

## STUDENT EXPERIENCE GRANT CHECKLIST 2016-2017

The following items **must** be included in your Student Experience Grant Application package to be considered:

- Student Experience Grant Application Cover Sheet
- Maximum two-page, type-written proposal
- Learning plan chart (appendix)
- Budget (appendix)
- Two pieces of promotional material (only if travelling/volunteering with external organization)
- Letter of support (if appropriate)

I have submitted

- Six (6) copies of my Student Experience Grant application package. One (1) copy must include original signatures, and the remaining five (5) copies can be duplicates of the original application.

Before submitting a Student Experience Grant application, please indicate that you have read and are aware of the following policies and guidelines by checking the boxes below. For complete Student Experience Grant guidelines and criteria, please visit <http://experiential-ed.mcmaster.ca> or KTH 102.

### **Timelines**

- The activity will be completed before my anticipated degree completion date.

### **Reflection**

- I will submit an end-of-experience reflection paper to the Experiential Education (EE) office.
- I will submit a visual representation of the experience, to be used for EE promotions, in the form of a testimonial quote with high-resolution digital photo, HD video, or other approved format.

### **Finances**

- I understand that this grant is **reimbursement-based** and students are not awarded funds until after they have provided receipts of expenditure. Normally, reimbursements take 3-4 weeks to process.
- I will provide **original** receipts for expenditures (including boarding passes), as required, within two weeks of return from travel/upon completion of experience.
- In the event that the activity does not occur as proposed, I will return funds in full to EE.

### **Student Accountability**

- I acknowledge that I am wholly responsible for my application and am the sole author of its contents.
- I understand that I cannot use any experience that receives funding through this grant towards academic credit.
- I understand that it is entirely my responsibility to secure the proper travel and health insurance, and receive any vaccinations/inoculations, as required.
- I have visited the website for the [Foreign Affairs, Trade and Development Canada](#), and as of this date, there is no risk identified in travelling to the location of my project.
- I understand that McMaster University/EE cannot fund an activity if travel warnings issued by Foreign Affairs, Trade and Development Canada advise Canadians to avoid travel to the location of the student experience for any reason including civil unrest (visit [travel.gc.ca](http://travel.gc.ca) for information).
- I understand that it is entirely my responsibility to attain ethics approval, if necessary, and that funds will not be released until proof of ethics approval has been submitted to the EE office.

### **Student Eligibility**

- I have read and understand the [EE Eligibility Criteria](#). **Please note:** For students who are required to pay the fee, they must submit the \$50 fee **at or before the time of application**.

Student Name		Student ID#	
Signature		Date	