

TERMS OF REFERENCE

Mandate

The Student Travel and Research (STAR) Committee administers funds allocated by VIU and the Students' Union to support students by ensuring a process is in place to award funds that supports their engagement in research and their knowledge mobilization skills.

The purpose of the Committee is to:

- Review applications for the REACH Award, the VIU travel and conference fund, the Jessica Wilde Conference Participation Fund, and the Stephanie Buckingham Conference Presentation Fund and award funds based on budgetary allowances.

Membership & Appointment

Membership

Voting

The Committee will consist of at least eight voting members but no more than 11 from within the following areas:

- Faculty of Science and Technology
- Faculty of Trades and Applied Technology
- Faculty of Management
- Faculty of Health and Human Services
- Faculty of Education
- Faculty of Social Sciences
- Faculty of Arts and Humanities
- Faculty of Adult and Continuing Education
- Representative from the Students' Union

Non-voting

The Committee will include the Student Research Engagement Coordinator; Scholarship, Research, and Creative Activity Office.

Length of Voting Membership

Membership will generally be for three (3) years, renewable. Membership will be selected by Deans in consultation with their Faculties.

Chairperson

The Chair of the Committee shall be a faculty member elected by the voting membership. The Chair will serve for a term of up to two years and may only serve two consecutive 2-year terms.

Vice-Chairperson

The Vice-Chair of the Committee shall be a faculty member elected by the voting membership. The Vice-Chair will serve for a term of up to two years and may only serve two consecutive 2-year terms.

See Scholarship, Research, and Creative Activity [Committee web page](#) for current membership.

Quorum

Quorum is 60% of the voting membership.

Adjudication

The main purposes of the STAR Committee are to:

- Establish a process for adjudicating and distributing funds, and ensuring that the approved applications adhere to the purpose of the funds;
- Adjudicate student grant applications;
- Help promote the grants to students and faculty; and
- Provide reports, as required:
 - An annual report on the distribution of funds to students for the Students' Union Board of Directors.
 - An annual report on the distribution of funds to the Associate Vice-President, Scholarship, Research and Creative Activity

Meetings

Meetings will be determined as needed or set within two weeks after application deadlines.

Conflict of Interest

It is the responsibility of each voting member, in consultation with the Chair, to identify possible conflicts of interest. Committee members can refer to VIU's Conflict of Interest in Research Guidelines for committees overseeing research funding and award decisions for further guidance.

Funding

I. THE VIU STUDENT TRAVEL AND CONFERENCE FUND (STAC)

Each year, VIU commits funding to support undergraduate students who wish to attend and or participate at conferences, workshops or colloquia.

For details see [HERE](#).

Reporting and Disbursements of Funds

In order to receive funding, claims for travel and conference expenses must be documented. Students selected to receive funding must submit to the Scholarship, Research, and Creative Activity office:

- original receipts for all travel expenses being claimed, up to the maximum of the awarded amount(s);
- a completed Expense Claims Form (http://www.viu.ca/financialservices/forms/EXPENSE_CLAIM_LINK.asp);
- proof of attendance and/or presentation as per the application;
- a brief report (300 to 1000 words) describing their learning experience. This report will be distributed to the STAR Committee members and the faculty member that sponsored the proposal.
- If students receive both STAC and Jessica Wilde funds only one copy of documentation needs to be submitted.

II. THE JESSICA WILDE CONFERENCE PARTICIPATION FUND

In September 2010 The Students' Union passed over the adjudication process and funds for the Jessica Wilde Conference Participation Fund to the STAR Committee. Each year, the Students' Union will commit no less than \$3,000 to the STAR Committee, and VIU will match the funding.

For details see the following:

- [Jessica Wilde information](#)
- Appendix A: VIU Students' Union's Jessica Wilde Conference Participation Fund Policy 30.03 and Procedure 10.07-01

Reporting and Disbursements of Funds

In order to receive funding, claims for travel and conference expenses must be documented. Students selected to receive funding must submit to the Scholarship, Research, and Creative Activity office:

- original receipts for all travel expenses being claimed, up to the maximum of the awarded amount(s);
- a completed Expense Claims Form (http://www.viu.ca/financialservices/forms/EXPENSE_CLAIM_LINK.asp);
- proof of attendance and/or presentation as per the application;
- a brief report (300 to 1000 words) describing their learning experience. This report will be distributed to the STAR Committee members and the faculty member that sponsored the proposal.

- If students receive both STAC and Jessica Wilde funds only one copy of documentation needs to be submitted.

III. STEPHANIE BUCKINGHAM CONFERENCE FUNDING

The Stephanie Buckingham conference funding provides Vancouver Island University nursing students with funds (up to \$500) to offset the costs of attending and/or presenting at a conference.

For more details see [HERE](#).

Reporting and Disbursements of Funds

In order to receive funding, claims for travel and conference expenses must be documented. Students selected to receive funding must submit to the Scholarship, Research, and Creative Activity office:

- original receipts for all travel expenses being claimed, up to the maximum of the awarded amount(s);
- a completed Expense Claims Form (http://www.viu.ca/financialservices/forms/EXPENSE_CLAIM_LINK.asp);
- proof of attendance and/or presentation as per the application;
- a brief report (300 to 1000 words) describing their learning experience. This report will be distributed to the STAR Committee members and the faculty member that sponsored the proposal.

IV. THE REACH AWARD

In January 2018, VIU established the REACH Award to provide undergraduate and graduate students with a stipend to enable them to conduct their own original research under the mentorship of a faculty member. This is a merit based award valued at \$2,000 per award. Funding for this award is made possible through the Student Services Fee. The call for applications is announced in the fall semester with an October 31 deadline. If funds remain after the October call, a second announcement will be made in the spring semester with a February 14 deadline.

- Students prepare a proposal describing the research they will undertake and the faculty member that will supervise their work.
- The applications are adjudicated by the STAR committee which includes faculty from a variety of disciplines as well as a student representative from the Student Union.
- The awards are set up as a scholarship/bursary paid in a lump sum at the commencement of the award's term. Terms of the award may range between 4 – 12 months.
- Students submit a final report/reflection on their project within 30 days of the project end date.

More information on the REACH Awards can be found [HERE](#).