

Innovative Student Projects Fund (ISPF) – Frequently Asked Questions

Below are examples of questions frequently asked by SAIT students. If you do not find the answer to your question below, please do not hesitate to contact Joe Petermann, Coordinator-Student Initiatives, Applied Research and Innovation Services at 403.284.7251 or student.projects@sait.ca with any further questions you might have.

Q: Can I request a deadline extension?

A: No. Extensions will not be granted. There will be two ISPF deadlines each Academic year.

Q: I wasn't able to find my Instructor/Chair/Project Sponsor to arrange for their signature. Can I submit my application without the signature(s) and submit their signature at a later date?

A: No. Submitting an application that does not have all required signatures means the application is incomplete, and incomplete applications will not be considered for funding.

Q: My Project Sponsor is not in Calgary/is away on business, can they fax in their signature and letter of support?

A: Yes. Your Project Sponsor can fax in their signature (application form) and signed letter of support. Documents can be faxed to 403.210.4373, Attention: Innovative Student Projects Fund, RE: <Insert Project Title and names of SAIT students>. Your application will be accepted as complete and for review ONLY if faxed documents from your Project Sponsor are received on or before the application deadline.

Q: My Project Sponsor is not contributing any funding to the project, can I still apply for funding from the ISPF?

A: Yes. A Project Sponsor is not obliged to contribute financial resources to the project, however, if applicable, the Project Sponsor's financial contributions must be reflected in the project budget.

Q: Can I apply for funding to cover salary/wage costs?

A: No. Salary/wage costs are not eligible for funding from the ISPF.

Q: I graduate in April, but there is a possibility for me to continue working on my project with my Project Sponsor into the summer months. Can I apply for funding for the months after I have graduated?

A: No. ISPF funding can only support students while they are enrolled in a Program at SAIT. To explore other funding alternatives that may be able to support your project after you have graduated, please contact Joe Petermann, Applied Research and Innovation Services, at 403.284.7251.

Q: How specific do I need to be when explaining budget items?

A: The Review Panel needs to know what you intend to use funding for, and that you have researched potential resource/supply costs. “Miscellaneous” items are not eligible for funding. Be as specific as possible and include explanations of how the supplies/resources will be used. Including a budget item “Electrical” or “Online Development” will not provide the Review Panel with sufficient information.

Q: What is a Project Sponsor and what is their role?

A: A Project Sponsor is an individual or group within an organization who presents a problem, reason or issue to be addressed by the student or student group, and who acts as a mentor for the student or student project team. A Project Sponsor is not obliged to contribute financial resources to the project, however, if applicable, the Project Sponsor’s financial contributions must be reflected in the project budget.

Q: What is a Faculty Advisor and what is their role?

A: A Faculty Advisor is a SAIT Instructor or Academic Chair who will act as a mentor for the student project team, confirm project activity and expenses, and whose participation in the project is in a support and advisory capacity.

Q: Why is it important to explain “who will retain ownership of intellectual property (IP) resulting from the project”?

A: When working with a Project Sponsor and/or in teams (where there is more than one individual contributing ideas to the project), it is important to discuss what will happen with project outcomes – the ideas generated and physical/tangible results – in order to determine who has the right to carry-on with the project/results/etc. following the completion of the project.

Example: As part of a course project, a project group of four students designs and develops a prototype of a packaging machine based on a need presented by their Project Sponsor. The Project Sponsor may intend to explore how to incorporate the product into its operations. The student group (or possibly only two of the four students) may want to start up a business venture and begin to manufacture and sell their product after graduation. If the Project Sponsor will retain ownership of the IP resulting from the project, for example, the students would not have the right to move forward with a business venture based on their project.

To learn more about SAIT student IP policy, please refer to SAIT Policy [AC.3.10 Ownership of Student Produced Materials](#). This policy can be found on MySAIT -> SAIT Resources -> SAIT Policies and Procedures. Questions related to SAIT’s student IP policy can also be directed to

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