## **YEAR PLAN**

### *SIF Directors*

### *Devanjith Ganepola and Ishita Paliwal*

### **McMaster Science Society**

### 2019-2020

(submitted *June 28, 2019*)

2019-2020 Year Plan

**Letter from the Position**

The ***Science Initiative Fund* (SIF),** previously known asthe Academic Science Fund, was established in 2011 with the goal of supporting student life and academic projects within the Faculty of Science. Projects funded by SIF include the Ontario Science Games, an annual weekend long competition between science students, and newer projects such as *Sciential*, one of McMaster’s Undergraduate Science Journal, with the goal to publish and share a variety of research pieces written by students and faculty members at McMaster.

Since its name change in 2016 from the Academic Science Fund to the ***Science Initiative Fund,* this MSS service has continued to empower students and faculty who have had innovative ways of bettering the McMaster community**. The previous SIF directors have established a strong foundation to the SIF program by updating the SIF database, rehauling the rubric for application assessment, and collaborating with a dedicated group of individuals for the Board of Directors. We hope to build upon these pillars of support as well as add initiatives of our own to further strengthen the SIF program.

The previous SIF Co-Directors had the goal of increasing accessibility and promotion of SIF applications through workshops. As the incoming SIF Co-Directors, we want to build upon the previous goal and add three more objectives: encourage more SIF applications from individuals and clubs and connecting those with similar ideas, improve the SIF website page and database to increase transparency behind the SIF budget and allocations, and add detailed guidelines and levels to the rubric. The *Science Initiative Fund* has the potential to aid the feasibility of many meaningful projects within the Faculty of Science and McMaster as a whole, and we would like to encourage more individuals and groups to take advantage of this resource.

**Please feel free to contact us with any questions or comments you may have, we look forward to talking to you about SIF.**

Devanjith Ganepola and Ishita Paliwal

Science Initiative Fund Co-Directors  
[sif@mcmastersciencesociety.com](mailto:sif@mcmastersciencesociety.com)

