAF applications. The total amount of secured funding cannot exceed the total budget for the activity under consideration.
- In group activities where some participants are not eligible for SSAF, any approved funding will be pro-rated to include only those who are eligible.
- Undergraduate students receive priority for funding over graduate students.
- Faculty advisors will be required to chaperone group trips outside of Canada with more than 10 students.
- For non-travel related activities (e.g. Category D Activities), SSAF will only cover up to 50% of the total eligible costs.
- For travel related activities, SSAF will allocate funding based on the mandated maximums specified in Table 1.

Table 1: Mandated Funding Maximums for Travel-Related Activities

Type of Funding	Maximum Funding per Student
Travel	<i>The cost of travelling to a destination (e.g. Airfare) will be funded based on the region of travel, up to the maximum amounts specified here[‡].</i>
Region 1 – Alberta	\$50
Region 2 – West*	\$150
Region 3 – Canada and US (excluding Regions 1 & 2)	\$400
Region 4 – International	\$800
Accommodation	Up to \$50/night for Activity Categories A, C and E Up to \$1000 for Activity Category B
Registration Fees	SSAF will subsidize up to 50% of registration fees, to a maximum of \$250. If fees include accommodation, this maximum will increase by a commensurate amount in line with the funding specified above for accommodation.
Other	Other activities on a trip may be funded based on engineering merit up to the funding maximums outlined below. Meal costs, airport transfers, and insurance will not be funded.
Maximum Funding	50% of budget for Region 1,2,3 and 75% of budget for Region 4

[‡]The mandated maximums for travel are for round trips that originate from Calgary. For travel plans that do not originate from Calgary, justification and supporting quotes for travel costs must be provided.

*West includes B.C., Saskatchewan, Manitoba, Oregon, Washington, Idaho, and Montana

4.2. Funding Exclusions

SSAF will not fund:

- Any aspects of internship placement.
- Undergraduate trips during the school term that result in students being absent from classes for more than three days.
- Undergraduate trips during the final two weeks of classes in the term or during an applicant's scheduled final examination period.
- Graduate students who are presenting work related to their thesis research at conferences.
- Activities that are underway, or have already been completed, at the time of application.
- Any activities that are not related to engineering. If students are enrolled in a combined degree, activities related to the non-engineering degree cannot be funded.
- Administrative costs that are associated with travel (i.e., travel agency fees, visas, passports, immunizations/vaccinations, cell phone plans except in cases of emergencies, etc.).
- Meal costs except for activities in Category F where deemed appropriate.
- Promotional materials (e.g. group T-shirts, printing costs for research posters, etc.).

5. Application Timeline

5.1 Application Deadlines

The Evaluation Committee meets three times each year to evaluate applications and distribute funds. Application deadlines are based on the activity start dates as listed in Table 2. Note that these deadlines are enforced. Therefore, to ensure applications are complete and of high quality, students are encouraged to work on their applications well ahead of the deadlines outlined in Table 2.

Table 2: Application Deadlines

Activity Start Date	Application Deadline*
January 1 to April 30	11:59 pm, October 15
May 1 to August 31	11:59 pm, February 15
September 1 to December 31	11:59 pm, May 15

* If an application deadline falls on a weekend or holiday, the application deadline will be extended to 11:59 pm on the next business day.

5.2 Urgent Requests

If special opportunities arise during the interval between SSAF competitions, students may submit applications and request that they be evaluated on an urgent request basis. In exceptional circumstances, the Dean or designate may grant funding if justification of urgency is provided and applications are completed properly.

6. Application Evaluation Process

6.1 Evaluation Committee

Review of applications and recommendations for funding will be determined by the SSAF Committee. All decisions made by this committee are subject to approval by the Dean of the Schulich School of Engineering or their Designate.

The SSAF Committee will consist of:

- Chair (Dean or designate) - voting only to break tie
- Schulich Director of Development or designate - non-voting
- Nine (9) undergraduate students (one appointed from each student society representing an engineering program/specialization and one from the Engineering Students' Society) – voting
- One (1) graduate student – voting
- One (1) faculty member – voting
- One (1) alumni member external to SSE – voting

Quorum is 7 voting members with at least 5 undergraduate students.

Each undergraduate student society will annually put forward the names of two students to serve on the Committee. One student will serve as the main delegate of the student society and other will serve as the designated alternative if the main delegate is unable to attend a Committee meeting. Each Committee member may be appointed for more than one term.

Term: September 1 – August 31

The SSAF Committee will meet three times during the academic year to review applications and make recommendations for funding. Additional meetings may also be scheduled for administration and/or planning purposes.

6.2 Application Review Guidelines

Each application will be reviewed individually by multiple members of the SSAF Committee, and subsequently discussed by the entire committee. The Committee will determine the funding eligibility of each application based on two parameters: the engineering relevance of the proposed activity and overall application quality.

Stage 1: Evaluating Engineering Relevance of an Activity

The main purpose of SSAF is to enable as many students as possible to pursue co-curricular activities and other learning opportunities that are of relevance to the profession of engineering. In the first stage of the evaluation process, the Evaluation Committee considers whether a proposed activity aligns with this purpose by evaluating the engineering merit of the proposed activity, and the impact it will have on the SSE community:

- Engineering Merit – The degree to which the proposed activity contributes to the advancement of knowledge, skills, and experience required of modern engineers.

- SSE Community Impact – The degree to which the proposed activity has the potential to have a positive impact on the greater Schulich School of Engineering Community. This impact could be accomplished by participants sharing their experiences and new knowledge through presentations and outreach events, writing on an SSE blog, or through the implementation of new programs and activities within the School following the completion of the funded activity.

Applicants must clearly articulate the engineering merit of an activity and explain how the individual or group will contribute to the general SSE community following the completion of the funded activity. If activities are deemed to have sufficient engineering merit and community impact, the Committee will then evaluate the overall application quality and discuss an appropriate funding level.

Stage 2: Evaluating Application Quality and Determining Funding Levels

Applications should be presented in a manner that is clear, concise and complete. Clearly articulating the merit and impact of a proposed activity, and ensuring that all necessary supporting documents are submitted and presented in a format that is easy to follow will facilitate the review process. Applications in which appropriate documentation (e.g. activity details, budgets, articulated engineering merit, methods on how participants are chosen for group activities etc.) is missing or not clearly presented will not be rated highly. Please refer to the Appendix for the full rubric that will be used to evaluate applications.

The Evaluation Committee will allocate a funding amount for each application based on terms outlined in this policy document. If at the end of the meeting the total allocated funding exceeds the SSAF budget for that competition cycle, all funded applications will be scaled back by the same percentage. At the end of the meeting, the committee will have decided on a recommended funding amount for each application. The Committee Chair will then provide these recommendations to the Dean or their designate for approval. The final funding decisions are at the discretion of the Dean, or their designate.

7. Student Responsibilities upon Approval of Funding

7.1 Prior to the Start of a Funded Activity

- For any SSAF funded activities where printed or publicity materials are produced (brochures, announcements, etc.), the support of the Schulich School of Engineering must be acknowledged.

Modifications to the Funded Activity

- *Deferring an activity:* Applicants may defer the start date of an approved activity up to a maximum of 8 months with justification.
- *Significant changes to an activity:* Applicants will be required to reapply with a new fully completed application to approve of significant changes to the funded activity (e.g. Applicant is now attending a different conference than the one for which they were funded).
- *Cancellation of an activity:* Applicants are required to notify the SSAF administrator in the event that they or group member are no longer attending the approved activity. If they have already received a portion of their funding, they will be required to return the funds to the university via cheque.

