

PURPOSE

The Faculty of Management (FOM) Student Research Fund is designed to assist students to access scholarly activity opportunities when the activity will directly benefit the student's studies in the Faculty of Management.

FOM GOALS

The goals of the FOM student fund are to help students participate in activities which will:

- ◆ Build on and contribute knowledge, research and scholarship to the individual student directly related to their FOM studies as well as to that of their classmates, to faculty members and to the program.
- ◆ Enhance scholarly activity and knowledge mobilization by presentation of academic research at conferences and symposium and in publications.

ELIGIBLE ACTIVITIES

1. Attendance at education related conferences.
2. Research projects and activities that will result in manuscript presentations and/or peer review publications.
3. Presentation at conferences as a discussant, panelist, presenter or presentation of a poster in a conference, workshop or colloquia.
4. Presentation at non-academic conferences and venues.

This is not a complete list and all projects will be considered by a committee in the FOM. The fund is inclusionary and is an attempt to encourage undergraduate and graduate scholarship and research activities. Note that there is a reporting back requirement.

APPLICATION DEADLINES

Applications received prior to the end of October, February and May will be reviewed and responded to during the following month. Ad hoc meetings can be called if necessary.

APPLICATION PROCESS

Please complete an application form (*attached*). Due to the volume of applications, please **respect the word count maximums** and **do not attach any supporting documents**.

Submit your application form in electronic AND hard copy to the Assistant to the Dean before the deadline.

◆ **Grant Amounts**

Grants may vary in amounts to a maximum of \$1,500 per proposal.

◆ **Eligible Applicants**

Applicants in a Faculty of Management program must be registered full-time students in the FOM; the awards will be prorated according to the number of FOM courses taken in the current academic year (full-time students are defined in the VIU calendar under General Regulations). Applicants must be students in good academic standing (that is with no academic misconduct incidents). The planned activity must occur while the student is registered in the FOM.

Applicants who have previously received a grant under this program may be given a lower priority for funding.

SELECTION PROCESS

The Selection Committee members will review all applications; the committee will include:

- ◆ the Dean, Faculty of Management or designate (chairing; non-voting except in the case of a tie)
- ◆ two faculty members of the Faculty of Management
- ◆ the Director, MBA Program and the Co-ordinator of MA-SLM
- ◆ a graduate and an undergraduate student representative acclaimed or elected to the FOM of the Whole and selected by the other student representatives to stand on this committee

Proposals will be reviewed and prioritized based on fit with the student's program and/or personal educational goals.

If selected for an award, a student may pay for the costs and submit the receipts for reimbursement or the FOM may pay expenses on behalf of the student. Withdrawal from the planned activity when illegible for a refund may result in the full cost of the activity being charged to the student.

APPLICATION – FOM STUDENT RESEARCH FUND

Name: (print)	Student Number:	Program (print):
---------------	-----------------	------------------

I am a full-time FOM student of good academic standing (no academic misconducts); I will be a student when attending the planned event.

PREVIOUS FUNDING FROM THIS FUND:

I have received a grant in the past I have never received funding

I used the grant given in Year: _____ for the purpose of:

PROPOSED ACTIVITIES

1. **Summarize** what you plan to do, including when and where, and **how it relates to your personal educational, research or career goals. (250 word maximum).** *(insert below)*

2. Provide a short summary which will go onto the website if you are a successful applicant. **(25 word maximum).** *(insert below)*

3. Describe how your activities will contribute to your studies, to your personal goals or the work of your department **(200 words maximum).** *(insert below)*

4. How will you share back or mobilize your knowledge beyond this activity? **(200 words maximum).** *(insert below)*

RECOMMENDATION FROM A FOM FACULTY MEMBER (200 word maximum, attached):

Recommendation received: yes no Comments:

Faculty Name: (print)	Faculty Members Signature:
-----------------------	----------------------------

BUDGET (to a maximum of \$1500 requested):

ITEM	AMOUNT	EXPLANATION
EXPENSES:		
Airfare (on-line tickets and original boarding passes required)		
Other Travel (original receipts required)		
Per diems for meals (no receipts required)		
Accommodation (original receipts required)		
Other (explain and provide original receipts)		
TOTAL EXPENSES		
OTHER FUNDING AVAILABLE:		
Amount of personal available		
Funds from other funding sources (ex. Jessica Wilde Conference Participation Fund)		
Other Funds, specify		
TOTAL FUNDING FROM OTHER SOURCES		
TOTAL REQUESTED FROM THE FOM STUDENT OPPORTUNITY FUND:		

MY COMMITMENT:

- I will use all funds provided by this program only for the activities described above.
- I agree to e-mail a report of my activities to my supervising instructor and to the Faculty of Management within one month of completion. The report will describe the activities and evaluate the contribution to my personal goals. I understand that my report may be posted to the FOM or VIU website for public perusal.
- I agree to share my experiences and learning with the Faculty of Management community.
- I will provide confirmation of my attendance or participation and I agree to repay the Faculty of Management if I do not attend or participate in the planned activity.

APPLICANT'S SIGNATURE:	DATE:
-------------------------------	--------------