**OBJECTIVES:**

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| **Objective 1: Encourage more applications for SIF from individuals, clubs, and campus groups and connect individuals with similar ideas with each other** | |
| **Description/Current State** | * While awareness of SIF has increased over the last year as an opportunity to receive financial help for various projects, it still a MSS service that is not widely known, especially by the average McMaster Science student. It is more common and known on a group/club level. * There were approximately ten applications within the 2018-2019 academic year, but we think a larger portion of the student population may benefit from SIF. * Since SIF doesn’t want to fund similar ideas, people need to know when an idea is already being funded. Currently, there is no clear-cut place that states all the previous projects and a breakdown of it. There is an online database, but it is very barebone. |
| **Goal** | * Encourage, promote, and advertise the SIF program and the SIF applications for individuals, clubs, and campus groups through multiple methods targeting multiple audiences * Have multiple advertising platforms such as stickers, posters, and swag if possible. This includes in-person advertising and online advertising. * Advertise and plug the SIF program at large science event-related gatherings such as during club fest, Science Symposium, the giant meetings the MSS holds where all the program societies meet up and introduce each other, General Assembly, I LOVE SCIENCE DAY, WHAT TO DO IN YEAR 2, and many more. * Contact and establish a close relationship with all program societies. We would reach out to program societies via email in August to let them know we exist, what we do, and how we can help. Then in September, we would meet up with them and their exec team personally to give a small presentation. We would then hear about their year plans. Lastly, in September/October, we would present at the program society socials. * Connect to the professors and students in community project related courses (ex. Sustainability and some iSci courses with more to come with more research on these courses) and establish SIF as a fund that would be inclined to apply to. * Reach out to professors of large class sizes (ex. first year courses, second year orgo, cell bio, etc.) to give class talks about SIF and possibly make a post on Avenue. The large second year courses could be the most promising since they are more experienced and are starting to get more involved. * Run a SIF application workshop each semester to aid applicants with what we are looking in a good application. We could give feedback or suggestions on ideas they have during this time. We hope to record these workshop events for those who cannot make it to the event. We can use this workshop as an advertising point to let others know of SIF. * In terms of online stuff, we believe the SIF should have its own promotional facebook page that we can get people to like and share. On this page, we would have either monthly or biweekly posts talking about a project that SIF has funded, its progress, and why it ran. Then a few times a week, we would release tips on how to make a good application. This is where the videos could be posted on top of on the MSS website. * To improve promotions, we hope to update the website portion of the SIF program. Not just the database but the type of information the MSS website provides on SIF. |
| **Barriers to Success** | * Making sure the promotions reach the audience that we want it to and appeals correctly. * Contacting program societies and organizing meetings with their exec because it may be difficult to coordinate that many people at once. * Contacting professors during a busy period of the year (beginning of each semester). On top of that, having the professors allow us to do a class talk or post on avenue. * Finding prospective students/professors in project-based courses who are interested in expanding on their project using the SIF fund. There is also the issue of if they are allowed to use SIF funding. * It is important not to oversaturate the public with promotions of SIF. * Since the Facebook group may be new, it may be difficult to build up an initial follower base. * Attendance to the workshop is key because then advertising by word-of-mouth is possible. * Workload since there will at least be biweekly promotions with more happening during the application deadlines for each semester. |
| **How?** | * To ensure promotions reach our desired audience, we would will have Jordan (the VP Finance) and the MSS Communications Team review our promotions before release * We will be emailing program society presidents in August to give ample time to plan out a meeting. We will also be contacting professors earlier as well. * To approach students in project-based courses, we would first contact the professor and then reach out to the students. * We will communicate with MSS Comms to ensure we are not advertising excessively. * We can have MSS executives share or like our SIF facebook page to begin building it up. * Add incentives to attending the workshop. Make sure that it is at a convenient time and is accessible to everyone. * Should workload be too much, we would let Jordan know to see if she could help or possibly hire a promotional team if it is greatly needed |
| **Long Term Implications** | Our long-term goal is to make SIF something every science student knows about and is something they can come to help fund their amazing ideas. We hope to do these by increasing promotions, running workshops, and having an online presence. We want SIF to be the project-based version of OSAP in that it is something everyone knows about, not everyone needs, but everyone knows it is there for them if need be. |
| **Partners** | The following are the previous board of directors:   * **Maikel Rheinstadter:** [rheinsm@mcmaster.ca](mailto:rheinsm@mcmaster.ca) * **Nikol Piskuric:** [piskurn@mcmaster.ca](mailto:piskurn@mcmaster.ca) * **Katie Moiss:** [moissek@mcmaster.ca](mailto:moissek@mcmaster.ca)   The following is the main contact for the funding and financial processing:   * **Mary Cass (Main Contact)**   + *Accounting Assistant (Office of Dean) – BSB 102*   + [*cassm@mcmaster.ca*](mailto:cassm@mcmaster.ca)     We need the following MSS Execs:   * VP Finance - Jordan Germann:   [vpfinance@mcmastersciencesociety.com](mailto:vpfinance@mcmastersciencesociety.com)   * VP Internal - Reta Meng: [vpinternal@mcmastersciencesociety.com](mailto:vpinternal@mcmastersciencesociety.com) * VP External - Randy Su: [vpexternal@mcmastersciencesociety.com](mailto:vpexternal@mcmastersciencesociety.com) * VP Comm - Sam Marchetti: [vpcomm@mcmastersciencesociety.com](mailto:vpcomm@mcmastersciencesociety.com) * VP Student Affairs - Sarah Scott: [vpstudentaffairs@mcmastersciencesociety.com](mailto:vpstudentaffairs@mcmastersciencesociety.com) * VP Academic - Chen Chen: [vpacademic@mcmastersciencesociety.com](mailto:vpacademic@mcmastersciencesociety.com)   We need the following Program Society Presidents:   * **McMaster Actuarial Society (**[**actuary@mcmaster.ca**](mailto:actuary@mcmaster.ca)**)** * **Biochemistry & Biomedical Sciences Society (**[**macbiochem@gmail.com**](mailto:macbiochem@gmail.com)**)** * **Biology Society (**[**mcmasterbiology@gmail.com**](mailto:mcmasterbiology@gmail.com)**)** * **Biology & Pharmacology Society (**[**macbiopharm@mcmaster.ca**](mailto:macbiopharm@mcmaster.ca)**)** * **BioPsych Society (**[**biopsych@mcmaster.ca**](mailto:biopsych@mcmaster.ca) **)** * **McMaster Undergraduate Society for the Chemical Sciences (**[**macmuscs@gmail.com**](mailto:macmuscs@gmail.com)**)** * **Geography & Earth Sciences Society (**[**gessociety@mcmaster.ca**](mailto:gessociety@mcmaster.ca)**)** * **iSci Society (**[**iscisociety@gmail.com**](mailto:iscisociety@gmail.com)**)** * **Kinesiology Society (**[**mackinvpexternal@gmail.com**](mailto:mackinvpexternal@gmail.com)**)** * **Life Sciences Society (**[**lifescienceinfo@gmail.com**](mailto:lifescienceinfo@gmail.com)**)** * **Math & Stats Society (**[**mathandstatssociety@gmail.com**](mailto:mathandstatssociety@gmail.com)**)** * **MedRadSci Society (**[**mrsss@mcmaster.ca**](mailto:mrsss@mcmaster.ca)**)** * **McMaster Undergraduate Physics Society (**[**mups@mcmaster.ca**](mailto:mups@mcmaster.ca)**)** * **PNB Society (**[**pnbsociety@gmail.com**](mailto:pnbsociety@gmail.com)**)** |

