ICES Student Application Package: Checklist

An **ICES Student** is a person who is formally enrolled in a university-based graduate program and undertaking research using ICES data under the supervision of a Full Status ICES Scientist to meet the thesis, practicum or course requirements of a graduate degree. ICES Students may access data on-site or via IDAVE.

Please complete and submit the following to the ICES McMaster Administration **at least 3 months** before your anticipated project start date:

1. Application Form	▪ Start date: ensure this is consistent with what you indicate in the PAW (see #4). ▪ End date: select a date that will allow sufficient time for data access to complete analyses and generate results required for thesis/ publications.
2. Conflict of Interest Policy and Declaration	▪ Review the policy and sign off on page 9. ▪ Check 'annual disclosure'.
3. Proposal	▪ A 1-2 page proposal is sufficient.
4. Project Activation Worksheet (PAW)	▪ Required to assign project (TRIM) number and collect billing information for invoice purposes. ▪ Complete 'Project Activation' and 'Budget' tabs. ▪ Budget is contingent on scope of project once it has been fully detailed. ▪ Budget includes 10% of Lead Methodologist's time for oversight and quality assurance. ▪ See *'ICES Budget Guidelines for Grant/ Project Planning Purposes'* and/or meet with us for guidance on how to budget for your project. Student projects typically range from $10K to $15K.
5. Funding Letter	▪ We require confirmation of funding. Usually this is a grant funding letter. However, if funds are coming from, say, Supervisor's research account, then a letter from the institution's Finance department confirming availability of funds is acceptable.

For questions or assistance, please contact:

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