



Professional Initiatives Fund (PIF)

Purpose

PhUS believes in assisting projects that further the education and needs of pharmacy students. This fund is dedicated towards the advancement of professional development initiatives and opportunities for PhUS members, excluding travel to professional conferences or competitions for which other funding mechanisms currently exist. The expenditure of this fund is geared towards supporting events and initiatives that benefit pharmacy students through providing educational and/or service opportunities as related to professional development, on or off-campus.

Please note: Funds will be utilized with the non-binding, guiding principles that no more than 50% of the fund be spent in a single semester and that this fund be allocated in a way that maximizes the benefits for all PhUS members, including each pharmacy year and/or class.

Criteria

A student may only apply for the Professional Initiatives Fund once per academic year. All applicants must be UBC students and PhUS members in good standing at the time of the application, and during the period of the project itself. Applications must be **received by PhUS council a minimum of 4 weeks in advance** of the completion of the event or project. Applications submitted after an event or project has been completed will not be considered. The maximum amount for any one award per year is set at \$500 to equitably maximize the number of proposals funded.

Funding is provided under a reimbursement model, applicants must keep all receipts related to their initiative. All receipts will be reviewed, partial reimbursement may result if the expenditure is not justified.

Application Process

Download and complete the PDF application form and submit to your year representatives.

Applications for projects initiated between **April 1st** and **August 31st** of a given year must apply by **the first Friday of March, of the same calendar year at 5:00 PM**. Please note that applications will be reviewed as they are received up until the March deadline. For more information or questions, please contact the VP Internal at internal@ubcphus.org.

When finished, please complete the following:

- Save the file using the following file name format:
 - PIFApplication – Your Name – DD.MM.YY.docx
 - eg. PIFApplication – Melina Huang – 04.08.16.docx
- Attach the file to an email with a subject entitled “PIF Application Submission”
- Email the completed document to your respective year representative

If you have any questions about the process or requirements of funding requests, please do not hesitate to contact the Vice President Internal.

Selection Process



A selection committee, led by the VP Internal and comprised of all year representatives and general councillors, will review all applications and will recommend the application for approval by the PhUS General Council on a case-by-case basis. All applicants will be informed of the status of their application at the end of the review process.

Applications fulfilling the **criteria** may be submitted up until the **first Friday of March every year at 5:00 PM**. Following receipt of the application:

- 1) A completed copy will be distributed to all selection committee members and an ad-hoc meeting will be scheduled to review the application
- 2) The selection committee will recommend applications fulfilling the criteria for approval by the PhUS General Council and be made as an agenda item at the next scheduled meeting
- 3) During the meeting, the applicant will be given the opportunity to speak on its behalf
- 4) Following the presentation, council members will be permitted to ask any questions they have regarding the application
- 5) Following the questions period – the applicant will leave the room, permitting discussion of the application amongst council
- 6) A vote by all attending council members (quorum must be met, one vote per general council member), will determine whether the application shall receive:
 - a. All of the funding requested OR
 - b. A portion of the funding requested OR
 - c. None of the funding requested

Applications will be reviewed on the following:

- Meeting the above criteria
- Need for funding
- Level of professionalism
- Benefit to constituency
- Availability of funding

Form 1 - Applicant's Information

Name	
Student Number and Year	
Mailing Address	
Telephone Number	E-mail



Name of Project/Event/Initiative	
Location	
Start and End Date(s) or Project/Event/Initiative	Number of Participants (Projected/Known)
Amount Requested	Amount Granted (Office Use Only)

Form 2 - Supplementary Documentation

Please attach the following documentation to this application form:

- An itemized budget including revenues and expenditures
 - Revenue
 - List amount and source of revenue
 - Disclose other funding received from faculty, sponsor and/or club
 - Expenditures
 - List all costs
 - Size of shortfall
- An outline of no more than one page containing the following information:
 - The nature and purpose of this project/initiative/opportunity and how it may benefit you and other pharmacy students
 - How this opportunity contributes to long-term professional development goals
 - Brief description as to what the funding will be used towards
- A follow-up report no more than one page summarizing the event must be submitted to PhUS Council **NO LATER than 1 month after** the event has taken place

All or portions of this report may be made available in select PhUS publications, including but not limited to, the PhUS website and to serve as an example to future applicants. Future funding for the group or yourself will be contingent upon receipt of this information.

Terms of Agreement

I/we agree to abide by the terms and conditions as stated in this application. The information submitted is true and correct to the best of my/our knowledge. I understand that failure to comply to the rules outlined above will result in discontinuation or suspension of future funding for myself and/or the associated parties involved.

Name: _____ Signature: _____

Date: _____