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| **Objective 2: Improve the SIF website page and SIF database for MSS execs and general public use to increase transparency behind the SIF budget and allocations.** | |
| **Description/Current State** | The SIF website and SIF database should be a resource for both the incoming SIF directors to give them an idea of projects already funded. It should also be a resource to the general McMaster Science population as a way to see previous projects funded, how to improve their own ideas, and build on previous ideas. Currently, the website is quite basic in terms of the information it provides and the SIF database is not transparent at all since it doesn’t give in-depth info on the previously funded project. |
| **Goal** | To the MSS website page, it should have:   * an intro on what SIF is * a link to our profiles * what SIF CAN and CANNOT be used for. The latter is particularly important because there are applications that are rejected immediately due to not falling in the proper guidelines. * link to the application documents and rubric * our contacts and our office hours * link to the facebook page * link to the recorded videos of the application workshops * information that will be presented at the workshop * link to SIF database * images of previously funded projects to show what we have accomplished * the showcase project for that month/biweekly post   For the SIF database, it should be:   * continuously updated by the end of every term. This includes contacting the past recipients for an update on their project as well as the new projects that have received funding this year. * showcasing the projects that got approved for this year through pictures, websites, etc. As such, we would expect promotional material such as pictures, links to websites, etc. of their project to show how it is going. We also would require them to give their contact to leave on the database so people who are looking to get in touch about that project have a way of reaching them to either suggest improvements or collaborate. * ensuring transparency of the selection process and cost breakdown of the SIF fund. Following approval of a project, we want to make sure there is a breakdown of the costs covered by the SIF fund on the SIF database so the public knows how this money is being used and they themselves know how to plan similar events. Also having a breakdown of how the project was accepted and how it would be beneficial to McMaster students would be good (ex. a post of their rubric score). |
| **Barriers to Success** | * this is a huge endeavor which will take time and commitment from us to give the proper information and from the webmaster to actually get this implemented * there may be difficulty getting funded applicants to send photos/updates of their projects * it will be decent a workload to have the database and website updated efficiently. The busiest times will be Dec and April when we approve the first semester and second semester respectively. There may also be a biweekly or monthly change to the website to showcase the project for that month/biweek. * communicating with the webmaster efficiently because they have courses to do as well as other MSS website pages to run * making sure this system gets transferred properly to the next line of SIF Directors |
| **How?** | * We may need to hire a personal webmaster just for the SIF website page and database if it becomes too busy for the current webmaster * We will try to collect all the information on past projects in the summer to have that information ready and hopefully have the “past project” SIF database portion done in the summer * We will try to contact the applicants early to give them ample time to give an update on their project. For future applicants, maybe we can have a mandatory update every semester. * To ensure the webmaster and us are not overloaded, we will try to get all the information by the winter break for the Dec approvals and by the first week of April before exams for the May approvals. We will try to give the information in the most organized way possible so it is easier for the webmaster to work with. * Communication with the webmaster will be fine because I am friends with Vraj and we will make sure that he has time for his other commitments. I don’t want to overload him with our work. * we will have a document explaining the website and database that the future webmaster and future SIF Directors can refer to. * Overall, we will try to stick to our year plan to make sure we are on track with all our commitments and tasks. |
| **Long Term Implications** | The long-term impact of this project of improving the SIF website page and SIF database is make these online resources so helpful that it is synonymous to coming to the SIF Directors for questions on past projects or tips for their own project. Obviously, we will be there to help science students if they want to come to see us personally, but we want SIF to be have equally powerful resources online that can be accessed at anytime. This will add to the transparency of how SIF works and the projects it funds. |
| **Partners** | VP Finance - Jordan Germann  [vpfinance@mcmastersciencesociety.com](mailto:vpfinance@mcmastersciencesociety.com)    Webmaster - Vraj Shah  [webmaster@mcmastersciencesociety.com](mailto:webmaster@mcmastersciencesociety.com)  Social Media Director - Nicole Wong  [socialmedia@mcmastersciencesociety.com](mailto:socialmedia@mcmastersciencesociety.com)  **Previous SIF Directors:**  Mugdha Dave davem3@mcmaster.ca  Anushka Muresh [muresha@mcmaster.ca](mailto:muresha@mcmaster.ca)  Past projects that have been accepted. Contact info will be obtained from the previous SIF Directors. |

