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 Experience 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 International, 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, PhD, and MScPhm)

3. Is there a limit to how much one can request?
The SSLL 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 SSLL 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 \textbf{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 – \textbf{PharmD students please contact the UPS to apply for funding}, Student Clubs – \textbf{PharmD students please contact the UPS to apply for funding}, and travel for internships.

SSLL will only reimburse direct conference expenses such as:
\begin{itemize}
  \item Transportation to and from the conference
  \item Accommodation
  \item Conference registration cost
  \item Food–to follow the per diem rates on the U of T Expense Reimbursement Checklist
  \item Transit to and from airport, train or bus station
  \item Poster costs i.e., printing costs
\end{itemize}

For international APPE Rotations:
\begin{itemize}
  \item 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. \textbf{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.
\end{itemize}

The SSLL does not provide funds for:
\begin{itemize}
  \item Transportation costs for volunteer activities outside the Faculty
  \item Gifts to appointed Faculty/Staff members
  \item Events or initiatives that took place before the application was submitted to the SSLL
  \item International rotations organized by the students themselves, i.e. not through the OEE Office
  \item Alcohol for any purpose
  \item Refreshments and food for student club meetings (refreshments may only be requested if outside guests are present)
  \item 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 SSLL 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 SSLL. **Please note:** the SSLL will not reimburse cash for speaker gifts.

**Student Gifts:**
Student Gift requests must be submitted in the SSLL 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 along with a detailed budget, email it to Nadia Gibbons, SSLL 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 SSLL 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 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.