Risk Management

Each participant of a funded activity is responsible for adhering to all regulations of the University of Calgary and the Schulich School of Engineering including, but not limited to:

- Registering with University Risk Management
- Signing and submitting a “Rules for Student Travel” document to the SSAF administrator
- Procuring Medical Insurance
- Obtaining Medical Protection – Vaccinations
- Completing any Legal Waivers

7.2 After the Completion of a Funded Activity

Post-Activity Report

Upon the completion of any SSAF funded activity, funded participants will be required to complete a post-activity report to reflect on the experience. This should include comments on the engineering relevance of the activity and the value of the experience for the Schulich School of Engineering community. They will also be required to submit their actual budget, along with receipts and boarding passes.

For group applications, only one report is required to be submitted following the completion of the funded activity. The report must be completed by students who participated in the activity. Groups should plan accordingly and designate individuals from the group to complete the report. If a group fails to complete the post-activity report, the same activity may not be funded in future years. Additionally, the primary applicant or designate responsible for the report, may not be eligible for future funding cycles. The report will be due within one month of the completion of the funded activity.

SSE Community Impact

SSAF may require students to participate in internal or external outreach events to share the knowledge and experiences gained from the funded activity. Examples of this may include, but are not limited to:

- Volunteer at future promotional events or other outreach events related to the activity.
- Giving a presentation as a representative of the Schulich School of Engineering.
- Citations and photos of the experience on the university website, social media, and printed materials.

The SSAF Committee reserves the right to apply additional accountability requirements when the application is evaluated.

7.3 Disbursement of Approved Funds

For Individual and Ad-hoc Groups

- Funds will be distributed 50% before the activity and 50% after the submission of the post-activity report.
- Students will receive funding through direct deposit and are responsible for ensuring that their banking information is up-to-date in their Student Centre.
- Upon the request of departments, SSAF may deposit the allocated funding to departmental accounts if they would like to directly book group travel for the activity.
- University of Calgary pay dates are on the 10th and 25th of every month.
- Students are required to return any unused funds by writing a cheque to the University of Calgary and submitting it to the SSAF administrator.

For registered Clubs, Teams, Societies and Associations

- Payments will be processed within 30 days of the submission of the invoice to the SSAF administrator, billed to the University of Calgary. The invoice should be submitted to SSAF as soon as possible after the club, team, society, or association has received their confirmation email for approved funding.
- A cheque will be mailed to the team's billing address. Clubs, teams, societies and associations are responsible for keeping their billing address up-to-date.
- Groups are required to return any unused funds by writing a cheque to the University of Calgary and submitting it to the SSAF administrator.

8. Funding Details for Activity Category A: Conferences

Funding is available for individuals or groups attending relevant engineering-related conferences to present work or participate as a representative of the Schulich School of Engineering.

Conference Funding Policies and Guidelines

- For local conferences in Calgary, travel and accommodation fees will not be funded by SSAF.
- SSAF will only cover travel and accommodation expenses that occur during the period of one day before the official start date of the conference through to the end date of the conference. Students are expected to leave on the official end date of the conference. If students can properly justify why they are not able to leave on the official end date of the conference, then SSAF will also cover travel and accommodation expenses for one additional day beyond the official end date of the conference. The total expenses covered will not exceed the maximum values specified in this document.
- For conferences outside of Canada with more than 10 students attending, a faculty advisor is required to accompany the group. If the conference is related to a particular engineering department, the faculty advisor will be appointed by the corresponding Department Head. For conferences outside of Canada that are not engineering discipline specific (e.g. professional development conferences), if a faculty advisor is not already associated with the activity, a faculty advisor may be appointed by a member of the Dean's office in consultation with an appropriate Associate Dean or Department Head. All faculty advisors, once chosen, should identify themselves to the SSAF administrator.
- For Department specific conferences, costs associated with sending the faculty advisor will be shared equally between the Dean's Office/SSAF and the Department to a maximum of \$2500. The Department will be responsible for covering all additional faculty advisor-related costs.
- For group applications, a description of the selection process for students to attend the conference is required. The intent of this policy is to ensure that the opportunity is open to all engineering students and the selection process is fair and transparent. Students who have not attended the conference previously should be prioritized in the selection process.
- A limited number of spots on group trips are reserved for the trip organizers: two spots are reserved for groups of more than twenty students, and one spot is reserved for groups of 20 students or less. An indication should be provided in the application with respect to the identities of those trip organizers who will occupy these reserved spots.
- Students are responsible for notifying their course instructors of any absence from classes that result from participating in this activity, and for discussing accommodations for any missed course components or academic requirements.
- All students must sign and submit to the SSAF administrator the "Rules for Student Travel" document prior to departing for conferences outside of Canada. Students may also be required to attend a pre-departure briefing with their Faculty Advisor.

