The Super Application (for Design Teams)

Part 1: Project Proposals & Reporting

The Super Application is a required application that acts as a registration/renewal for all APSC-related groups. It must be submitted annually for a student group to maintain its status as an APSC group.

# Summary

See the following table for a breakdown of the various SuperApp deadlines.

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| --- | --- | --- | --- |
|  | Application Opens | Application Deadline | Results Reported |
| **Part 1: Project Proposals & Reporting** | **Early August** | **September 30th** | **Mid-November** |
| Part 2: Funding & Finance | Early August | September 30th | Mid-November |
| Part 3: Group Policy Handbook | Early August | April 30th | Summer 2023 |

See the following table for a complete overview of the Super Application cycle.

Part 1 of The Super Application details important group contact information and registration details. It also includes student group goals and development.

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| --- | --- | --- | --- | --- |
| Category | | Question Name | Required? | Notes |
| Part 1: Project Proposals & Reporting | Basic Information | Group Name | Yes | If your group name has changed, state your previous group name as well. |
| Home Department | Yes | If your home department has changed, make a note. |
| Primary Faculty Advisor | Yes | If your primary faculty advisor has changed, make a note. |
| Community / Alumni / Other Faculty Advisors | If applicable |  |
| Affiliated National / International Organizations | If applicable |  |
| Group Generic Email | Yes |  |
| Group Purpose | Yes |  |
| Communi­cations & Outreach | Social Media Details | Optional | Any unused social media platforms can be left N/A. |
| Outreach Plan | Optional |  |
| Promotion Plan | Optional |  |
| Project Overview | Project Application Information | Yes | Information provided in PAF spreadsheet |
| Project Advising Information | Yes |
| Project Summary & Scope | Yes |
| Project End Goals | Yes |
| Student Learning and Impact | Yes |
| Transition Planning | Yes |
| Student Group Learning | Long-term Team Learning Goals | Yes |  |
| Current Year Learning Goals | Yes |  |
| Succession Plans | Yes |  |
| New Group Member Training | Yes |  |
| Senior Member Continued Development | Yes |  |
| Facilities Management | Designated/Bookable Space | Yes |  |
| Lab and Machining Facilities | If applicable |  |
| Departmental Funding | Optional |  |
| Support Requests | Optional |  |
| Part 2: Funding & Finance | Funding Sources & Finance | Financial Account Details | Yes |  |
| Project Timeline | Yes |  |
| Project Expenses Timeline | Yes |  |
| Current Year Budget | Yes |  |
| Previous Year Expenses | Yes |  |
| Accounting Assistance | Yes |  |
| Team Roster | Yes |  |
| PAF Funding Information | Yes |  |
| PD Opportunities | If applicable |  |
| Capital Purchases | If applicable |  |
| Risk Management | Yes |  |
| Sponsorship Package | Optional |  |
| **Part 3: Group Policy Handbook** | Safety & Risk Management | Standard Operating Procedures | If applicable |  |
| Safety Training Plan | Yes |  |
| Safe Working Environment Plan | Yes |  |
| Supervision Rules | Yes |  |
| Personal Protective Equipment Rules | Yes |  |
| Psychological Safety | Yes |  |
| Safety on Campus | Yes |  |
| Student Group Success | EDI Action Plan | Yes |  |
| Membership Policies | Yes |  |
| Recruitment Plan | Yes |  |
| Collaboration Plan | Yes |  |
| Academic Success Plan | Yes |  |
| Student Code of Conduct | Yes |  |

# Basic Information

|  |  |
| --- | --- |
| Group Name |  |
| Home Department |  |
| Primary Faculty Advisor |  |
| Community / Alumni / Other Faculty Advisors |  |
| Affiliated National / International Organizations |  |
| Group Generic Email |  |
| Group Purpose/Mission |  |

# Communications & Outreach

## Social Media Details (Optional)

|  |  |
| --- | --- |
| Website |  |
| Facebook |  |
| Twitter |  |
| Instagram |  |
| Youtube |  |
| LinkedIn |  |
| Other |  |

## Outreach Plan (Optional)

If your group engages in education and outreach, please provide details here. (150 words)

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## Promotion Plan (Optional)

Please provide details of how your group promotes what you do within its department, faculty, university, and the greater scientific/engineering community. (150 words)

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## Community Engagement (Optional)

How does your team go above and beyond to contribute and participate within the general design team community, and the broader APSC community? In other words, what does your design team do that benefits more than just the team? (150 words)

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# Project Overview

## Project Application Information

Fill out in Funding application spreadsheet.

* Project Name
* Type of Application
* Principal Applicant's Name (first and last name)
* Department/Program
* Team Email
* Secondary Email (personal or another team one)
* Primary Associated Group

## Project Advising Information

Fill out in Funding application spreadsheet.

