

Dhillon School of Business - Student Professional Development Fund **Business Competitions and Other Active Participation**

Terms of Reference:

Purpose:

- The purpose of this fund is to provide financial support to enable DSB students to actively participate in professional development opportunities (case competitions and research presentations at conferences) that will add value to their post-secondary experience.

Eligibility:

- Student(s) must be Dhillon School of Business Students enrolled on a full-time basis.
 - exceptions may be made for Calgary campus students
- Student(s) must be in good standing academically
- Individual students are eligible for this funding once per annum
- Student(s) must have a DSB faculty advisor/case coach who will provide support and mentorship for the

Value:

- Research presentation funding is restricted to 2 applications per year. 50% matching funds with 50% covered by the student, \$1,500 maximum funding per student.
 - This funding is for students only.
- One case competition per area has been predetermined to be eligible for funding. Those competitions guaranteed to receive funding to send a team with a faculty coach are: Rotman International Trading Challenge OR CFA Research Institute Challenge, HRC West, CPA Governance, Great Canadian Sales Competition, 1 Enactus Competition.
 - This funding is for 1 faculty coach, and minimum number of students required to form the team.
- Other active participation requests will be considered only if funding remains.

Criteria for Evaluating Application:

- Expected professional growth of the student participant(s)
- Expected benefit to non-participating students and to the University
- Acceptable professional development activities include:
 - Academic competitions
 - Active involvement at conference (e.g. formal presentation of research done in collaboration with a DSB faculty member)

Tenable:

- On a reimbursement basis, upon submission of original receipts/appropriate supporting documentation, and in accordance with U of L policy regarding reimbursement for goods and services, and of individuals.
 - Eligible costs: travel, accommodation, registration.
 - Note food costs are considered a cost of living and is not eligible.
- With evidence of application to other sources of funding (e.g. Students' Union Travel & Conference Grant- <https://ulsu.ca/travel-and-conference-grants>)

Application:

- Complete Application Form: Business Competitions and Other Active Participation
 - Fill out application as completely as possible. This includes information about the activity and an estimated budget.
- A committee will apply the criteria and make a decision on funding
- An award letter will be issued to the applicant to advise of funding request results and if applicable the process for reimbursement of expenses.
 - **no costs should be incurred or commitments made until this funding letter is received. Funding is not guaranteed.

Communications/Promotion:

Pre-Activity

- RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS & INDEMNITY AGREEMENT and FOIP form are both required to be signed prior to leaving for the activity. These forms will come from the University Risk and Insurance department and Dhillon School of Business.
 - Note: any student who leaves for the funded activity without signing these forms voids their claim to reimbursement.
- Student Professional Development, is available to assist with activity promotion (dhillon.spd@uleth.ca)

Post -Activity

- In order to be reimbursed, immediately upon completion of the activity, participating student(s) MUST:
 - Fill out the provided Miscellaneous Cheque Requisition form and provide receipts for both proof of expense and proof of purchase.
 - This will be accepted up to a maximum of 3 weeks after return.
 - Share activity highlights and related photos with the Dhillon School.
 - This is contingent on reimbursement being released.
- Certain stories will be selected for Dhillon School external relations and student recruitment purposes.

Any additional questions should be directed to dhillon.spd@uleth.ca