- SSAF does not fund graduate students for conference presentations related to their thesis research. However, SSAF will fund graduate students to attend conferences related to professional development.

Required Supporting Documentation

- Signed Letter of Support
 - For department-led initiatives:
 - *Letter of Support must be written by the Head of Department.*
 - For groups with more than 10 students:
 - *Letter of Support may be written by an Associate Dean or Head of Department.*
 - *The letter must indicate that a faculty advisor will be assigned to accompany the group. The identity of the advisor should be specified if known at the time the letter is written.*
 - For groups with less than 10 students:
 - *Letter of Support may be written by an Associate Dean, Head of Department, or Faculty Advisor.*
 - For individual students not travelling with a group:
 - *Letter of Support is not required.*
- Confirmation of Acceptance to the Conference
 - If students have not yet received their confirmation of acceptance to the conference, it may be emailed to the SSAF administrator at a later date. Funding will not be provided until confirmation is received.
- Full proposed itinerary
 - Include a detailed schedule of conference-related activities.
 - Provide a schedule of activities to occur outside of organized conference activities.
 - Note that the trip must have engineering merit, which can be achieved through a combination of educational and cultural activities.
- Total Budget
 - Include quotes for conference registration fees.
 - Include quotes for travel and accommodation.
If seeking funding for a one-way flight, or flights that do not depart from and return to Calgary, please providing justification and supporting quotes.
 - Provide the Canadian dollar equivalent, based on Bank of Canada exchange rates, if the quote is in a foreign currency.
- For all groups:
 - Include any documentation related to the process of selecting students to attend the conference (e.g. Application Questions, Interview Questions, Evaluation Rubrics, etc.).

9. Funding Details for Activity Category B: Study Abroad/Exchange

Funding is available for individuals or groups who are participating in university-sanctioned study abroad programs including: independent study exchanges, short term group study programs and/or field school programs.

Study Abroad/Exchange Policies and Guidelines

- Only undergraduate students may apply for funding under this category.
- For study abroad programs, students must be taking courses that count towards their engineering degree requirements.
- Tuition, general fees, and other normal living costs (meals, clothing, etc.) are not eligible for SSAF funding.
- Students must remain in good academic standing during the activity. If students withdraw from or fail courses associated with a Study Abroad/Exchange, SSAF reserves the right to withhold the second portion of funding.

Required Supporting Documentation

- Information sheet provided by the UCalgary Study Abroad office (if applicable).
- Total Budget
 - Include quotes for any program registration fees.
 - Include quotes for travel and accommodation.
If seeking funding for a one-way flight, or flights that do not depart from and return to Calgary, please providing justification and supporting quotes.
 - Include budget provided by the UCalgary Study Abroad Office if available.
 - Provide the Canadian dollar equivalent, based on Bank of Canada exchange rates, if the quote is in a foreign currency.
- Official Letter of Admission/Acceptance
 - If students have not yet received their official letter of admission or acceptance at the time of application, it must be submitted to the SSAF administrator prior to the commencement of the activity.
- Proof of course credit transfers (if applicable).
 - If student(s) have not yet received their proof of course credit transfer, it must be submitted to the SSAF Administrator prior to the commencement of the activity.

10. Funding Details for Activity Category C: Field Trips/Service-Learning Trips

Funding is available for individuals or groups that are travelling for purposes other than attending a conference or competition. This includes: any domestic or international field trips and service-learning trips (e.g. Industry Site Visits, UCalgary Cares Volunteer Trips, etc.). Note that all department-specific field trips must be strongly supported and fully endorsed by the department, and must include educational components relevant to the curriculum in that department. Graduating students should refer the eligibility guidelines in section 2 of this document before applying.

