

AEGSEG Grants and Sponsorship Policy

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1. Definitions

Unless expressly stated otherwise or unless the context otherwise requires, in this policy:

- **Member** means a student who is a graduate student in the Faculty of Science and Engineering who has paid the membership fee to AEGSEG for the current session;
- **Policy** refers throughout the document to the *AEGSEG Grants and Sponsorship Policy*;
- **Activity with scientific value** means any activity favoring the formation or the scientific communication: specialized school, conference, seminar, conference, internship, workshop, etc.
- **Association** means a student association representing graduate students in science and engineering other than AEGSEG;
- **Committee** means a student group composed in whole or in part of members of AEGSEG.

2. General conditions

2.1 Deadlines for submitting applications

Grants and sponsorships are evaluated and awarded once per term (summer, fall and winter) by AEGSEG. To be considered in a given session, an application must be submitted by July 1 for the summer session, November 1 for the fall session and March 1 for the winter session.

2.2 Evaluation of requests

Applications are then assessed prior to the 15th day of the months indicated in section 2.1 by an independent **evaluation committee** consisting of at least one AEGSEG performer and at least two non-executive directors. The committee must be formed and approved by the board of directors before the deadline for submission of applications for each session. During the evaluation of applications, if a member of the committee is in a conflict of interest or if there is an appearance of conflict of interest, he must then declare it to the rest of the committee who will decide whether to leave abstain from voting.

Finally, the evaluation committee must present its evaluation of applications to the board of directors, electronically or at a meeting. The latter must approve it, electronically or at a meeting, no later than 21 days after the submission deadlines indicated in section 2.1.

AEGSEG suggests that the evaluation committee grant up to 40% of the budget allocated by the Annual General Assembly for grants and

sponsorships for summer session requests and 30% for each fall and winter session. Excess amounts may be transferred to a later session, provided the transfer is within the current budget year (the budget year is October 1 to September 30). It is then at the discretion of the evaluation committee to separate these amounts between grants and sponsorships.

3. Grants

3.1 Definition and conditions

A grant is an amount offered to a member to encourage participation in an activity of scientific value.

To take advantage of a grant, members must:

- Make his request at the earliest one session before the event and at the latest one session after. To be considered in a given session, the application must be made within the deadlines (see section 2.1);
- Complete the Grant form (Appendix 1);
- Provide proof of registration for the activity of scientific value;
- Provide proof of presentation (oral or poster) to the activity of scientific value (if applicable);
- Provide a financial summary including other grants received, other grant applications, department and research director support, registration fees, accommodation costs, transportation and food (see Appendix 1);
- Provide supporting documents for all amounts reported in the financial summary (eg. airline ticket, hotel, etc.), except for the meals (a charge of 30\$ per day will be applicable for the meals). The original copy is not necessary; scanned copies or photos will be accepted. If the request is made before the event and proof of expenses are not yet available, they will be requested before the grant is awarded.

The submission of a valid file does not ensure funding by AEGSEG.

3.2 Amounts awarded

The evaluation committee allocates the grant amounts, ensuring that the grant will cover a maximum of 50% of the student's expenses, up to a maximum of \$ 300. If the number of applications is too high to comply with the budget line, the evaluation committee will have to discriminate against the applications using the following criteria (in order):

- 1- Amount previously granted in the school year
- 2- Compensation of expenses by the research director
- 3- Loss of earnings at the time of application
- 4- Degree of involvement in the activity of scientific value: Oral presentation or article as lead author, poster presentation, participant / listener
- 5- Financing research effort

When there is discrimination in applications, the AEGSEG suggests a maximum of \$ 300 for oral presentations, \$ 250 for posters and \$ 200 for free participants / listeners.

The amounts granted by the evaluation committee must then be approved by the board of directors. However, it is possible for the board of directors to impose the amounts during the formation of the evaluation committee.

4. Sponsorships

4.1 Definition and conditions

A sponsorship is an amount donated to a committee or association to support the organization of activities that focus in part or exclusively on members. These activities must be associated with one of AEGSEG's missions:

- 1) Defend the academic and research interests of its members;
- 2) Representing its members in any forum deemed appropriate and promoting their rights and interests;
- 3) Coordinate the activities of its members in the Faculty and externally;
- 4) Promote student life at the Faculty.

To benefit from a sponsorship, the committee or association must:

- Make its request respecting deadlines (see section 2.1);
- Submit its request before the event;
- Complete the Sponsorship form (Appendix 2);
- Provide the financial results of the previous edition if possible, otherwise mention that it is the first edition;
- Provide a letter of support from a non-student member of the university committee (professor, department director, dean, etc.);
- Provide the number of participants by specifying the number of members;
- Provide the partnership plan, if available;
- Allow visibility to AEGSEG if requested by the evaluation committee or the board of directors. The terms of visibility will be defined by the partnership

plan of the activity, if available, or by an agreement between the evaluation committee or the board of directors and the organizers of the activity if necessary.

An activity for which no member participates other than for its organization may be rejected.

The submission of a valid file does not ensure funding by AEGSEG.

