1. The Student Partners Program (SPP) project is required to be completed by August 31, 2020.

2. The SPP Award REQUIRES:
   a. **May 11th 2020**: attend the SPP Orientation with your Student Partner.
   b. **September 15, 2020**: At the end of your project, a progress report including a status of project; budget expense report; and upcoming dissemination where applicable. A template with specific questions will be provided in late Summer 2020.
   c. Commitment to the expectations for Program recipients as outlined in the program guidebook.

3. Financial Arrangements:
   a. Faculty/Staff Partners are expected to set up an account for approved budget or fund transferal.
   b. The Partnership funds will be transferred after receipt of the finalized proposal and Student Partners have been appointed. Please provide an account number in which to transfer the funds by contacting Nicole Moning, MacPherson Institute, Program and Events Coordinator, ext. 20751, mi_sap@mcmaster.ca. It is best to start this process early because it may take some time to obtain an account number.

4. Dissemination Policies:
   a. Please inform the MacPherson Institute of any formal or informal publications or dissemination activities (e.g., journal article, poster presentation, conference or departmental presentation) that result from the project funded by this SPP grant.
   b. If there are any printed materials (manuals, etc.) resulting from your project, we would appreciate receiving a sample copy (electronic or paper copy).
   c. We encourage participation at the SPP Annual Symposium **(April 2021)**
   d. We request you to acknowledge in any publications, presentations, or participant compensation materials that: “Funding for this project was provided by the MacPherson Institute as part of the Student Partners Program.”
   e. MacPherson Institute will post your name, project title and abstract on our website to share your work with the campus community. We will be pleased to post a summary, publications or presentations with your results. If you prefer not to have any of this information posted, please contact Nicole Moning at mi_sap@mcmaster.ca

†If any of the dates presented above cannot be met due to the nature of your project or timelines that were presented in your original grant application, please contact mi_sap@mcmaster.ca to make
alternative arrangements for report submission dates.

STUDENT PARTNERS PROGRAM 2020
Guidance on hiring student partners

a) The Student Partners Program will administer the call for student partners and will liaise with project leads on the selection of student partners.

b) It is the responsibility of the faculty/staff partner’s department to hire student partners (issue offer letters, register for payroll in MOSAIC etc.), once the student/s are selected through the program. Departments should use their own hiring processes and documentation as required.

c) Students should keep a record of hours used during the term of the project and report these to the faculty/staff partner on a regular basis. These hours should be reported in the end of project report (required by mid-September as outlined in the grant terms)

d) It will be the faculty/staff partner’s responsibility to ensure payment to the student is made following the McMaster pay schedule.

e) If the student/s cease working on the project, you must notify the Student Partners Program by emailing mi_sap@mcmaster.ca as soon as possible.