Field Trip/Service Learning Trip Policies and Guidelines

- For local field trips / service learning trips in Calgary, travel and accommodation fees will not be funded by SSAF.
- For field trips / service learning trips outside of Canada with more than 10 students attending, a faculty advisor is required to accompany the group. If the trip is related to a particular engineering department, the faculty advisor will be appointed by the corresponding Department Head. For trips outside of Canada that are not engineering discipline specific, if a faculty advisor is not already associated with the activity, a faculty advisor may be appointed by a member of the Dean's office in consultation with an appropriate Associate Dean or Department Head. All faculty advisors, once chosen, should identify themselves to the SSAF administrator.
- For department-specific trips, costs associated with sending the faculty advisor will be shared equally between the Dean's Office/SSAF and the Department to a maximum of \$2500. The Department will be responsible for covering all additional faculty advisor-related costs.
- For group trips, a description of the process of how students were or will be selected to participate on the Trip is required. The intent of this policy is to ensure that the opportunity is open to all engineering students and the selection process is fair and transparent. For recurring trips, students who have not previously participated on the trip should be prioritized in the selection process.
- A limited number of spots on group trips are reserved for the trip organizers: two spots are reserved for groups of more than twenty students, and one spot is reserved for groups of twenty students or less. An indication should be provided in the application with respect to the identities of those trip organizers who will occupy these reserved spots.
- Students are responsible for notifying their course instructors of any absence from classes that result from participating in this activity, and for discussing accommodations for any missed course components or academic requirements.
- All students must sign and submit the "Rules for Student Travel" document prior to departing for trips outside of Canada to the SSAF administrator. They may also be required to attend a pre-departure briefing with their Faculty Advisor.

Required Supporting Documentation

- Signed Letter of Support
 - For department-led initiatives:
 - *Letter of Support must be written by the Head of Department.*
 - For groups with more than 10 students:
 - *Letter of Support may be written by an Associate Dean or Head of Department.*
 - *The letter must indicate that a faculty advisor will be assigned to accompany the group. The identity of the advisor should be specified if known at the time the letter is written.*
 - For groups with less than 10 students:
 - *Letter of Support may be written by an Associate Dean, Head of Department, or Faculty Advisor.*
 - For individual students not travelling with a group:
 - *Letter of Support is not required.*
- Full proposed itinerary
 - Include a detailed schedule of conference-related activities.
 - Provide a schedule of activities to occur outside of organized conference activities.
 - Note that the trip must have engineering merit, which can be achieved through a combination of educational and cultural activities.
- Total Budget
 - The three main categories of expenses are: transportation, accommodation, and activities on the trip. Note that activities will be evaluated from the perspective of engineering merit.
 - Include Quotes for Travel and Accommodation.
If seeking funding for a one-way flight, or flights that do not depart from and return to Calgary, please providing justification and supporting quotes.
 - Provide the Canadian dollar equivalent, based on Bank of Canada exchange rates, if the quote is in a foreign currency.
- For all groups:
 - Include any documentation related to the process of selecting students for the trip (e.g. Application Questions, Interview Questions, Evaluation Rubrics, etc.).

11. Funding Details for Activity Category D: Design Teams – Materials

For all engineering-focused design teams that require funds for building materials.

Design Teams - Materials Policies and Guidelines

- Design teams need to get permission from the Dean or designate prior to applying under this category.
- Design teams may only apply once per year under this category.
- Design teams must have secured at least one faculty and/or one technical advisor.
- An estimate of the number of students that are currently involved on the team is required to determine the scope of the project and impact on the Schulich School of Engineering community.
- SSAF does not cover regular administration expenses such as office furniture and equipment or any other ongoing operational expenses.

Required Supporting Documentation

- Signed Letter of Support from Faculty Advisor or Technical Advisor.
- Total Budget
 - For all materials and supplies required to build the project.
- Business plan (if applicable)
- Project management work plan, clearly describing how specified goals will be achieved.