4.2 Amounts awarded

The amounts granted for sponsorship applications are decided by the evaluation committee according to the number of applications, the available budget, the scientific or training value of the activity, the number of AEGSEG members who participate and the amount previously granted in the school year to the activity, association or committee. The amounts are then approved by the board of directors. However, it is possible for the board of directors to impose the amounts during the formation of the evaluation committee. It should be noted that the amount granted can not exceed 50% of the total budget of the activity.

In addition, if the request exceeds \$ 750, the organizers of the activity or the person making the request must present the activity to the evaluation committee, which will decide the amount to be granted. Organizers or applicants who are less than \$ 750 may be required to present the activity to the evaluation committee.

Appendix 1 : Grant form



Grant form – AEGSEG’s members

A. Grant policy summary

Deadlines and evaluation of applications

“To be valid, an application must be submitted by July 1 for the summer session, November 1 for the fall session and March 1 for the winter session. [...] Applications are then assessed prior to the 15th day of the months indicated in section 2.1 by an independent **evaluation committee** consisting of at least one AEGSEG performer and at least two non-executive directors.”

The evaluation committee allocates the grant amounts, ensuring that the grant will cover a maximum of 50% of the student's expenses, up to a maximum of \$ 300. A complete application may be refused depending on the number of applications received at a given session.

Terms and supporting documents

To qualify for a grant, the applicant must be a member of the AEGSEG, that is to say a graduate student in the Faculty of Science and Engineering who has paid the membership fee to AEGSEG for the current session. The request must be made at the earliest one session before the event and at the latest one session after. The applicant must also provide the following supporting documents:

- *Grant form– AEGSEG’s members;*
- Proof of registration for the activity of scientific value;
- Proof of presentation (oral or poster) to the activity with scientific value (if applicable);
- Proof of expenses for all amounts reported in the financial summary (eg. airlineticket, hotel, etc.), except for the meals (a charge of 30\$ per day will be applicable for the meals). The original copy is not necessary; scanned copies or photos will be accepted. If the request is made before the event and proof of expenses are not yet available, they will be requested before the grant is awarded.

All supporting documents must be sent in one email to the following address: aegseg@asso.ulaval.ca

B. Personal informations

Name and Surname:

Department and study program:

Email adress:

Postal adress:

Type of activity of scientific value (eg. conference, workshop, internship):

Name of the activity (eg. conference name):

Implication level: (eg. assistance, oral presentation or presentation of a poster) :

Date and place of the activity:

C. Financial summary

<i>Fees and expenses¹</i>	Amount	<i>Other financial help</i>	Amount
Registration	\$ _____	Help from the department or director ²	\$ _____
Transport	\$ _____	Others (specify)	
Accommodation	\$ _____	_____	\$ _____
Meals (30\$/day)	\$ _____	_____	\$ _____
Others (specify)	\$ _____	_____	\$ _____
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
		Total:	\$ _____
		<i>Amount of your AEGSEG request (max. 300\$)</i>	
			\$ _____
	Total:		
	\$ _____		

1. Proof of expenses for all amounts reported in this section must be provided (eg. airline ticket, hotel, etc.), except for the meals (a charge of 30\$ per day will be applicable for the meals).

2. If your director or department will reimburse your expenses in the event of a lack of full external funding, please write "T" for Totally Repaid or "P" with an amount in the event of a Partial (Limited) Refund. Do not include this line in the calculation of the total.

I declare that the information set out above is true:

Signature of applicant: _____

Date: _____

Signature of director: _____

Date: _____

Appendix 2 : Sponsorship form

Sponsorship form – Student committee and association

A. Sponsorship policy summary

Deadlines and evaluation of applications

“To be valid, an application must be submitted by July 1 for the summer session, November 1 for the fall session and March 1 for the winter session. [...] Applications are then assessed prior to the 15th day of the months indicated in section 2.1 by an independent **evaluation committee** consisting of at least one AEGSEG performer and at least two non-executive directors.”

The amounts granted for sponsorship applications are decided by the evaluation committee according to the number of applications, the available budget, the scientific or training value of the activity, the number of AEGSEG members who participate and the amount previously granted in the school year to the activity, association or committee. The submission of a valid file does not ensure funding by AEGSEG.

Terms and supporting documents

To qualify for a sponsorship, the applicant must be an association or a committee of students with AEGSEG members and he must answer to one of the AEGSEG’s missions. The applicant must also provide the following supporting documents:

- *Sponsorship form – Student committee and association;*
- Partnership plan, if available;
- Financial results of the previous edition, if possible;
- Letter of support from a non-student member of the university committee (professor, department director, dean, etc.)

All supporting documents must be sent in one email to the following address: *aegseg@asso.ulaval.ca*

B. Activity information

Name of the activity:

Date and place of the activity:

Name of the student association/ committee:

Number of participants in the activity (approx.):

Number of AEGSEG members participating in the activity (approx.):

Description of the activity:

At which order should the check be made in the event of a positive response:

Name and email address of the contact person:

C. Financial summary

Income		Expenses	
Other sponsorships requested			
Other sponsorships received			
Amount of your AEGSEG request			
Total		Total	

I declare that the information set out above is true:

Signature : _____

Date : _____