

POLICY
Shell Experiential Energy Learning (SEEL) Program
Activities Fund

Policy Created January 31, 2007

This document describes the policy for administration, distribution and accounting of the funds donated by Shell Canada to be used for ISEEE-related (i.e. in the area of sustainable energy, environment and economy) experiential learning activities by University of Calgary undergraduate students. These activities include field trips and enhanced educational experiences, research opportunities and activities by individuals, clubs, teams and associations.

Decisions by the Evaluation Committee on awarding SEEL Program funding for all activities will be based on:

- the quality of enhanced educational experience to be realized for the student(s);
- the promotion of each participant's professional development;
- the relevance to Shell Canada's business operations or employees;
- the potential to contribute lasting or 'leveraged' benefits to the community at large in understanding sustainable energy, environment and economy issues and opportunities.

Definitions

Field Trip – any activity engaged in by an undergraduate student of the University of Calgary which is deemed by the Evaluation Committee to enhance the student's educational experience in the area of sustainable energy, environment and economy, and has associated with it both direct and indirect travel costs. Examples: field trips within courses in ISEEE-related curriculum; student exchanges; study abroad; attendance at conferences and seminars; presentations in the community; special projects.

Enhanced educational experience – an activity that is deemed by the Evaluation Committee to advance the knowledge, skills and experience required of today's undergraduate student and to align with the career objectives of the participant(s).

Club, Team or Association (CTA) – an organized group which promotes learning and professional development among undergraduate students. The CTA will have a charter/constitution, mission statement, and operating budget.

Direct travel costs – transportation (airfare, train, etc.)

Indirect travel costs – hotel, registration, meals, conference fee, etc.

Student – registered full-time undergraduate in the University of Calgary.

SEEL Program Field Trip Fund (SPFTF) – is a fund of up to \$50,000 per year to cover some of the expenses of students engaged in field trip activities and enhanced educational experiences (as defined above).

SEEL Program Clubs, Teams, Associations Fund (SPCTAF) – is a fund of up to \$50,000 per year to cover in whole or in part expenses of CTAs (as defined above) that are directly related to ISEEE-related fields of study (i.e. sustainable energy, environment and economy).

General Policies and Guidelines

- Recommendations for granting of applications and distribution of funds will be determined by a sub-committee of ISEEE's Academic and Operations Committee.
- This Evaluation Committee will determine the appropriate fund (SPFTF or SPCTAF) or combination of funds to use for a particular application. It is anticipated that some proposals will draw monies from both funds.
- Funds are provided for value-added activities over and above what is already normally provided for students, as of September 1, 2006.
- The funds are intended mainly to provide 'seed' or supportive funding for the various activities and will not normally be used for 100% funding of an activity – at the discretion of the Evaluation Committee.
- All funded activities will enhance the knowledge and skills required of today's undergraduate student, will align with the career objectives of the participant(s), and will potentially create lasting or leveraged educational benefits for other students and the community at large.
- Proposals that include international activities may have a higher priority.
- Funding is open to undergraduate students only.
- The SEEL Program Activities Fund will not fund any aspects of internship placement.
- For any activities funded by the SEEL Program, funds where printed or publicity/promotional materials are produced (brochures, announcements, etc.), the support of the SEEL Program shall be acknowledged and the ISEEE and Shell Canada logos shall appear, as well as the ISEEE partner Faculty logo(s) where appropriate. ISEEE's key partner Faculties include: Faculty of Environmental Design, Haskayne School of Business, Faculty of Law, Schulich School of Engineering, Faculty of Science, and Faculty of Social Sciences.

Policies and Guidelines for the SEEL Program Field Trip Fund (SPFTF)

Working with their professors and student clubs, students must demonstrate a direct relevance of a proposed field trip to their course work, the energy sector, and any proposed site visit. Preference will be given to sites where Shell Canada has a presence. Preference will be given for trips that include students from a variety of Faculties/Schools.

- Field trips will be funded by applying the general principle that travel costs should not be a deterrent to the execution of an activity.
- Where funds allow, students who apply for support for certified foreign exchange programs will be granted up to 75% of the estimated cost (excluding tuition and general fees) up to a maximum of \$5,000.

- Undergraduate students who are presenting at conferences or who wish to attend conferences may apply for any amount up to 50% (or 75% for international events) of the total cost of the event.

