



**Association of Managers in Canadian College,
University and Student Centres AMICCUS-C**

RESEARCH AND INNOVATION BURSARY POLICY

Confidential and for Internal Use Only

Purpose

The purpose of this Research and Innovation Bursary Policy statement for AMICCUS-C is to increase membership engagement opportunities for AMICCUS-C members to enhance their learning and leadership development.

This Bursary Policy is intended to respond to new, emerging and innovate needs for initiatives that will respond to providing services to students and may include but is not limited to product development, technologies, events, construction, capacity building, and is not intended to fund current or on-going projects.

AMICCUS-C's Mission is to *"offer members opportunities for learning and leadership development to fulfill and enhance their organizations"*.

AMICCUS-C has a membership base that encompasses approximately 65 - 70 student associations and unions at any given time. The membership represents a diverse mix of small, medium and large membership organizations from coast to coast. AMICCUS-C's complement of members hail from both university and college/technical environments and graduate associations and include student unions, federations, associations and councils with annual operating budgets ranging from \$1M - \$18M.

Crucial to carrying out AMICCUS-C's Mission, is offering unique and innovative ways to increase member engagement opportunities which will support their learning and leadership development, and AMICCUS-C recognizes that financial supports to members is an appropriate mechanism and investment to achieve this goal. The purpose of this Policy is to equally balance the needs of all sizes of member organizations, recognizing that financial challenges are common regardless of size of student union or association and this policy consideration of the wide range of financial capacities that are reflected in the diversity of the AMICCUS-C membership base.

Eligibility

AMICCUS-C members in good standing, and that have been members in good standing for a minimum period of three (3) years prior to application, shall be eligible to apply for the Research and Innovation Bursary. Specifically, this means that annual AMICCUS-C



membership dues must be paid and up-to-date by February 15 annually. Successful recipients must maintain their membership with AMICCUS-C for the duration of the award period. Not maintaining membership in good standing would result in forfeit and/or repayment of the Bursary.

Bursaries are provided on an annual basis in the amount up to \$5,000 being offered each year. This is not a regional bursary, but rather one single bursary allocation/intake on an annual basis, and more than one project may be funded.

Applicants must not have received the Research and Innovation Bursary within the last preceding five (5) years.

Applicant members will be required to submit an application in adherence to Appendix A of this Policy and clearly demonstrate how the financial support of the Research and Innovation Bursary plays a significant role in assisting with their initiative.

Bursary awards must be used within the period as set out in the application and as approved, and regular interim reporting will be required on an interim basis as set out in the adjudication and award process.

Following adjudication, and at the discretion of the Board of Directors, the Bursary will be advanced either in the full amount or a portion at the beginning of the project and the balance on demonstration of completion, reporting of outcomes and related summary reporting; with final reporting including a presentation at the National Professional Conference following completion of the initiative.

Eligible costs include, but are not limited to, research activities such as field travel and supplies, ancillary expenses such as long-distance telephone charges, questionnaire publications, translation, mailing, attendance at a scholarly conference, costs associated with interviewing subjects, honouraria and other costs that are approved and deemed as fair and reasonable.

Cost incurred prior to approval of Bursary including any and all retroactive costs are ineligible.

Application and Reporting Requirements

Bursary applicants shall direct applications directly to the Association's head office in Saskatchewan and shall include completed information as set out in Appendix A of this Policy including a declaration of compliance regarding the eligibility requirements listed in this Policy.



A complete budget and rational for requiring the Bursary must be submitted. A letter(s) of support will be considered with the application. A letter of support from the Member Student Association or Union must be submitted with the application. Applications that do not include a letter of support from the Student Association or Union will not be considered. This letter of support must include a commitment to send a delegate to the NPC to present the final reporting.

A call for Bursary applications will be in the fall of each year, ideally no later than October 31 annually. Deadline for applications shall be January 31 annually. Applications must be received in Saskatchewan head office on or before January 31 annually to be considered. No late applications will be considered.

Applications by email to amiccus@gmail.com are preferred.

Applications postmarked January 31 annually and submitted via postal mail to the AMICCUS-C head office will be considered eligible: AMICCUS-C, c/o Research and Innovation Bursary Adjudication Committee, PO Box 307, Sifton SK S0G 4L0.

Bursary recipients are required to submit a report after the learning and leadership development activity which will include research, proof of attendance (if applicable), eligible costs, etc. If Bursary is not utilized for any reason, including non-use within the approved timeline of the application, or if the applicant ceases to be a member of AMICCUS-C, the amount of the Bursary must be reimbursed in full.

Adjudication Process

The AMICCUS-C Board of Directors will serve as the Adjudication Committee and as such may award a Bursary annually as noted in this Policy. The Board will adjudicate applications in February annually.

The Adjudication Committee's retains the right to request additional information as may be deemed necessary to consider the application and decisions on all bursary award matters are considered final.

The Adjudication Committee will select recipient(s) based on the information provided pursuant to Appendix A in this Policy and will also consider the total number of applications received and the strength of applications.

Retroactive applications will not be accepted or approved.

No award of bursaries may be presented in a year where no acceptable applications are submitted per Appendix A of this Policy.



Information provided in the Research and Innovation Bursary applications will be kept confidential but will be reviewed by those involved in the bursary allocation process. AMICCUS-C staff may also use information provided in bursary applications to compile statistical information or research, provided that individual applicants are not identified directly or indirectly.

Member student association or student union granted a bursary must consent to the release of their names and reasons for eligibility under the criteria provided in this Policy. Intellectual property rights will be held by the successful applicant and will not be the property of AMICCUS-C.

Review of Policy

This Policy will be reviewed bi-annually, at minimum, by the Board of Directors, or sooner if warranted by internal or external events or changes. Regular review will ensure the Policy remains consistent with the overall objectives of AMICCUS-C.

Approved by the Board of Directors on August 15, 2018.



Appendix A

Bursary Application Process

Part 1

Please provide:

- AMICCUS-C Student Union, Association
- Complete individual name, address, telephone number, and e-mail of contact for application
- Number of years as AMICCUS-C member (to your knowledge)
- Research, development or innovation activity ie. conference name, research, event, etc.

Part 2

Please include information on the following:

- Clearly demonstrate how the financial support of the Research and Innovation Bursary plays a significant role in assisting with learning and leadership development in your organization. What would be the impacts if this Bursary was not received?
- Statement of declaration in agreement with and compliance to eligibility requirements list in the Research and Innovation Bursary Policy.
- Statement of acknowledgement that information provided in this Research and Innovation Bursary application will be kept confidential but will be reviewed by those involved in the bursary allocation process, and that, AMICCUS-C staff may also use information provided in bursary applications to compile statistical information or research, provided that individual applicants are not identified directly or indirectly.
- Statement of agreement that if granted a Bursary, consent is given to the release the name of your organization and reasons for eligibility under the criteria provided in this Research and Innovation Bursary Policy.
- Statement of agreement that if Bursary is not utilized for any reason, including non-use within the approved timeline of the application, or if the applicant ceases to be a member of AMICCUS-C, the amount of the Bursary must be reimbursed in full.
- Adjudication criteria requires clear demonstration of Member Student Union/Association support. A letter of support from the Member Student Association or Union must be submitted with the application. This letter of



support must include a commitment to send a delegate to the NPC to present the final reporting.

- Other considerations or comments to inform the adjudication process including letter(s) of support.
- Draft budget, ensuring all other sources of funding and revenues are identified i.e. matching funds, etc.