* Faculty Advisor Name (first and last name)
* Email
* Department
* Other Faculty Advisor Name (first and last name)
* Email
* Department

## Project Summary & Scope

Fill out in Funding application spreadsheet.

Please describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals. Indicate the total period of the project cycle (start to end date, even if it is more than one academic year). (Max. 300 words)

## Project End Goals/Outcomes

Fill out in Funding application spreadsheet.

If this project will be presented at a competition, provide details on the competition (name, location, goals, logistics). Provide a link to the competition website if possible.

If this project has an internally set goal, please explain how the project contributes to your team’s long-term learning goals and meets internal deadlines and standards. (max. 300 words)

## Student Learning Impact

Fill out in Funding application spreadsheet.

How does this project contribute to student learning? How does the project ensure the development of professional skills for engineering students? What are the direct, short-term, and long-term benefits? (max. 300 words)

## Transition Planning

Fill out in Funding application spreadsheet.

If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Mention how your leadership structure (eg. subteams) contributes to this. (max. 300 words)

# Student Group Learning

## Long-term Learning Goals

Please list the overall objectives of your group. New groups must discuss how the proposed group overlaps and/or complements the existing groups. (50 words)

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## Current Year Learning Goals

Please detail the specific objectives you will be targeting this year – your priority areas. (50 words)

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## Succession Plans

Provide a plan for how your group manages its membership over time and detail its plans for succession. Discuss what measures your group takes to ensure sustainable work – maintaining people, tools, space, and knowledge. (250 words)

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## New Group Member Training

Outline the training process for new members, and how you support their development during their first year in the group. (100 words)

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## Senior Member Continued Development

Outline how your senior members continue to develop and benefit from being part of your group. (50 words)

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# Facilities Management

Most Engineering Design Teams can request for resources/support from their associated department(s). Detail everything you are requesting from relevant departments on this page.

Requests for funding/support not summarized on this page (but included elsewhere in the document) will not be considered.

Refer to the table below for resources available from different departments in 2022-2023.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Designated/Bookable Space** | **Lab and Machining Facilities** | **Accounting Assistance** | **Department Funding** |
| BMEG | Y | Y | Y | Y |
| CHBE | N | Y | N | Y |
| CIVL | Y | Y | Y | Y |
| CPEN | N | N | N | Y |
| ELEC | N | N | N | Y |
| ENPH | Y | Y | N | N |
| ENVE | N | N | N | N |
| GEOE | N | N | N | N |
| IGEN | Y | Y | N | Y |
| MANU | N | N | N | N |
| MTRL | N | N | N | N |
| MECH | N | Y | Continuing | Y |
| MINE | N | N | N | N |

## Designated and Bookable Space

List below all the spaces your team plans to use during the 2022-2023 year. Indicate the current use for the space (e.g. work space, storage). If your team requires more space, explain how much and for what use.

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## Lab and Machining Facilities

Describe the machining work your team will perform, which workshop you will be using, and what equipment your team plans to use. (150 words)

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## Departmental Funding (Optional)

Fill out the table below for any departmental funding requests. In the ‘Proposed Use’ column, provide details on what your team will use this funding for (i.e. $500 toward travel expenses for Formula SAE 2022 competition). Your department will need to see detailed information here as a rationale for approving your funding request. This table is also included in the PAF funding application. **Please fill out both with matching details.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department | Number of Students | % Representation | Amount Requested | Proposed Use |
| CHBE |  |  |  |  |
| CIVL |  |  |  |  |
| ECE |  |  |  |  |
| ENPH |  |  |  |  |
| ENVE |  |  |  |  |
| GEOE |  |  |  |  |
| IGEN |  |  |  |  |
| MANU |  |  |  |  |
| MTRL |  |  |  |  |
| MECH |  |  |  |  |
| MINE |  |  |  |  |
| SBME |  |  |  |  |

## In-kind and Other Support Requests (Optional)

If your team requires assistance from your home department or other units (recruiting communications, boosting content on social media, updating team information on department website, etc.), indicate your request here and to which department(s) or units.

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The Super Application

Part 2: Funding & Finance

The Super Application is a required application that acts as a registration/renewal for all APSC-related groups. It must be submitted annually for a student group to maintain its status as an APSC group.

# Summary

See the SuperApp timeline and tasks attached on pages 1-2 of this document.

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| Part 3: Group Policy Handbook | Early August | April 30th | Summer 2023 |

Part 2 of The Super Application details your group’s budget and roster, and assesses your eligibility for APSC funding opportunities.

# Funding Sources & Finance

## Financial Account Details

Provide a summary of all accounts your group holds with APSC or your home department(s). Any PAF/TLEF/other accounts must be included here. Provide detail on non-APSC finance accounts.

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## Project Timeline

Fill out in Funding application spreadsheet.

Provide a summary of your group’s planned project activities for this coming year. Indicate major milestones and any potential contingency.