12. Funding Details for Activity Category E: Participation in Competitions

For individuals or groups who are participating in relevant engineering-related competitions including all Schulich-sanctioned design teams that have qualified to attend competitions.

Participation in Competitions Policies and Guidelines

- For local competitions in Calgary, travel and accommodation fees will not be funded by SSAF.
- SSAF will only cover travel and accommodation expenses that occur during the period of one day before the official start date of the competition through to the end date of the competition. Students are expected to leave on the official end date of the competition. If students can properly justify why they are not able to leave on the official end date of the competition, then SSAF will also cover travel and accommodation expenses for one additional day beyond the official end date of the competition. The total expenses covered will not exceed the maximum values specified in this document.
- For competitions outside of Canada with more than 10 students attending, a faculty advisor and/or technical advisor is required to accompany the group.
 - (i) If the competition is related to a particular engineering department, the faculty advisor will be appointed by the corresponding Department Head. For competitions outside of Canada that are not engineering department specific, if a faculty advisor is not already associated with the activity, a faculty advisor may be appointed by a member of the Dean's office in consultation with an appropriate Associate Dean or Department Head.
 - (ii) In the case that a technical advisor is required, it will be done so in consultation with the SSE Director of Operations or their designate.
- All faculty advisors and technical advisors, once chosen, should identify themselves to the SSAF administrator.
- For Department specific competitions, costs associated with sending the faculty advisor / technical advisor will be shared equally between the Dean's Office/SSAF and the Department to a maximum of \$2500. The Department will be responsible for covering all additional faculty advisor-related costs.
- A description of the selection process for how students were or will be selected to participate in the competition is required. The intent of this policy is to ensure that the selection process is fair and transparent.
- Graduating students may be eligible for funding under this category if they have been actively involved with a design team throughout the academic year prior to the competition and have been selected by the team to attend the competition.
- All students must sign and submit the "Rules for Student Travel" document prior to departing for conferences outside of Canada to the SSAF administrator. They may also be required to attend a pre-departure briefing with their Faculty Advisor.

Required Supporting Documentation

- Information about the competition
- Signed Letter of Support
 - For design teams:
Letter of Support may be written by a Faculty Advisor or Technical Advisor.
 - For other groups:
Letter of Support may be written by the Head of Department, Associate Dean, or Faculty Advisor.
 - For individual students not travelling with a group:
- *Letter of Support is not required.*
- Confirmation of Acceptance to the Competition
 - If students have not yet received their confirmation of acceptance to the Competition, it may be emailed to the SSAF administrator. Funding will not be provided until confirmation is received.
- Full proposed itinerary
 - Include a detailed schedule of competition-related activities.
 - Provide a schedule of activities to occur outside of organized competition activities.
 - Note that the trip must have engineering merit, which can be achieved through a combination of educational and cultural activities.
- Total Budget
 - Include quotes for competition registration fees.
 - Include quotes for travel and accommodation.
If seeking funding for a one-way flight, or flights that do not depart from and return to Calgary, please providing justification and supporting quotes.
 - Provide the Canadian dollar equivalent, based on Bank of Canada exchange rates, if the quote is in a foreign currency.
- For all groups:
 - Include any documentation related to the process of selecting students to attend the conference (e.g. Application Questions, Interview Questions, Evaluation Rubrics, etc.).

13. Funding Details for Activity Category F: Other

For all activities that do not fall under Categories A - E. This includes: registered clubs, teams, societies or associations that are looking at hosting a large-scale event for engineering students.

Other Activity Funding Policies and Guidelines

- SSAF is provided to finance activities that clearly demonstrate engineering merit. It must be evident from the description of the proposed activity that the purpose of the activity is to enhance engineering learning experiences for Schulich School of Engineering students.
- Applicants must clearly document how the proposed activity will contribute to the Schulich School of Engineering community. The SSAF Committee will consider the scope of the event and how the activity will impact the greater Schulich School of Engineering community.
- SSAF does not cover costs associated with gaming, liquor, or cannabis.

