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 Laura Warman, via e-mail at **alumni.pharmacy@utoronto.ca**. The SSLL will not fund events/initiatives/expenses that have already taken place. You may provide additional materials to support your application.

IMPORTANT NOTICE: You must apply for funding at least 3 weeks in advance of when you require a decision to be made on your application. Please note that funding is not guaranteed. Completed applications will be reviewed and decisions will be made on a case-by-case basis.

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 Experience Fund (SSLL). This money is made available to **current** Pharmacy and Pharmaceutical Sciences students for funding of various events, activities, campaigns and/or initiatives that enhance the student experience. Students in the PharmD and PharmD for Pharmacists programs may also apply to be reimbursed for expenses related to Ontario based APPE and EPE-2 rotations 90kms+ outside of Toronto.

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 SSLL Fund:

- PharmD
- PharmD for Pharmacists
  Limitations:

  - the costs to attend a conference, within Canada or International, at which they are presenting a poster, paper, or oral presentation
  - the costs associated with an Ontario-based APPE and EPE-2 rotations 90kms+ outside of Toronto (downtown core) that is officially arranged by the Office of Experiential Education
  - the costs associated with an International APPE rotation that is officially arranged by the Office of Experiential Education

- Graduate Programs – including MSc, MScPhm, and PhD

Please note: 1) For the PharmD program, 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 Graduate programs should be made directly to the SSLL Committee.

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 of the request and the amount of funding that is available at the time. The SSLL Committee reserves the right to reject any request based on our budget.

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:
- PharmD, PharmD for Pharmacist, MSc, MScPhm, and PhD students may submit **one SSLL application during their degree** to request funding to present at a conference; a maximum of $1,000 will be awarded for direct conference expenses.
- Students in the part-time MSc or flex-time PhD will also be eligible to receive this funding **one time** during their studies.
- PharmD students completing EPE-2 and APPE rotations that are 90kms+ away from Toronto (downtown core) are eligible for up to $1,500 maximum in funding for a 5-week rotation and up to $2,000 maximum in funding for a 10-week rotation.
- PharmD for Pharmacist students completing APPE rotations that are 90kms+ away from Toronto (downtown core) are eligible for up to $1,500 maximum in funding for a 5-week rotation and up to $2,000 maximum in funding for a 10-week rotation.

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,
- Travel for internships, and
- Ontario-based APPE and EPE-2 rotations taking place 90km+ outside of Toronto (downtown core) ***PharmD and PharmD for Pharmacists students only**,
- Student Events ***PharmD students please contact the UPS to apply for funding**, Student Clubs ***PharmD students please contact the UPS to apply for funding**.

SSLL 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

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

For domestic APPE and EPE-2 rotations:
- Students may apply for support for Ontario-based EPE-2 and APPE rotations located in geographic areas at least 90kms+ outside of Toronto (downtown core).
- Students may only apply for funding for expenses above what they would pay to complete their APPE rotation less than 90kms outside of Toronto. This includes things like airfare, bus fare, GO Transit, accommodation, and other travel-related expenses. This does not include food and beverage or personal items.
- Students can only apply for reimbursement for expenses associated with experiential rotations approved by the Office of Experiential Education.
  *Students are not required to email OEE/show proof of approval.

For international APPE rotations:
- Students may apply for funding for expenses, such as airfare, accommodation, vaccinations, visas, and other travel-related expenses. This does not include food and beverage or personal items.
- Students can only apply for reimbursement for expenses associated with experiential rotations approved by the Office of Experiential Education.
  *Students are not required to email OEE/show proof of approval.

The SSLL DOES NOT provide funds for:
- Transportation costs for volunteer activities outside the Faculty
- Gifts for appointed Faculty/Staff members
- Events or initiatives that took place before the application was submitted to the SSLL
- International rotations organized by the students themselves, i.e. not organized through the Office of Experiential Education
- 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

Speaker 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 to be covered by the SSLL. Only LDFP branded gifts obtained through the LDFP Communications team will be eligible to be obtained through the SSLL funding. **Please note:** the SSLL will not reimburse cash for speaker gifts. Gifts and prizes may be awarded to a maximum of $50 per event.

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 in full, and along with a detailed budget, email it to Laura Warman, SSLL Administrator at **alumni.pharmacy@utoronto.ca**. You will also be required to submit proof of payments, including receipts, etc., when you submit your claim. A detailed claim form and instructions for completion will be emailed to you if your application is approved.

==Students must apply at least 3 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.==

6. What other documents will I be required to submit?
For expenses related to events, conference attendance to present a paper, poster, or oral presentation, and EPE-2 and APPE rotations, 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/conference 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.

7. Are there events that are guaranteed funding year after year?
No, an application for funding is required every year.

8. 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.

9. How does one actually receive funds?
Funds are provided **after** the event or activity upon submission of an Expense Reimbursement Form and required documentation. Students presenting and attending a conference must submit documentation and proof of payment from the conference that confirms that they were accepted to present. **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. **Reimbursements will be issued to the student applicant who incurred expenses. In the event a name of a parent, guardian and/or individual other than the student's name appears on proof of payment or other documentation, this should be noted upon submission. For domestic EPE-2 and APPE rotations, parent, guardian, and/or individual names should not appear on lease agreements.** Please email **alumni.pharmacy@utoronto.ca** to set up a time to review your documentation.

APPLICATION FOR FUNDING

Contact Information

Name	
UPS, PSGSA Position (if applicable)	
Degree (Full Name)	
Graduating Year	
E-mail Address	
Telephone Number	

SLL Funding Overview

Event / Initiative / Project / Expense:

Please describe in bullet form what you are applying for:

Rationale for funding (Include benefit to the Faculty and students, how many will benefit, etc.):

Date of event:

Date funding is required by:

Amount sought (include a budget outline that shows all sources of funding, including the SSLL Fund):

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

Important Information for the Applicant

1. Funds are provided after the expense has incurred and 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, follow-up report, 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.
5. For all applications related to APPE or EPE-2 costs for travel 90kms+ from Toronto, you must obtain verification of your rotation from a member of the Office of Experiential Education.

_____   _____
Student signature   Date

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

_____   _____
Signature of Program Director or PI   Date

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

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.)*

_____   _____
Signature of Committee Representative   Date

Comments or recommendations to the applicant: