Heroes for Health Challenge Guidelines

Section I: Challenge Overview & Regulations

1. **Eligibility to Participate**: The Heroes for Health Challenge is open to any current University of Alberta student, staff/ faculty member, or student group. If entering as a student group, a limit of 5 people from your group may enter the challenge together.

2. **Costs**: There are no entry fees for the contest.

3. **Registration**: Attendees must register at bit.ly/HeroesforHealth by January 31, 2017. Once the registration period is complete, participants will be notified of their team assignments (unless they have already entered as a group). Teams will be matched based on their area of interest and information provided on the registration form.

4. **Heroes for Health Challenge Event**: On February 4th (9am – 4pm), all participants must attend the Heroes for Health Challenge hosted by Health & Wellness Services’ Healthy Campus Unit in order for their grant submissions to be reviewed and considered for funding. The Healthy Campus Unit will clarify and review Challenge guidelines and processes for proposal submissions.

5. **Submissions**: Heroes for Health Challenge teams must submit their project proposals by February 20th, 2017 to wellness@ualberta.ca. Only completed proposal forms will be considered. Any quotations or referenced data from existing sources must be properly cited. Healthy Campus Unit will acknowledge receipt of proposals via e-mail.

6. **Rights and Permissions**: Any submitted material becomes the property of Health and Wellness Services, which retains all rights for future use.

7. **Review & Selection**: Project proposals will be reviewed by a student committee. Submissions will be considered for funding based on the following criteria:
   - Makes an important contribution to support student wellness at the UofA
   - Builds partnerships and collaborations
   - Considers the feasibility of project implementation
   - Considers sustainability of the project beyond funding
   - Considers how the project outcomes will be evaluated and monitored
   - Overall quality of work

8. **Funding**: $5000 will be awarded to a Heroes for Health Challenge Team to implement their project idea on campus who is best able to meet the funding criteria. Under the supervision and support of the Healthy Campus Unit, the winning Challenge Team will implement their project idea over the 2017/2018 academic year. The deadline to spend funds awarded through the Heroes for Health Challenge is December 31st, 2017.

9. **Evaluation**: The Heroes for Health Challenge Team awarded with funding will be required to submit a project evaluation form (provided by the Healthy Campus Unit) along with the following evaluation items:
   - A financial report that verifies funds were expended solely for this project. In the case that projects expenses change from the submitted application; grant recipients must contact the Healthy Campus Unit for approval.
   - Photographs and testimonials from project participants/organizers.

10. **Acknowledgment**: The Heroes for Health Challenge Team awarded with funding will be asked to acknowledge funding support at any events, publications, reports, outreach, or marketing materials.
Section II: Eligible and Ineligible Expense Guidelines

Funding awarded through the Heroes for Health Challenge is only intended to be used as set out in the grant agreement for expenses related to project activities. If a Grant Recipient is uncertain of a proposed expenditure is eligible or ineligible, they should contact the Healthy Campus Unit prior to making the expenditure.

Furthermore, eligible expenses will be determined on a project-by-project basis, based on the rationale provided in each proposal. If expenses appear misaligned with project activities or the purpose of the grant, the review committee will provide this feedback to Heroes for Health Challenge Teams.

Compensation related expenses
Expenses must be for individuals whose duties are directly and primarily related to activities undertaken as part of the project as set out in the grant agreement. Ineligible items include, but are not limited to:
• Staff positions
• Discretionary severance and separation packages

Travel and Subsistence costs
Travel and subsistence costs include reasonable out-of-pocket expenses in accordance with standard Government of Alberta rates for fieldwork, research and other related activities directly related to and necessary to carry out the activities under the project as set out in the grant agreement. Travel and subsistence costs must not exceed the maximums allowable under the regulations governing the payment of traveling allowances pursuant to the Public Service Act. Ineligible items include, but are not limited to:
• Commuting costs between residence and place of employment
• Passport and immigration fees
• Reimbursement for air fare purchased with personal frequent flyer points

Equipment and supplies
Expenses include reasonable costs for the purchase of equipment and supplies, which are directly related to and will be used primarily for the project as set out in the grant agreement. Ineligible items include, but are not limited to:
• Insurance costs for equipment
• Costs of construction, renovation of laboratories, offices

Computers
Reasonable expenses related to the purchase of computers that are directly related to and will be used for the project as set out in the grant agreement. Ineligible items include, but are not limited to:
• Monthly telephone connection and rental costs
• Voicemail
• Cellular phones or Blackberries

Services
Reasonable expenses for services that are directly related to the funded project activities as set out in the grant agreement. Expenses where a personal benefit could be derived are ineligible. Ineligible items include, but are not limited to:
• Alcohol
• Staff awards and recognition
• Professional training or development costs
• Insurance costs
• Monthly parking fees (unless required for project fieldwork)
• Clothing costs
• Patenting expenses