Required Supporting Documentation

- Proposal for Activity
 - Include detailed description/schedule of the activity.
- Total Budget
 - Include all anticipated expenses and revenues from the activity.
 - Provide the Canadian dollar equivalent, based on Bank of Canada exchange rates, if the quote is in a foreign currency.
- Signed Letter of Support from Head of Department, Faculty Advisor, or Dean's Office Designate.

14. Appendix

Table 3: SSAF Application Evaluation Rubric

Criterion	Level 1	Level 2	Level 3	Level 4
	Strong	Competent	Developing	Needs Work
<p>Engineering Merit <i>The degree to which the proposed activity contributes to the advancement of knowledge, skills, and experience required of modern engineers.</i></p>	<ul style="list-style-type: none"> Identifies and clearly articulates the engineering relevance of the activity. Applicants clearly and concisely state how the knowledge and skills gained from the activity apply to their engineering education and contribute their career objectives. 	<ul style="list-style-type: none"> Considers and explains the engineering relevance of the activity. Applicants explain how the knowledge and skills gained from the activity enhances their engineering educational experience and aligns with their career objectives. 	<ul style="list-style-type: none"> Some consideration of the engineering relevance of the activity. Applicants consider some knowledge and skills students can gain from the activity but have not clearly articulated how these skills enhance their engineering educational experience and/or aligns with their career objectives. 	<ul style="list-style-type: none"> Minimal or no consideration of the engineering relevance of the activity and how the activity enhances engineering education.
<p>Impact on SSE Community <i>The degree to which the experience impacts the students participating in the activity and others within the SSE Community.</i></p>	<ul style="list-style-type: none"> Identifies and clearly articulates how the activity benefits the SSE Community. Applicants clearly and concisely explain the impact of the activity and outline how the participants of the activity will share their knowledge and experiences with SSE Community after the completion of the activity. 	<ul style="list-style-type: none"> Considers and explains how the activity benefits the SSE Community. Applicants explain benefits of the activity and includes a plan of how the participants of the activity will share their knowledge and experiences with the SSE community after the completion of the activity. 	<ul style="list-style-type: none"> Some consideration how the activity may positively impact the SSE community. Applicants only consider how the experience benefits the participants of the activity and/or their plan to share the experience with other students in the SSE Community is somewhat vague. 	<ul style="list-style-type: none"> Minimal or no consideration of how the proposed activity impacts on SSE community.

Criterion	Level 1	Level 2	Level 3	Level 4
	Strong	Competent	Developing	Needs Work
<p>Budget <i>Thoroughness and clarity of the proposed costs of the activities and the degree to which the costs are reasonably allocated to student contribution and other sources of funding.</i></p>	<ul style="list-style-type: none"> Budget is complete and only eligible costs are included. Other sources of funding are disclosed and the application and the activity costs have been reasonably allocated between sources of funding and student contribution. 	<ul style="list-style-type: none"> Budget is complete, but may have included one or two ineligible costs. Other sources of funding are disclosed in the application and has allocated a portion of the activity costs to students. 	<ul style="list-style-type: none"> Budget is complete but may have included a few ineligible costs. Other sources of funding are disclosed in the application, but has not allocated a portion of the activity costs to students. 	<ul style="list-style-type: none"> Budget is incomplete and/or does not follow funding regulations outlined in the Undergraduate SSAF policy. No other sources of funding are disclosed in the application and does not allocate a portion of the activity costs to students.
<p>Required Documentation <i>All required information is submitted to support the application and follows the SSAF undergraduate policy.</i></p>	<ul style="list-style-type: none"> All required documentation or more if applicable to the application has been submitted to support the merit of the activity. 	<ul style="list-style-type: none"> One or two required documents may be missing in the application. 	<ul style="list-style-type: none"> Three or more required documents are missing from the application. 	<ul style="list-style-type: none"> None of the required documentation has been included.