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| **Objective 3: Increasing accessibility and promotion of SIF application workshops** | |
| **Description/Current State** | Currently, office hours are available for potential applicants to ask questions. Last year one workshop was conducted to explain the application process. |
| **Goal** | We would like to promote more interest by conducting two workshops, one for each term, and provide workshop information online.   * Having two workshops will allow projects that started after the first round of applications to be given an opportunity to attend the workshop in second semester. * By providing workshop materials online after conducting the event, students who were not able to come would be able to access information and the students who did come would be able to refer to the material whenever needed. * By increasing the number of workshops and the accessibility of information, awareness of the applications would increase. |
| **Barriers to Success** | * Having a large turnout may be difficult * Accessibility of materials online may not be known. |
| **How?** | * Ensure that proper promotions are in place and advertising starts a month in advance on various platforms. * We need to target individuals and groups who have current projects but also encourage others, who don't necessarily have a project in mind yet but may be interested, to attend to help develop their ideas or meet others who may be interested as well. * After the workshop, materials need to be shared online through various platforms, to ensure as many people have the chance to go through the material as possible. |
| **Long Term Implications** | Having a SIF workshop will allow applicants to apply with ease as they will be able to navigate the application process and know what the board is looking for. This workshop can help applicants pass down knowledge to future applicants and create more awareness for SIF in general. |
| **Partners** | BODs:  Maikel Rheinstadter  [rheinsm@mcmaster.ca](mailto:rheinsm@mcmaster.ca)  *Nikol Piskuric*  [piskurn@mcmaster.ca](mailto:piskurn@mcmaster.ca)  Katie Moisse  [moissek@mcmaster.ca](mailto:moissek@mcmaster.ca)  VP Comm: Sam Marchetti  [vpcomm@mcmastersciencesociety.com](mailto:vpcomm@mcmastersciencesociety.com) |

