



Independent Student Funding Guidelines (Conferences, Competitions, and Hackathons)  
For USSTM VP Finance & Funding Request Committee

CREATED WINTER 2024

1. The Independent Student Funding Guidelines shall be accessible through the USSTM website and Instagram account before SGLR of the new school year.
2. ALL applicants must complete the [USSTM Student Funding Request Form - Conferences and Competitions](#) application to be considered for Independent Student Funding. Based on the location of the conference and competition, applications will be identified into three (3) classes: **local, domestic, and international**. All applications will be considered in a first-come, first-serve manner.
3. Each Faculty of Science student has a maximum limit of two (2) approved student funding per school year [August-May], including a limit to one (1) international conference (**limited to the United States**) per school year based on the terms outlined below.
4. Depending on the total amount requested:

I. For **local (within GTA)** conferences and competitions, USSTM will strive to fund **up to 75%** of the total expenses requested. Delegate fees and transportation are expenses subject to approval.

*E.g. Total amount requested is \$500.00 CAD, USSTM will strive to fund up to \$375.00 CAD.*

II. For **domestic (within Canada)** conferences and competitions, USSTM will strive to fund **up to 60%** of the total expenses requested. Delegate fees, transportation, and accommodation are expenses subject to approval.

*E.g. Total amount requested is \$800.00 CAD, USSTM will strive to fund up to \$480.00 CAD.*

III. For **international** conferences and competitions, USSTM will strive to fund **up to 45%** of the total expenses requested. As an additional requirement, the applicant must be a presenter (thesis, research, etc.) or compete as a TMU or USSTM representative. Delegate fees, transportation, accommodation, and flights are expenses subject to approval.

*E.g. Total amount requested is \$1200.00 CAD, USSTM will strive to fund up to \$540.00 CAD.*



IV. For **local, domestic and international (limited to the United States) hackathons**, USSTM will **only fund 50%** of the applicant's transportation expenses, if applicable. Most hackathons provide food, accommodation, and free entry unless stated otherwise.

*For any applicants who wish to participate in hackathons in other countries besides the United States (e.g. Europe), the VP Finance will forward their funding requests to the Board of Directors for review.*

5. The VP Finance must send a confirmation email to the applicant if they have received it and forwarded it to the Funding Request Committee for review. All requests must produce a decision within **7-10 business days (excluding weekends)**, additional questions may be asked that can extend the time of making an official decision.
6. An **individual (1) conference or competition** that requires equal or more than \$2000.00 in funding must be forwarded to the following USSTM Board of Directors meeting for approval. Requests and presentations will have a 5-minute time limit, and will participate in a Q&A session afterwards. A decision will be made and delivered via email within 48 hours.
7. The eligibility of this program also extends to all USSTM Board of Directors and Committee members as they are also undergraduate Faculty of Science students. We acknowledge the future concerns regarding conflict of interests, and the VP Finance and the Funding Request Committee will ultimately ensure the applicant will not contribute to the overall decision-making process.
8. The VP Finance will consider all the feedback from the Funding Request Committee and email the final decision on the amount of funding approved. The VP Finance is not obligated to disclose any members of the Funding Request Committee until the end of the academic year.
9. USSTM has an internal reimbursement process for your expenses that will be explained by the VP Finance, along with the [INTERNAL Cheque Requisition Form](#). All receipts from the approved budget must be submitted before the end of the academic year to be eligible for reimbursements, otherwise, it will be considered void.