



ESEF has a new name – Shaping Student Life and Learning!

SHAPING STUDENT LIFE AND LEARNING (SSLL) APPLICATION FOR FUNDING

The Shaping Student Life and Learning Fund has been made possible through the generous donations from Alumni and friends of the Faculty.

**** Please review the SSLL FAQs before you complete this application ****

Please complete the application form and submit it to Nadia Gibbons,
via e-mail at alumni.pharmacy@utoronto.ca.

The SSLL will not fund events/initiatives that have already taken place.
You may provide additional materials to support your application.

IMPORTANT NOTICE: You must apply for funding at least 4 weeks in advance of when you require a decision to be made on your application.

SSLL FAQs

1. What is the Shaping Student Life and Learning Fund?

Each year, generous donations from alumni, industry, friends and faculty are directed toward the Shaping Student Life and Learning Fund (SSLL). This money is made available to **current** Pharmacy students for funding of various events, activities, campaigns and/or initiatives that enhance the student experience.

2. Who can apply for funds?

Only individual students enrolled, either part-time or on a full-time basis, in one of the following programs may apply to the Shaping Student Life and Learning Fund:

- **Pharm D**

Please note: all requests for funding for student clubs and events arranged by student clubs must be made through the Undergraduate Pharmacy Society who will submit the request to the SSLL Committee on their behalf, 2) Club requests for all other programs should be made directly to the SSLL Committee

- **Pharm D for Pharmacists**

- **Limitations:** may only apply for funding to 1) attend a conference, within Canada or Internationally, at which they are presenting a poster, paper, or oral presentation and/or 2) the costs associated with an International APPE rotation that is officially arranged by the Office of Experiential Education.

- **Graduate Programs** (MSc and PhD and MScPhm beginning Sept 2019)



3. Is there a limit to how much one can request?

The SLL Committee will not fund single requests above \$5,000. Amounts awarded will simply depend on the merits, the request and the amount that is available at the time.

Certain types of initiatives funded through the SLL have predetermined funding limits. This is to ensure equity in amounts received by each student and prudence in spending by the student.

Funding Limits:

- Each PharmD and PharmD for Pharmacist Student is eligible for up to \$1,000 in direct conference expenses **once** during their degree to present at a conference.
- Each MSc student is eligible to receive up to \$1,000 in direct conference expenses **once** during their degree to present at a conference
- Each PhD student is eligible to receive up to \$1,000 in direct conference expenses **once** during their degree to present at a conference.
- Students in the part-time MSc or flex-time PhD will also be eligible to receive this funding **one time** during their studies.

To receive reimbursement for presenting and attending a conference, all students must submit documentation and proof of payment from the conference that confirms that they were accepted to present.

4. Typically, what types of activities qualify for funding?

Initiatives that may be funded are – but not limited to – registration to attend a pharmacy-related conference, registration and travel expenses for undergraduate and graduate students presenting a poster, paper or oral presentation at a conference, travel costs associated with International APPE rotations arranged by the OEE Office, Student Events etc., – **PharmD students please contact the UPS to apply for funding** for student clubs, subsidies to attend pharmacy conferences i.e., PDW, OPSIS and OPA, and–for pharmacy summer internships.

SLL will only reimburse direct conference expenses such as:

- Transportation to and from the conference
- Accommodation
- Conference registration cost
- Food–to follow the per diem rates on the U of T Expense Reimbursement Checklist
- Transit to and from airport, train or bus station
- Poster costs i.e., printing costs

For international APPE Rotations:

- Students may only apply for funding for expenses above what they would pay to complete their APPE rotation in Canada and can only apply for reimbursement for expenses



associated with rotations arranged by the OEE Office. **No rotations arranged independently by the students will be considered for funding.**

This includes things like airfare, accommodation, vaccinations, visas, and other travel-related expenses. Expenses such as meals and local transportation are not covered by the SSSL Fund for International APPE rotations.

