STUDENT PARTNERS PROGRAM

AWARD TERMS Fall/Winter 2021-22

1. The Student Partners Program (SPP) project is required to be completed by April 30, 2022.

2. The SPP Award REQUIRES:

   a. **May 15, 2022**: At the end of your project, a progress report including a status of project; budget expense report; and upcoming dissemination where applicable. The form can be found here: End of Project Report

   b. 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, 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 2022)**

   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.