# Liu IR Community Fund

## Overview

This program is intended to provide funding and support for undergraduate student-initiated activities that build community amongst International Relations students and that are aligned with the mandate of the Liu Institute for Global Issues. Interested students should submit a brief 1-2 page proposal as outlined below to irmajor.program@ubc.ca. Students are encouraged to meet with the IR Advisor prior to submitting their proposal and may be asked to attend a follow-up meeting to discuss the idea and budget.

Funding (maximum/proposal) is available in the following categories:

1. **Speakers ($1,250)** – Invite someone with special expertise to give a talk on a topic related to global issues at the Liu Institute.
2. **Conferences/Workshops ($2,500)** – This category is meant for students wishing to host and organize a conference/workshop at the Liu Institute. It is not intended to provide funding for students wishing to attend conferences/workshops.
3. **Community Dialogues ($500)** – For activities such as reading groups, discussion groups, movie screenings, and more!
4. **Public Outreach ($1,000)** – For innovative, non-traditional ways of exploring a global issue.

## Proposals Submission Guidelines

There will be multiple intakes for proposals set out at different times in the year.

Proposals should be put together by a team of at least two International Relations Major or Minor students. Any additional students on the team do not have to be International Relations students. Proposals should include the following:

1. Name, email, phone number, student number, and program of study of each student on the organizing team.
2. 1-2 page outline of the proposed activity including (but not limited to)
	1. Description of activity
	2. Benefits of the activity
	3. Budget – including whether or not you have or will apply for additional funding (indicate amount) from other sources.
		1. If this is a club event, please include how much funding the club is contributing.
	4. Approximate timeline of tasks for implementation of project.

## Funding Guidelines

1. Students should apply a minimum of one-month in advance of their expected project date
2. Preference will be given to events being held at the Liu Institute
3. Funding will be assigned on a first-come, first-served basis based on the allotted funds available for each year.
4. Funds must be used for the purpose for which they were requested. Any significant changes to allocated budget amounts must be approved by the Liu.
5. Projects that are delayed more than 60 days beyond their original expected start date will need to re-submit their application for funding. Funding for delayed projects that are resubmitted in not guaranteed.
6. The successful applicant must acknowledge the support received from the “Liu IR Community Fund” in any publications or materials related to the project.
7. Award recipients are required to provide a Final Report, including permission for the University to use the report and photos for promotional purposes for the International Relations program.
8. The report must be completed within one month of project completion.
9. Funding cannot be requested retro-actively.
10. Remaining funding from projects that are completed under budget will be put back into the Liu IR fund for future projects.

## Expense Guidelines

1. Student travel or conference/event participation fees are not eligible to be claimed
2. **Honorariums -** limited to non-academics and can be a maximum of $200. All honorariums and payment for services such as translation and facilitation must be paid to the third-party directly through the Liu Institute as opposed to the student paying them and then being reimbursed. Additional documentation may be required for these services. Students should consult with the IR Program Manager on this ahead of time.
3. The Liu IR Community is not intended for projects that are seeking to make a profit. Any event that will be charging admission should take this into consideration when requesting funding.
4. **Per Diems -** restricted to the maximum amounts listed by UBC Finance: <http://finance.ubc.ca/research-trust/faqs-and-information-interest/mileage-and-diem-rates>. The per diem rate will be reduced if food is to be served at the event where the visitor is participating.
5. **Gifts -** Gift for speakers are limited to $20/person.

## Expense Claims

Students are expected to submit a final Expense report (will be including with funding approval email).

Both Items should be submitted no later than one month following the completion of the activity.

## Reporting

Students must submit a final report which is a 500 word blog post on the event including pictures. The blog post should focus on the impact of the project.

This should be submitted no later than one month following the completion of the activity