Policies and Guidelines for the SEEL Program Clubs, Teams, Associations Fund (SPCTAF)

SPCTAF monies are for club, team and associations that are endorsed by their home Faculties/Schools. Project ideas must demonstrate relevance to course work, and Shell Canada's business. Preference will be given to projects that facilitate interaction between Shell Canada employees and students. Ideas may include guest lecture opportunities, social mixers, etc.

- The CTA funds are used for special activities and events of the CTA, except as follows:
 - The SEEL Program Activities Fund will not support regular administration expenses of CTAs (non-specific activities, general activities, office furniture and equipment, etc.)
 - Application for activities and events that are already completed prior to application will not be accepted.
- An application for funding of major team projects (the U of C Solar Car project would be an example) will be considered only once per year. Teams must submit an annual budget and business plan and clearly show the purpose for SEEL Program Activities funds and, if appropriate, what SEEL Program funds were used for in previous years.

Eligibility

- Registered full-time students at the University of Calgary at the time of the activity
- Undergraduate students only.

Funding Limits

- Funds for field trips are normally limited to \$1,000 per student per year or a total of \$5,000 per student over the student's registration period, except as follows.
- The average application is expected to be in the range of \$200-\$500 (per student).
- For any single application, SEEL Program Activities funds will not normally support more than ½ of the total cost of the activity – at the discretion of the Evaluation Committee, except that,
- For international activities, students are eligible for additional funding – up to ¾ of the total cost of the activity – at the discretion of the Evaluation Committee.
- SEEL Program Activities funding for research projects must leverage other funds.

Disposition of Minor and Urgent Requests

- In the interval between formal evaluation of proposals by the Evaluation Committee, up to 10% of the monies remaining in each fund may be distributed for minor requests.
- A minor request is defined as: (a) less than \$200 from an individual student; (b) less than \$500 from a CTA.
- Decision on granting such requests is at the discretion of the Managing Director of ISEEE or his or her delegate.
- In exceptional circumstances the Managing Director of ISEEE or his or her delegate may grant last-minute funding if application forms are completed and justification of urgency is provided.

Distribution of Funds during the Year

- Prior to the first competition of each academic year (normally October), the Evaluation Committee will meet with representatives of student societies and others in order to plan the proportion of allocation of funds for each of the three upcoming competitions.
- The Evaluation Committee meets three times each year to judge applications and distribute funds
- For policy application purposes, three windows for the start of activities or events eligible for Field Trip or CTA funding are defined and associated application deadlines are defined:
 1. deadline is March 30 for events starting April 15 to August 31
 2. deadline is July 30 for events starting September 1 to January 31
 3. deadline is December 22 for events starting February 1 to April 15
- In the event that an application deadline falls on a weekend or holiday, the application will be due on the next day that University offices are open.
- An activity or event will normally be completed within one year after its start.
- Where justification is provided, an applicant may defer the start of an activity/event up to a maximum of 8 months after the activity/event is approved.
- Applicants will be notified within one month after the application deadline.
- Where justification for fast-tracking is provided, applicants may receive funding for activities/events that occur shortly after evaluation occurs. For example, an applicant may apply on October 15 for an activity/event that starts on December 1. Such applications will normally receive lower priority than normal applications.
- At its initial Planning meeting, the Evaluation Committee may adjust the deadlines from time to time, depending on known scheduled events during the upcoming year. The student body will be informed well in advance of any deadline changes.
- A portion of the annual funds will be held back each year in order to fund a symposium on the SEEL Program recipient activities.

Application

- Students will fill out an application form, whether individual or group.

- Information to be gathered (not all relevant to all applications)
 - Name of principal applicant.
 - Details of student(s) participating – name, ID#, year, faculty/school of registration.
 - Declaration about full-time undergraduate student status.
 - Declaration of previous SEEL Program Activities Fund monies received (including scholarships).
 - Associated CTA if any.
 - Description of activity or series of activities (1 page maximum per activity).
 - Indication of how activity relates to and advances the goals, mission and vision of ISEEE.
 - Indication of how activity will advance the knowledge, skills and experience required of today's undergraduate student, will align with the career objectives of the participant(s), and will potentially create lasting or leveraged educational benefits for other students and the community at large.
 - Start date for activity.
 - Completion date for activity.
 - Total Budget – clearly showing % contribution requested of SEEL Program Activities Fund (in the case of student exchanges, tuition and general fees are to be excluded).
 - List of names of already secured donors and amounts.
 - List of names of other potential funding sources.
 - Signature that also waives confidentiality and allows examination of transcripts, if necessary.
 - Supporting documentation:
 - In the case of student exchanges: a confirmation letter that confirms participation in an official U of C sponsored program, ideally an approved letter of permission.
 - In the case of applications involving travel, quotes for direct and indirect travel costs.

