

## TERMS & CONDITIONS

The following terms and conditions apply to the UBCO Intercultural Excellence Fund (UIEF) and the Experience UBCO Access Excellence Fund (UEAEF). To formally accept UIEF or EUAEF Funding, approved applicants must read and accept the terms and conditions outlined below:

### FINANCIAL GUIDELINES

- Funding occurs on a reimbursement basis;
- Expenses incurred in excess of approvals will **not** be reimbursed;
- Expenses incurred outside of the approved term are not eligible for reimbursement;
- Expenses must align with the proposed and approved budget;
- Funds cannot be used for any purpose other than those outlined in the approved proposal;
- Funds cannot be used to pay or subsidize income (wages, honorariums, stipends, etc.) for continuing faculty or staff;
- Unused funds will be re-allocated to support additional proposals and are not eligible for carryforward.

### GENERAL

- The applicant must be a continuing faculty or staff member on the Okanagan campus;
- Recipient names, proposal descriptions and funding amount may be included in the Excellence Fund annual report and shared with the campus community;
- Funding approvals are non-transferrable and expenses must be incurred during the term they were approved for;
- Recipients are not eligible for funding top up after the initial approval;
- Recipients may be selected for a site visit and interview by the Approval Committee to highlight initiatives in UBCO communication channels;
- Recipients must provide a progress report at the end of the grant term.