

Student Professional Development Grants

Rationale

SAMU members should have access to grants to enhance their educational experience, or that of the student body.

Commented [AH1]: Update rationale to note difference of PD & SG eventn grants? 2 separate procedures??

Definitions

Professional Development is taking part in a learning opportunity and/or experience related to a student's program of study at MacEwan University and/or specified professional goal to enhance one's knowledge.

SAMU refers to the Students' Association of MacEwan University.

SAMU members refers to those student who are paying the SAMU Membership Fee at the time of application.

Regulations

Student Professional Development Grants

1. Students may apply for grants that enable them to participate in professional development (PD) opportunities.

Commented [MV2]: Can 1 student apply for multiple profession dev grants for various conferences/opportunities?

1.1 Grants will be in the form of reimbursement for costs incurred and will be provided upon completion of the PD opportunity.

1.2 Grants may only be used to reimburse the costs incurred related to travel, accommodation, registration, and food and beverage costs, not including alcohol, incurred during the PD opportunity.

1.2.1 Grants may not be used to reimburse the cost(s) of tuition or other items related to course requirements at MacEwan University.

Commented [AH2R2]: Yes, as long as the total grant(s) they receive is \$500 or less per fiscal year.

1.3 Students may receive up to \$750 per fiscal year.

2 Applications are submitted to SAMU and will be reviewed by the Grants and Awards Sub-Committee.

2.1 Applications will be date and time stamped upon submission.

3 Approved grants will be awarded on a first-come-first-serve basis and will not exceed the budgeted amount.

4 Grants will be approved based how the PD opportunity enhances a student's education goals.

5 A maximum of five (5) students can be funded for any one PD event.



Procedure

6 Itemized receipts and a review of the PD event must be submitted in order to receive reimbursement.

7 PD receipts must be submitted to SAMU within 30 calendar days of the PD activity's completion.

7.1 Any grant funds not used may be reallocated to SAMU.

8 The Grants and Awards Sub-Committee has the discretion to approve, amend, or decline any grant application with a written rationale supplied to the applicant.

9 Decisions of the Grants and Awards Sub-Committee are final.

Commented [GT3]: Unused event grant funds expire 30 calendar days after event occurring, or June 30, whichever comes first, and will be returned to SAMU.

Commented [GT3R2]: this would align better with the fiscal year end

Commented [MV4]: Administrative errors should NOT impede student groups from receiving funding. There needs to be another outcome based on that OR remove ways in which admin errors can occur.

Commented [PS4R2]: I am a proponent of automating the application process and I can speak to this more when we meet. Basically, if all the boxes on a form aren't filled, it should not be submittable

Commented [MV5]: I think we should be specific that submissions that don't follow the procedure are automatically declined.



**STUDENTS' ASSOCIATION
OF MACEWAN UNIVERSITY**

Fact Sheet

Procedure

Approvals:

First Approval – July 22, 2026

Last Approval –

Date of Last Review: July 22, 2026

Source and Updates:

July 22, 2026: Student Professional Development Grants Procedure approved by Executive Committee motion 2026-07-22-2 on the recommendation of the Procedure Sub-Committee. Source material drawn from the Grants Procedure.

Related Documents and Forms:

Student Professional Development Grant Application Form