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| **Objective 4: Adding detailed guidelines and levels to the rubric.** | |
| **Description/Current State** | The rubric was updated by the previous Co-Directors in order to place a greater emphasis on the feasibility of the projects.  We would like to develop the rubric further to establish clear-cut guidelines and levels to ensure a more objective grading scheme. |
| **Goal** | Make levels within each criterion and establish a grade range within each criterion. This will help:   * Provide concrete descriptions of what the project requires in order to be graded a certain grade range. * Allow for a more objective and clear marking process for the BOD |
| **Barriers to Success** | A barrier may be potential ambiguity between the marking levels. |
| **How?** | Ambiguity can be resolved by providing an appropriate amount of detail within each level descriptor, and not simply changing adjectives between levels (such as poor vs good vs excellent). |
| **Long Term Implications** | An updated rubric with levels for each criterion and an associated grade range will allow for greater objectivity and consistency in the marking of projects. It will also allow an easier and faster allocation of marks by all members. The new rubric can be used for not only this academic year, but for future years as well. |
| **Partners** | BODs:  Maikel Rheinstadter  [rheinsm@mcmaster.ca](mailto:rheinsm@mcmaster.ca)  *Nikol Piskuric*  [piskurn@mcmaster.ca](mailto:piskurn@mcmaster.ca)  Katie Moisse  [moissek@mcmaster.ca](mailto:moissek@mcmaster.ca) |

**EVENTS & PROJECTS**

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| **Name of Event/Project: Meeting with Various Undergrad Program Executives for SIF Promotions** | |
| **DATE** | Late September and early October |
| **PURPOSE** | To approach the President/Executive team of various Undergraduate Programs to establish a connection with the incoming SIF directors. To increase awareness of the possible funding SIF can give to clubs and discuss what activities/events might be eligible. |
| **PROCEDURE** | Contact the Presidents of each of the respective undergraduate programs and meet with them and their executive team. We will give a short introduction to what SIF is, what kind of events in general we give funding for, and general criteria we would like to meet. We will then ask the society to give a short talk on the events they run and we would give feedback if it is something SIF can provide funding for. |
| **DIFFICULTIES** | * Contacting and receiving a response from the presidents and their respective societies * Organizing a time when everyone can meet * A society not having any events SIF can provide funding for * Handling the SIF application approvals/declines with professionalism as many societies would then be applying and not all may be approved |
| **PARTNERS** | * Each of the undergraduate program societies (Actuarial Society, Biochem Society, Bio Society, BioPharm Society, BioPsych Society Chemical Biology/Chemistry Society, Geo/Earth Sci Society, ISci Society, Kin Society, LifeSci Society, Math & Stats Society, MedRad Society, Physics Society, and PNB Society) * SIF BOD * Reta Meng ([vpinternal@mcmastersciencesociety.com](mailto:vpinternal@mcmastersciencesociety.com)) |
| **PROJECTED OUTREACH** | * Hopefully 10 of the 14 societies apply for a SIF application some time during the first or second semester |
| **BUDGET** | No cost |

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| **Name of Event/Project: SIF Application Workshop** | |
| **DATE** | Early October and Early February to have one each semester |
| **PURPOSE** | To explain the application process using successful examples from previous years and discuss the components of the rubric against which applications will be marked. |
| **PROCEDURE** | 1. Develop a presentation that outlines a step-by-step process regarding how to apply for SIF and what criteria must be fulfilled for an eligible project. 2. Have a session that explains why each part of the rubric was established and how applicants can maximize their chances of being funded. 3. A part of the workshop will include looking at examples of successful long-term and short-term projects that focused on academic and student-life initiatives. 4. Contact VP Communications 1 month in advance to promote the workshop. An accessible room for the workshop will be booked through EHOSS and the MSS. |
| **DIFFICULTIES** | * Having good attendance to the event which we hope to solve by having it recorded and be online (Facebook or the MSS website). That way people can always refer back to it even if they miss the workshop. * However, having it posted online may give people an excuse to miss the actual event. * Having proper promotions when the semester is beginning |
| **PARTNERS** | * MSS Communications executives   + VP Communications - Sam Marchetti [vpcomm@mcmastersciencesociety.com](mailto:vpcomm@mcmastersciencesociety.com)   + MSS Webmaster - Vraj Shah [webmaster@mcmastersciencesociety.com](mailto:webmaster@mcmastersciencesociety.com)   + Graphic Designer - Pranipa Ernest & Nathalie Abasto   [graphicdesigner1@mcmastersciencesociety.com](mailto:graphicdesigner1@mcmastersciencesociety.com) & [graphicdesigner2@mcmastersciencesociety.com](mailto:graphicdesigner2@mcmastersciencesociety.com)   * + Social Media Director - Nicole Wong [socialmedia@mcmastersciencesociety.com](mailto:socialmedia@mcmastersciencesociety.com) * The SIF Board of Directors and SIF recipients   + **Maikel Rheinstadter:** [rheinsm@mcmaster.ca](mailto:rheinsm@mcmaster.ca)   + **Nikol Piskuric:** [piskurn@mcmaster.ca](mailto:piskurn@mcmaster.ca)   + **Katie Moiss:** [moissek@mcmaster.ca](mailto:moissek@mcmaster.ca) |
| **PROJECTED OUTREACH** | We are expecting approximately 30 people to show up for the project but we are hoping to reach 50 more people through the online viewing of the workshop. |
| **BUDGET** | $30 for snacks  $20 for posters, posts, etc.  Total: $50 |

