

ISSS 2024-25 SCI 5 Professional Development Grant Application Form

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SCI 5 Professional Development Grant Application

Information on SCI 5 Professional Development Grants

In a 2012-2013 referendum, Science students voted for the SCI 5 proposal which allowed for the creation of SCI 5 Professional Development grants. These grants help to enable undergraduate students within the Faculty of Science to attend conferences or other events which aid in their professional development. For the 2024-2025 year, there are \$3000 worth of PD grants available, and each student, if selected, is eligible for a maximum amount of \$1000.

Please contact membershipfees@iss.ca if you have any questions. Applications for the SCI 5 PD Grants are due on **Sunday, February 23rd, 2025 at 11:59 PM**. No late applications will be accepted.

The following guidelines exist for students applying to a SCI 5 Professional Development Grant:

- The student must be a Member (**an undergraduate student in the Faculty of Science**) to be eligible for any of the grants.
- The student must have paid the SCI 5 Membership Fee to be eligible for any of the grants. For more information on the fee please visit : <https://iss.ca/sci5-faq/>.
- The student must not be a current Executive or Councillor on the ISSS and must not have served in such a capacity within one (1) academic year of the deadline.
- Participation in the activity must take place while the applicant is an undergraduate student in the Faculty of Science.
- Grants are only awarded to activities that occur before the end of **August 31st, 2025**.
- Grants are NOT awarded to certain activities including:
 - Activities where participants receive academic credit.
 - Activities organized by student groups.
- Students are only eligible to receive up to one grant per degree.
- Students must be in satisfactory academic standing (according to University of Alberta definitions).

Criteria

Professional Development Grants shall be awarded based on:

- Appropriateness of the activity
- Specific professional and personal competencies that will be developed.
- The written quality of the essay component of the application.
- Quality of reference letter.

Required Documents for Submission of an Application

All documents must be submitted in the following order in a **single, combined PDF**. If not, the application may be disqualified. Please ensure that all text is legible.

1. Your resumé or CV (1 page)*
2. An essay (maximum 500 words) outlining how this engagement will lead to a development in your personal and professional skills.*
3. If possible, an itinerary of the respective conference or activity. Additionally, please provide a budget detailing expected expenses (i.e., transport, accommodations, food, and any additional costs) associated with your attendance. A sample template is provided in the application package.
4. An up-to-date copy of your official or unofficial university transcript(s).
5. One letter of reference, preferably from an academic staff member or a member of an official organization.

*Your resumé/CV, essay, and budget must be written in size 12 Times New Roman and be single-spaced.

Applications are due on **Saturday March 1st, 2025 at 11:59 PM**. Please submit your application via the Google Form linked here:

<https://forms.gle/sD7Dv8gzn379QXG99>

Sample budget template:

Please outline below the estimated costs of the professional development conference/event you wish to attend.

Expenditure	Description	Cost	Justification of cost
Transport	Personal vehicle for travel to Lethbridge	\$100	Transport to Lethbridge from Edmonton required for in-person attendance.
Accommodations	Hotel room booking for 2 nights	\$300	Event is 2 days in length and I require accommodation throughout
Food	Meals for 2 days	\$100	-
Additional Costs	Conference application fee	\$100	Organization required a fee to submit an abstract for the conference

Please include all pertinent details.

Rubric:

/23

Score	1	2	3	4	5
Development of professional competencies and skills	Event attendance will facilitate negligible growth in professional competencies and skills.	Event attendance will facilitate limited growth in professional competencies and skills.	Event attendance will facilitate some growth in professional competencies and skills.	Event attendance will facilitate satisfactory growth in professional competencies and skills.	Event attendance will facilitate extensive growth in professional competencies and skills.
Development of personal growth	Event attendance will facilitate negligible growth in personal skills.	Event attendance will facilitate limited growth in personal skills.	Event attendance will facilitate some growth in personal skills.	Event attendance will facilitate satisfactory growth in personal skills.	Event attendance will facilitate extensive growth in personal skills.
Clarity and Authenticity	Essay lacks clarity and/or originality.	Essay is somewhat clear, and demonstrates limited originality.	Essay is clear and demonstrates originality.	Essay is clear and demonstrates exceptional originality.	Essay is clear, engaging and demonstrates exceptional originality.
Quality of reference letter	Reference letter is generic and referee does not seem to know the applicant well	Referee seems to know the participant and is able to speak to a few of the applicants qualities	Referee is able to highlight many positive qualities about the participant (both personal and professional)		

If you have any questions regarding SCI 5 Grants or your application, please contact membershipfees@iss.ca.