## Project Expenses Timeline

Fill out in Funding application spreadsheet.

Provide a summary of the expected expenses for each project this coming year. Expenses should align with current year budget.

## Current Year Budget

Fill out in Funding application spreadsheet.

Provide a summary of your group’s budget for the coming year. If you are holding funds for future years, please include this carry-forward amount. Indicate both your group’s income and expenses in the spreadsheet.

## Previous Year Expenses

Fill out in Funding application spreadsheet.

Provide a summary of your group’s income and expenses for last year. If you have funds left over from last year, indicate them in the spreadsheet.

## Accounting Assistance

Indicate the current status of your accounting systems below:

We currently have an account with an APSC department and wish to retain it  
  We do not have an account with an APSC department but wish to open one  
  We do our accounting outside of APSC

## Team Roster

Fill out in Funding application spreadsheet.

Fill out your team’s roster, including First Name, Last Name, Student #, Faculty, Degree, Program, Academic Year, Role, Email, and project involvement.

## PAF Funding Information

Fill out in Funding application spreadsheet.

Indicate the amount of funding requested from PAF this cycle.

## PD Opportunities

Fill out in Funding application spreadsheet.

Fill out the PD Opportunities sheet in the PAF spreadsheet.

## Capital Purchases

Fill out in Funding application spreadsheet.

Explain the need for a new piece of equipment and plans for its storage, safe usage, and maintenance. Indicate how this purchase will be funded, such as the EDTC referendum. (500 words)

## Risk Management

Fill out in Funding application spreadsheet.

Detail how your team plans to address any project risks, including but not limited to: transportation and procurement of construction resources, storage, active construction work and testing, access control and security, waste management. (500 words)

Address how your team plans to deal with the financial requirements for this project – will you be applying for funding from UBC? Are you receiving funds/in-kind services from sponsors? Does your team have a dedicated treasurer? (150 words)

Will your proposed activities require any new permissions or resources from APSC? Are you signing a contract of any sort or making a financial commitment with external parties? Does this project contain a non-disclosure agreement? (150 words)

## Sponsorship Package (Optional)

In **Qualtrics**, attach your team’s sponsorship package for review.

The Super Application

Part 3: Group Policy Handbook

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| **Part 3: Group Policy Handbook** | **Early August** | **April 30th** | **Summer 2023** |

Part 3 of The Super Application details your group’s policies and addresses key concerns for managing a student group.

**Group Policy Handbook format**: This is flexible, we will accept many different formats – more information is available in the SuperApp handbook. At a minimum, the handbook must contain the information below. If your group already has a similar document or repository, ensure that everything aligns with these requirements (but you can have additional sections, if they are already there!).

# Safety Plan & Rules

## Standard Operating Procedures

In **Qualtrics**, attach a zip file of your team’s standard operating procedures for review.

## Safety Training Plan

Provide a detailed outline of your safety training requirements for new members, and refresher requirements for returning members. (200 words)

## Safe Working Environment Plan

Discuss how your group will ensure that all of the environments it undertakes activities in will be managed for a safe working environment, including enforcement policy. (150 words)

## Supervision Plan

Detail any policies about how and when members may work on group activities, or what types of supervision or environment must be present, and how your group enforces these requirements. (150 words)

## Personal Protective Equipment Rules

Specify your rules regarding personal protective equipment use and requirements, and how these requirements are communicated to your group. (150 words)

## Psychological Safety

Describe how your group ensures the psychological safety of its members and the mechanisms used. (150 words

## Safety on Campus

Indicate how your group works to create a safe space on campus for all members, and the expectations on members to uphold these guidelines. (150 words)

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# Student Group Success

## EDI Action Plan

Detail your team’s EDI Action Plan according to the Canvas TESL module. We encourage you to work on this collaboratively with your members!

## Membership Policy

List the membership policies pertinent to your group, including but not limited to:

* Requirements for joining
* Classes of membership, if applicable
* Limitations on the number of members
* Membership selection criteria
* Organization leadership selection
* Minimum participation requirements

(250 words)

## Recruitment Plan

Briefly outline how you attract new members and help them make an informed decision about joining your group. For new groups, please provide an in-depth plan to attract a sufficient member base. We are interested in how you plan to recruit new members initially, but also what plans you have made to foster a strong commitment from them throughout the year. (250 words)

## Collaboration Plan

Provide a detailed list of all collaborations you take part in. We are particularly interested in cross-group collaborations, cross-institutional collaborations, and industry collaborations (include industry associations). (200 words)

## Academic Success Plan

Detail any policies or programs that help ensure your members do not experience academic difficulty as a result of their commitment to the group. (50 words)

## Student Code of Conduct

Provide a basic outline of the expected standards and relevant group policy to ensure members maintain professional and effective working standards. (250 words)