

University of Saskatchewan Engineering Student Fund (USESF)

Guidelines and Procedures

Established:	February 20, 2020
Revised:	Not Applicable
Version:	1.1
Related Governing Documents:	USESF Fund Terms of Reference USESF Student Council Terms of Reference SESS Constitution and Bylaws

PURPOSE OF FUND

The University of Saskatchewan Engineering Students' Fund (USESF) is designed to *“advance the engineering undergraduate student experience by distributing funds to student groups and individuals within the engineering undergraduate community.”* (USESF Fund ToR)

All USESF funded activities must be in support of this mandate.

USESF is funded by mandatory student fees collected from undergraduate engineering students as well as donations from alumni and friends of the college.

FUNDING ELIGIBILITY

Only enrolled undergraduate USask engineering students or ratified engineering student groups may benefit from the fund. Individuals and/or student groups can submit applications across different categories during a fiscal year (May 1-April 30).

Up to 75% of the applicant's submitted budget can be awarded based on the criteria outlined in Table 1.0.

FUNDING CATEGORIES

USESF Funding is distributed in four categories: Academic & Professional Development, Competitions, Events, and Projects.

1. Academic & Professional Development

Academic Development applications must support the academic advancement of the individual or a group of students. Professional Development applications must be separate from engineering curriculum but must be related to the profession of engineering.

Application examples include tutoring, fieldtrips, workshops, conferences, professional certification courses, and leadership courses. Capstone groups are eligible to apply for funding for site visits, conferences, or similar professional development activities.

2. Competitions

Applications in this category must only focus on the costs associated with attending the competition.

Funding can be awarded to individuals or a group.

Application examples include attending design team competitions, national speaking competitions, engineering competitions, etc.

3. Events

Event applications must be for events that are hosted on behalf of a society, team, or club for the benefit of the USask engineering undergraduate student community.

Application examples include hosting lectures, conferences, networking, marketing, and other professional development related events. Events whose focus is not primarily technical will not be eligible for funding.

4. Projects

Applications in this category must be projects identified as demonstrating impact to the undergraduate student community. Applications must be separate and distinct from each other, aiming to create distinct physical items. Multiple applications that represent part(s) of a final larger piece/project will not be eligible. For example: a brake system and a chassis vs. a car.

Funding will only be awarded to a group. Capstone groups do not qualify for project funding.

Application examples include design team prototype projects and undergraduate student space renewal or refurbishment.

TABLE 1.0: Assessment Criteria of Application

Criteria	Description	Funding Category				
		1	2	3	4	
Application Quality	Awarded based on the overall quality of the application	15%	15%	15%	15%	
Budget quality	Applicant provides a detailed budget that lists and describes all budgetary expenses/revenues associated with the event	10%	10%	10%	10%	
Collaboration	Applicant lists and describes any collaboration between students and/or professionals.	25%	30%	15%	15%	
Impact on Students	Applicant lists and describes the impact the project will have on the experience of students involved.	-	-	-	20%	
Student Involvement	Applicant states and describes the number of students being supported to attend and/or participate in the event and applicant lists and describes the impact the event will have on the experience of students in attendance/involved.	-	-	50%	-	
Learning Outcome	Applicant describes the learning outcome(s) and how it relates to the profession of engineering.	50%	45%	-	30%	
Partnership(s)	Applicant lists and describes the partnerships secured to support the success of the event/project. (i.e. monetary or in-kind exchange)	-	-	10%	10%	
		Total	100%	100%	100%	100%

FUNDING ALLOCATION

As a publicly funded institution, the university will endeavor to use its resources responsibly and effectively. Individuals should exercise care and judgment when incurring expenditures. Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be charged to any funds administered by the University. ([USask Travel Expense Guidelines](#))

Applications open twice a year, closing in October in Term 1 and February in Term 2. The funding amount available will be communicated when the call is released.

Funding will be allocated to eligible expenses incurred in the current fiscal year only (May 1-April 30). Reimbursement will not take place for any eligible expenses that occur beyond April 30th of the year the application was successful unless prior written approval has been granted by the Dean.

Each category will be assigned at minimum 10% of the funding available to ensure needs of the community are being addressed. Up to 75% of the applicant’s submitted budget can be awarded based on the criteria outlined in [Table 1.0](#).

TRAVEL EXCEPTIONS

If travel is after April 30th due to competition or conference dates, special permission for reimbursement will need to be granted. All expenses will be paid after travel has occurred.

GENERAL APPLICATION REQUIREMENTS

All applications must meet the following eligibility criteria:

- Be undergraduate student-run and organized, and have a clear goal;

- If the application represents an undergraduate student group, they must be a USSU ratified student group at the time of their application;
- Applicants must be enrolled undergraduate USask Engineering students within the fiscal cycle.
- At least 75% of the beneficiaries of the application must be enrolled undergraduate USask Engineering students unless a compelling case has been made. For example, an application from the Engineers Without Borders would be eligible.
- USESF will not fund alcohol or alcohol-related costs such as security or licensing. If these costs are present, they will be removed from the budget when considering the application.
- Expenses for gift cards, tuition payments, and for-profit personal projects (personal business expenses) will not be eligible for USESF funding.

Approved applicants are responsible for providing a final report to the USESF Student Council by April 30th of the year the funding was awarded. Failure to submit a final report can disqualify future applications.

REIMBURSEMENT PROCEDURES

All funding will be disbursed through the University of Saskatchewan financial reimbursement systems, which can be found in the Student and Academic Services [Help Desk](#).

Claims must adhere to University of Saskatchewan spending policy, all itemized receipts must be included, and the appropriate approvals are required to be reimbursed. Receipts that have been submitted to be reimbursed from alternative funds will not be accepted.

GOVERNANCE STRUCTURE

USESF is governed by the USESF Student Council (see [terms of reference](#)). The USESF council will use its discretion in prioritizing applications based on the principles that guide the council.

USESF Student Council Membership:

POSITION TITLE	ROLE	VOTING	SEATS (#)
SESS ¹ PRESIDENT	Chair	X ²	1
EXECUTIVE ASSISTANT TO THE DEAN	Secretary	X	1
DESIGN TEAM LEADERS (OR DESIGNATES)	Member	✓	3
DISCIPLINE SOCIETY/PROFESSIONAL ASSOC. LEADERS (OR DESIGNATES)	Member	✓	4
SESS EXECUTIVE REPRESENTATIVE	Member	✓	1
UNDERGRADUATE STUDENT REPRESENTATIVES ³	Member	✓	2

ANNUAL REPORTING

Applicants are required to submit a report two months after the completion of the activity using the provided template. All applicant reports will be used by the USESF Council to complete the annual report.

The USESF Council is responsible for preparing and publicizing an annual report. This report must include the budget, the funding allocation decisions, and the impact and outcome of each proposal funded.

The annual report is submitted to and accepted by the Dean of Engineering and will also be made available to all Engineering undergraduate students.

¹ **SESS:** Saskatoon Engineering Students' Society

² This allows the chair to navigate the Council according to process in an unbiased manner. The only time the chair will vote is when there is a tie.

³ **Undergraduate Student Representatives:** Membership drawn from the total undergraduate student population at-large.