The SSSL does not provide funds for:

- Transportation costs for volunteer activities outside the Faculty
- Gifts to appointed Faculty/Staff members
- Events or initiatives that took place before the application was submitted to the SSSL
- International rotations organized by the students themselves, i.e. not through the OEE Office
- Alcohol for any purpose
- Refreshments and food for student club meetings (refreshments may only be requested if outside guests are present)
- Per the U of T's Student Club policy, capital assets, such as but not limited to:
 - Electronic equipment
 - Furniture
 - Business cards
 - Club apparel
 - Honoraria, personal compensation

Faculty Gifts:

Faculty Gift requests must be submitted in the SSSL application and must specify to whom the gifts are for, how many are needed, and what the person is doing. Only guest speakers, volunteers or mentors from **outside** the Faculty are eligible for gifts. Only LDFP branded gifts obtained through the LDFP Communications team will be eligible to be obtained through the SSSL. **Please note:** the SSSL will not reimburse cash for speaker gifts.

Student Gifts:

Student Gift requests must be submitted in the SSSL application. No cash prize money will be awarded. Gifts and prizes may be awarded to a maximum of \$50 per event.

5. How does one apply for funding?

Complete the application form and along with a detailed budget, email it to Nadia Gibbons, SSSL Administrator at alumni.pharmacy@utoronto.ca. **Applicants must submit a detailed budget along with their application.**

Students must apply at least 4 weeks before the date of the initiative for which they are applying for funding. The SSSL does not fund any events or activities after they have already taken place.



It is required that all successful applicants submit a written report to the Advancement Office within the month following the date of the event. The report is to include (a) event details, (b) how donor funds were used or how they contributed to the overall objectives of the project or event, and (c) explanation of the significance of the event to the student's university experience.

6. Are there events that are guaranteed funding year after year?

No, an application for funding is required every year.

7. How long does it take to learn if an application has been approved?

You will receive notification no later than three weeks following the date of submission.

8. How does one actually receive funds?

Funds are provided **after** the event upon submission of an Expense Reimbursement Form and required documentation. Proof of payment and **all original receipts**, documents, travel vouchers (boarding passes) and any other relevant information relating to how the money was spent must be included. **Documentation must be submitted within 30 days** to the Advancement office. Please email alumni.pharmacy@utoronto.ca to set up a time to review documentation.



Contact Information

Name	
Is this application on behalf of a student club or student event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this a poster presentation, have you received funding from:	<input type="checkbox"/> SSLL Fund (formerly know as Enhancing the Student Experience Fund) <input type="checkbox"/> Graduate Office
UPS, PSGSA Position (if applicable)	
Degree (Full Name)	
Graduating Year	
E-mail Address	
Telephone Number	

SSLL Funding Overview

Event / Initiative / Project:

Date of Event/Initiative/Project: _____
(Application must be submitted 4 weeks before the date of the event/initiative/project)



General Description:

Rationale for Funding:

(Include benefit to the Faculty and students, how many will benefit, etc. If this is a student event, include who is invited to attend.)



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Amount Sought (Include a budget outline that shows all sources of funding, including the SLL Fund):

Indicate how you are going to thank and recognize the SLL Fund for its support and how their support will be publicized:



Important Information for the Applicant

1. Funds are provided after the event upon submission of required documentation.
2. Recipients must submit proof of payment and all original receipts, documents, travel vouchers (boarding passes) and any other relevant information relating to how the money was spent. Documentation must be submitted within 30 days.
3. Recipients must provide photographs, report overview and any other information that can be featured in Faculty promotional materials or newsletters.
4. Your Program Director or PI must review and be supportive of your application, and indicate their support by signing below.

Student signature

Date

It is the applicant's responsibility to get the signature of Program Director or PI before submitting. If your Program Director or PI is out of the office, please contact alumni.pharmacy@utoronto.ca.

Signature of Program Director or PI

Date

Name of Program Director or PI (*Please Print*)

Program Director or PI: Please provide 1-2 sentences on why you are supporting this applicant on their initiative:

SSLL Committee Approval (*The SSLL Fund Committee will review your application and will respond. Please allow a minimum of three weeks from date of receipt for review of your request.*)

Comments or recommendations to the applicant:

Signature of Committee Representative

Date