

## Student Project Grants 2019-2020

The Research, Scholarship, and Creative Works Committee (RSCW) Student Projects Grant (SPG) program provides funding for students to complete academic projects during their Quest degree. This document outlines the program for the 2019-2020 academic year. There is a total of \$10,000 available to be distributed through the SPG program in the 2019-2020 academic year.

### 1. General Principles

The guiding principles of the SPG program are:

- 1.1. The grant must support, in a demonstrable way, research, scholarship or creative work projects conducted by students as part of their academic work at Quest. Ideally, the grant would support a portion of the student's Keystone project, but this is not a requirement.
- 1.2. The project must be endorsed by a faculty supervisor. The project supervisor does not need to be the student's mentor, but should be someone who is knowledgeable about both the student and the project. The project supervisor must be continuing faculty.
- 1.3. The project must define a deliverable that the student is responsible for completing. If the student does not produce the deliverable in the required timeframe, the student will be billed for the value of the grant on their student fees account. The faculty supervisor is responsible for determining if the deliverable is met. If the project forms part of a Keystone, the completed Keystone may be the deliverable.
- 1.4. Students may co-apply for a grant if they are collaborating on a project or will be able to share in the use of equipment or materials. Each student in the co-application is required to have faculty endorsement; one faculty member may endorse more than one student. If the deliverable is not met, then the value of the grant is split evenly across the student fee accounts of the project collaborators.
- 1.5. Funding between \$200 and \$1000 per application will be considered. For applications with more than one student, the funding is still \$200 to \$1000 per application. Each grant is for a specific, future expense, whose price is clear on the application. Students may not apply for a retroactive grant and budgets must be supported by quotes. Any equipment or books purchased with the funding will become the property of Quest University at the end of the project.

### 2. Student Eligibility

A student is eligible to apply if they:

- 2.1. have a cumulative GPA of at least 2.5;
- 2.2. have completed at least 4 regular Quest courses (i.e., Experiential Learning, independent study, and transfer credits do not count);
- 2.3. are not under any disciplinary sanction;
- 2.4. are in good financial standing with the university.

### 3. Application Review Process

The application review body will consist of the RSCW Committee, plus at least one representative from each of the following AC Committees: Arts, Labs, Field Trips. Additional members may be sought to ensure disciplinary diversity of the review body. The review committee must have at least 5 members. The decision of the review committee is final; there is no appeal process. The RSCW reviews SPG applications and awards grants based on:

- 3.1. The completeness of the application. Incomplete applications will not be considered.
- 3.2. The demonstration of the project's academic value.

- 3.3. The feasibility of the project. This includes factors such as: student's ability to complete the project, sensitivity to mitigating factors that may affect the project, and availability of a supervisor to guide the project.
- 3.4. Consideration to the disciplinary diversity of grants awarded within a review period and within an academic year.
- 3.5. Other criteria that may be established to make the best possible use of the budget (e.g., the committee may decide in a review period to grant more small awards than a few large ones).

#### 4. Application Guidelines

Applications must include:

- 4.1. an explanation of their project, including the academic justification of the work [max 1000 words];
- 4.2. a detailed budget of how the grant will be used, including final quotes;
- 4.3. a statement about other sources of potential funding [max 200 words];
- 4.4. a description of the project and timeline for the deliverable [max 500 words];
- 4.5. the student's unofficial transcript at the time of application;
- 4.6. endorsement [max 500 words] by a faculty supervisor who vouches for
  - 4.6.1. the intellectual value of the project,
  - 4.6.2. the usefulness of the proposed grant for the project,
  - 4.6.3. the ability of the student to use the grant productively.

#### 5. Application Deadlines and Procedure

Grant applications may be submitted at any time but will be reviewed three times a year. **Please submit your application and any quotes to [dlscholarship@questu.ca](mailto:dlscholarship@questu.ca) as PDF.**

- 5.1. after September 15 (with a response by September 30)
- 5.2. after January 15 (with a response by January 30)
- 5.3. after May 1 (with a response by May 15)

#### 6. Grant Completion

Once a grant has been awarded, it is the responsibility of the student to keep track of deadlines and communicate proactively with their faculty supervisor. In order to complete the grant and not be charged for the expense, the student must:

- 6.1. communicate with faculty supervisor that all deliverables have been met;
- 6.2. receive approval from faculty supervisor that deliverables are sufficient;
- 6.3. write one-page impact statement explaining how the grant was used and contributed to the project;
- 6.4. email [dlscholarship@questu.ca](mailto:dlscholarship@questu.ca) with the impact statement and copy the faculty supervisor, who will confirm approval of deliverables;
- 6.5. an extension may be requested by emailing [dlscholarship@questu.ca](mailto:dlscholarship@questu.ca) and faculty supervisor no less than one week ahead of deadline, with a brief explanation for the extension request and new deadline. In all cases the deliverable must be met before student completes the degree.

## 7. Qualifying Expense Examples

The following are some examples of what the project grant may be used for (not an exhaustive list): travel expenses and fees to present academic work at a conference, specialized equipment, consumable materials such as art supplies or chemical reagents, books, printing or publishing a creative work, publicity to reach a greater audience for a study, costs associated with running surveys and compensating study participants, specialized software.