



Professional Initiatives Fund (PIF) Application

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

- Applications must be **received by PhUS council a minimum of 4 weeks in advance** of the initiation of the event or project.
- A student may only apply for the Professional Initiatives Fund once per academic year.
- The maximum amount of reimbursement must not exceed \$500 to equitably maximize the number of proposals funded.
- Funding for this application **will not** be granted towards an initiative that will be using majority of these funds (greater than 70% of the maximum reimbursable funds) towards food and drink costs.
- A PhUS Member cannot re-apply for the Minor Initiatives Fund or the Professional Initiatives Fund/Clubs Fund with the intention of using the reimbursement for the same event/initiative.
- 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.
- PhUS reserves the right to not reimburse applicants after an application is approved if all expenditures are not justified.
- Funding is provided under a reimbursement model. Applicants must keep all receipts related to their initiative and submit all relevant receipts to the PhUS VP Finance's mailbox **within 7 days after the specified end date of the event.**
- Applications that are submitted after an event or project has been completed will not be considered.
- Applications which do not follow the Application Process below or Criteria above will not be considered.
- Applicants must list PhUS as a sponsor for the event. PhUS's executive and general members can list PhUS as a coordinator for an event.



Application Process

Download and complete the PDF application form. Applications for projects initiated between **April 1st** and **August 31st** of a given year must apply by **the 2nd last 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.

When finished, please complete the following:

1. Save the file using the following file name format: PIF Application – Your Full Name – MM.DD.YY.docx
2. Attach the file to an email with a subject entitled “PIF Application Submission”
3. Email your completed document to the PhUS VP Internal at internal@ubcphus.org

If you have any questions about the process or requirements of funding requests, please do not hesitate to contact the VP Internal at internal@ubcphus.org.

Selection Process

Applications may be submitted up until the **2nd last Friday of March every year at 5:00 PM**. Following receipt of the application:

1. The VP Internal will review the application and determine if the application is complete and fulfills all the criteria listed above.
2. Upon fulfillment of all criteria for application of this Professional Initiatives Fund, the application will be forwarded to a selection committee led by the VP Internal and comprised of all year representatives and general councillors which will review the application.
3. The selection committee will recommend applications to the PhUS General Council at the next possible meeting as an agenda item.
4. During the meeting, the applicant will be given the opportunity to speak on its behalf if they choose to.
5. Following the presentation, council members will be permitted to ask any questions they have regarding the application.
6. Following the questions period the applicant will leave the room, permitting discussion of the application amongst council.
7. 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
8. All applications received will be reviewed based on the following: Meeting the above criteria, need for funding, level of professionalism, benefit to constituency, and availability of funding.
9. All applicants will be informed of the status of their application at the end of the review process by email.



Post-Approval Process

After approval of your initiative:

- Submit receipts in a sealed envelope to the PhUS VP Finance mailbox located in the BCPHA Student Commons. Label the envelope with “Professional Initiatives Fund (PIF)”, your full legal name, student number, and email. The PhUS VP Finance will let you know when they have submitted your reimbursement and your reimbursements will be available for pick up from the AMS office Located in the Nest in 2-3 weeks.
- Complete the Professional Initiatives Fund (PIF) Event Summary located on the last page of this document **no later than 7 days** after the event has taken place and submit it to internal@ubcphus.org.

Application Form

APPLICANT'S INFORMATION		
Full Name	Student Number, Year	
Email Address	Phone Number	
CO-APPLICANT(S) INFORMATION		
Please indicate any other students involved in planning/executing this project/event/initiative.		
Full Name	Student Number	Year
INITIATIVE INFORMATION		
Name of Project/Event/Initiative		
Location of Project/Event/Initiative		
Start and End Date(s) of Project/Event/Initiative	Number of Participants (Projected/Known)	
Amount Requested	Amount Granted (Office Use Only)	
Please explain the nature and purpose of this project/event/initiative and how it may benefit you and other pharmacy students academically, professionally, and/or socially		



Please provide us with a timeline of planning for this project/event/initiative.

Please list a general itemized budget including expenditures and revenue.

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 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: _____



Professional Initiatives Fund (PIF) Event Summary

EVENT RECAP	
Overall, how did the event go? What worked, and what did not? Be specific.	
How many people were expected?	How many people attended?
FINANCE BREAKDOWN	
Please outline, in detail, the amount of revenue your event received (if any), including entry fees or other sponsors. If you did not receive any other source of revenue, please indicate \$0.	
Please outline in detail all the expenses that were incurred during your event.	
ADDITIONAL INFORMATION	
Please list any feedback that was received from participants.	