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| **Name of Event/Project: Quick Online Showcase on the Website for Past Projects + End of the year showcase of all projects approved** | |
| **DATE** | * Biweekly, Triweekly, or Monthly Showcases on a single project which will be done only online * End of the year showcase of all the projects approved in first week of April before exams |
| **PURPOSE** | To advertise the SIF program, its achievements, and how it helps individuals, clubs, etc. with their projects. Highlights the various projects/ideas being implemented around the McMaster community. This will bring awareness and hopefully further support to each of these projects. |
| **PROCEDURE** | First arrange a meeting with the webmaster (Vraj Shah) to let him know what we have planned and the approximate deadlines and tasks expect from both us (in terms of providing all the info) and him (in terms of uploading it to the website).  For semester one, we will be showcasing the previous term’s project approvals (from the April 2018 meeting). For semester two, we will be showcasing the projects approved in semester one (from the Dec 2018 meeting). The end of the year showcase will show all the projects approved from the Dec 2018 and the April 2019 meeting.  The following is for the mini showcases:   1. We will reach out to the main contacts of the previously or newly approved projects for any promotional material such as pictures of the event, their website, their awards/accomplishments, etc. 2. Depending on the number and quality of responses with promotional material received, then we will choose how often the mini showcases will be. 3. We will then feature one project per time period discussed as per above on our Facebook page, SIF website, and MSS page. This will showcase their project via pictures, their website, etc. and how they can be contacted if you would like to give feedback or help them.   The following is for the end of the year showcase:   1. Contact all approved projects from the Dec 2018 and April 2019 meeting for promotional material (pictures, blurbs, etc.) 2. Similar to above, depending on the number and quality of content received, we will decide if it will become an in-person event or a larger online event.    1. If an in-person event, then a venue will be booked where we would ask either us or the project owners to come present how their project/idea/event is or has gone.    2. If it is an online event, we would contact the webmaster ahead of time to let him know what we are doing. Or make a larger post on our facebook. This larger online showcase is open to change. |
| **DIFFICULTIES** | * Receiving enough responses from previously approved projects with good quality promotional material * Having too many updates too often. This is a good thing technically because it means we got a lot of promotional material back. If this were to occur, we would just feature 2 projects every month rather than 1 project biweekly. * Coordinating with the webmaster to update our page with the new “Project of the month.” This can be changed to only having the mini showcase on our Facebook page. |
| **PARTNERS** | * MSS Communications executives   + VP Communications - Sam Marchetti [vpcomm@mcmastersciencesociety.com](mailto:vpcomm@mcmastersciencesociety.com)   + MSS Webmaster - Vraj Shah [webmaster@mcmastersciencesociety.com](mailto:webmaster@mcmastersciencesociety.com)   + Graphic Designer - Pranipa Ernest & Nathalie Abasto   [graphicdesigner1@mcmastersciencesociety.com](mailto:graphicdesigner1@mcmastersciencesociety.com) & [graphicdesigner2@mcmastersciencesociety.com](mailto:graphicdesigner2@mcmastersciencesociety.com)   * + Social Media Director - Nicole Wong [socialmedia@mcmastersciencesociety.com](mailto:socialmedia@mcmastersciencesociety.com) * The SIF Board of Directors and SIF recipients   + **Maikel Rheinstadter:** [rheinsm@mcmaster.ca](mailto:rheinsm@mcmaster.ca)   + **Nikol Piskuric:** [piskurn@mcmaster.ca](mailto:piskurn@mcmaster.ca)   + **Katie Moiss:** [moissek@mcmaster.ca](mailto:moissek@mcmaster.ca) |
| **PROJECTED OUTREACH** | We hope that the outreach of this project reaches the McMaster community. If they see that there are all these amazing projects/ideas funded by SIF, it would increase the SIF program’s reputation and increase the number of applicants for the next application cycle. |
| **BUDGET** | * No cost for the online mini showcases. * If it is a larger online showcase, then it will be free. * If it is an in-person showcase, the costs will be as follows:   + $30 for snacks   + $20 for posters, posts, etc.   + Total: $50 |