Risk Management

- All participants must adhere to all regulations of the University of Calgary, including but not limited to:
 - travel policy
 - medical insurance
 - medical protection – shots, etc.
 - legal waivers.

Form of the Monies Provided

- Where possible, monies will be provided to students in the form of a grant for educational activities. At the termination of the activity, students are required to submit to the ISEEE Financial Officer proof that the grant monies were used for the purposes intended. Failure

to do so will result in cancellation of future eligibility for SEEL Program Activities Fund monies for the student(s).

- For major events by CTAs, monies will be distributed in accordance with standard University policies in the form of an expense allowance. Funding advances can be obtained. All receipts and account sheets associated with an activity/event must be provided.
- All expenses incurred must pertain directly to the funded activity

Terms of Reference for Evaluation Committee

- Meets at least 4 times per year – including 1 Planning meeting. Reading of applications prior to meetings is required.
- Committee is advisory to the Managing Director of ISEEE and reports annually in writing to the Managing Director.
- Membership will consist of:
 - Chair (Managing Director of ISEEE or delegate) – voting only to break tie.
 - ISEEE Communications Director (non-voting).
 - Representative from Leadership Giving (non-voting).
 - 6 undergraduate students (one from each of the six Faculties/Schools represented on the ISEEE Academic Development and Operations Committee [ADOC]). These positions will each be for one year, unless otherwise approved by the ADOC.
 - 1 Faculty member, appointed by the ADOC, from one of the six Faculties/Schools represented on ADOC. This representative will be rotated each year among the Faculties/Schools in alphabetical order: Faculty of Environmental Design, Haskayne School of Business, Faculty of Law, Schulich School of Engineering, Faculty of Science, Faculty of Social Sciences.
 - 1 representative from Shell Canada.
 - 1 representative from U of C Research Services.
- Undergraduate students are appointed or elected by their Dean's Office or delegate, in consultation with their departmental associations.
- All other members are appointed by the Managing Director of ISEEE.
- Quorum is 7, which must include the 1 Faculty member and at least 4 undergraduate students. Students are responsible for arranging an alternate from their Faculty/School/Department to attend meeting in their absence.

Application Evaluation Process

- Granting and distribution of funds is a flexible, iterative process whereby the Evaluation Committee endeavours to optimize the use of the two funds for the benefit of the students.
- Applications must be complete and applicants deemed to be eligible before application is considered

- Applications are circulated to Evaluation Committee members a minimum of one week in advance of meeting
- Guidelines
 - The chair will provide funding scenarios to the Committee for discussion at the start of the meeting.
 - First deal with clear-cut cases where all agree priority is high. Voting not necessary. Decide on extent of funding for each application.
 - Discuss and vote on more difficult cases (e.g. either marginal with regard to value or too expensive).
 - Revisit final decisions to determine whether optimum is achieved; otherwise adjust funding of some applications to provide more opportunity for funding.
- Communications Director of ISEEE submits final recommendations to the Managing Director of ISEEE for decision (i.e. in those cases where the Director's vote is required to break a tie) and for review in the event that the Managing Director has delegated Chair of Evaluation Committee.
- ISEEE Administration Office sends letters to successful and unsuccessful applicants.

Accountability Requirements

- At the completion of any funded project, whether grant or expense allowance, the student(s) or CTAs must provide evidence that SEEL Program Activities Fund monies were used for the purpose(s) intended and by the students who applied for funding using a standard form provided by the SEEL Program.
 - For grants – provide evidence that the event occurred and student(s) participated.
 - Normally a letter from an affiliated agency stating that the event occurred and the student(s) participated will be satisfactory evidence.
 - For expense allowance (usually major CTA events) – provide detailed accounting and all receipts.
- The Evaluation Committee, at its discretion, may apply other accountability and/or publicity requirements at the time the activity or project is evaluated.
- All recipients may be required to give a presentation to the SEEL Program Activities Fund board.
- All recipients must agree to participate, as presenters, in an annual symposium and in one informal lunch about the SEEL Program activities, for the year in which they received SEEL monies.
- CTAs that are repeat applicants must be prepared to provide and accounting of previous monies received, including budget vs. actual expenditures.