**GOALS TO STRIVE FOR**

**5 things that you wish to have prepared for the beginning of September:**

1. Board of Directors
   1. Asking the BOD whether they would like to continue working with us for this academic year.
   2. Recruit new BOD if needed.
2. Update Rubric
   1. Add a break-down of details within the rubric to clarify the marking scheme for each subsection.
3. SIF Application Workshop Presentation
   1. Prepare the presentation to be used for the two workshops.
4. Rehaul the SIF database to allow general public access to information about the projects that were funded in the past and are currently being funded
5. Contact Mary Cass and the replacement for Vicki Lowes for a meeting ASAP

**5 things to be completed during the fall term (1st):**

1. Add information regarding the new recipients on the SIF database.
2. Meet with the 14 program societies within the MSS to increase awareness of SIF and to briefly explain the application process.
3. Promote the application workshop and encourage applications to SIF through social media and posters.
4. Conduct the first application workshop for all interested individuals and clubs. Also have the workshop material available online.
5. Run the first fund allocation meeting of the academic year with the BOD.

**5 things to be completed during the winter term (2nd):**

1. Get feedback from last semester’s applicants on the application process, the SIF policies, and possible improvements
2. Run the second application workshop for individuals/clubs interested in applying.
3. Final promotions before end of the year deadline for SIF applications
4. End of the year showcase of all the projects that were successfully funded for 2019/20
5. Final allocation meeting with BOD with feedback from them on how this year’s SIF program ran and possible improvements for next year

**TIMELINE**

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| **Month** | **Objective/Project/Event/Goals** |
| June | * Contact the Associate Dean’s office to ask for someone else to cover Vicki Lowes’ position * Ask current BOD if they would like to continue for this school year. If not, we would need to find new BODs. * Update the SIF rubric with specific marking guidelines within each subsection to add clarity for the applicants and allow for objectivity. |
| July | * Start creating a presentation for the application workshops. * Update the SIF database by connecting with previous SIF recipients. |
| August | * Schedule meeting with Mary Cass regarding reimbursements. * Create promotional posters and advertisements for the workshop and SIF applications * Develop and implement a promotional plan * Contact program societies to discuss the idea of collaboration for the academic year. |
| September | * Early in the month: Contact professors to post on avenue and class talks * Later in the month: connect with sub-societies to organize a meeting time with either the presidents and/or exec team to promote and explain SIF funding, as well as hear about their events. |
| October | * Later in the month: First semester’s SIF application workshop * Continue promotions for applications to SIF |
| November | * Provide feedback to applicants and final deadlines |
| December | * Schedule first allocation meeting as well as reflect on what worked and improvements that need to be made using the progress reports. |
| January | * Contact professors to post on avenue and class talks |
| February | * Second semester’s SIF application workshop * Continue promotions for applications to SIF |
| March | * Provide feedback to applicants and final deadlines * Conduct the second allocation meeting and write the transition report |
| April | * Final showcase of SIF-approved projects * Review feedback on the SIF program |