The Super Application
Guidebook

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.

This guidebook is designed to provide insight to student groups about The Super Application's design process and the expected standard of responses from student groups. Parts 1 and 2 of the application are detailed in this guidebook, with part 3 to be provided soon alongside a template for teams to use!

2022-2023 Timeline

This year, the timeline for The Super Application is as follows:

	Application Opens	Application Deadline	Results Reported
Part 1: Project Proposals & Reporting	July 22nd	September 30th	Mid-November
Part 2: Funding and Finance	July 22nd	September 30th	Mid-November
Part 3: Group Policy Handbook	July 22nd	April 30th	Summer 2023

Find all the files required for this year's application on the APSC Experiential Learning Website.

2022-2023 Changes

The Super Application for 2022-2023 has received major changes to the format of the documents. However, the application's content remains mainly the same. The major changes are listed below:

The Super Application has changed from submitting one major Word document to three smaller parts. This year, the parts will remain in one document for simplicity, but in the future each part will have its own document and deadline.

You will also notice the PAF Funding application has changed significantly. This year's model includes some questions on risk management and has consolidated sections such as capital purchases and competition details. Also note the potential for teams to plan out multi-year projects using the project milestones table. This enables PAF to make better funding decisions for your group as they help to fund a longer-term project.

Part 1: Project Proposals & Reporting

Part 1 of the application mainly focuses on introducing your projects and their scope and goals. This provides the relevant reviewers important information on what your group plans to work on during the year and comprises the bulk of the group's registration information. A small amount of information is compiled in the PAF spreadsheet, mainly focusing on your project's goals and planning for the year.

Part 2: Funding and Learning

Part 2 of the application focuses on the finance aspect of your team. This provides both APSC and other funding committees vital insights on how your team has spent their money this past year, and how you plan to spend this coming year. This part of the application also includes departmental support requests, team roster information and demographics, and professional development (PD) opportunities.

Part 3: Group Policy Handbook

Part 3 of the handbook helps your team cover all its bases, developing an active document for your team to use and publish to all its members. This document covers a variety of topics, from mental health to ensuring the success of your group and its members.

2022-2023 Full Changelog

Major Changes:

- Changed: Super Application Timeline and Summary
- Added: Group Purpose / Mission
- New: Community Engagement (optional)
- Changed: Project Summary and Scope
  - Added: Scope and time frame for project
- Changed: Capital Purchases
  - Combined all three questions into one box, decreased expected workload.
- Changed: Project Timeline
  - Added: support for multi-year projects
  - Added: expected expenses for tracking project budget over multiple years
- Added: Support Requests
  - Added a new box for teams to directly request other support from their department or other related departments
- Added: Student Code of Conduct
- Added: Risk Management

Minor Changes:

- Moved: Communications and Outreach
  - Now optional: Promotion Plan
  - New: Community Engagement (optional)
- Changed: Project Application Information
  - Removed: Phone Number
- Changed: Project Summary and Scope
  - Added: Scope and time frame for project
- Changed: Competition Description
  - Replaced by: Project End Goals
    - This discusses both your competition and your team's goals for the year. All teams should now fill this box
- Changed: Impact on UBC Engineering Student Learning
  - Renamed to: Student Learning Impact
- Changed; Organizational structure
  - Renamed to: Transition Planning
- Changed: Learning
  - Renamed to: Student Group Learning
  - Changed: Long-term Learning Goals for the Group
    - Renamed to: Long-term Learning Goals
  - Changed: Current year Learning Goals for the Group
    - Renamed to: Current Year Learning Goals
  - Changed: Membership Management / Sustainability Strategy / Succession Plan
    - Renamed to: Succession Plans

- o   Changed: New Group Member Training and Mentorship Plan
  - ▪   Renamed to: New Group Member Training
- o   Changed: Senior Member Continuing Professional Development Plan
  - ▪   Renamed to: Senior Member Continued Development
- Updated: Facilities Management
  - o   Changed: Departmental Funding
    - ▪   Table updated to be used according to the identical table in PAF / finance and roster
  - o   Changed: Designated and Bookable Space
    - ▪   Indicate all the space your team uses for consistency between departments, APSC, and your group
  - o   Moved: Accounting Assistance
    - ▪   Moved to Finance for consistency
  - o   Added: Support Requests
    - ▪   Added a new box for teams to directly request other support from their department or other related departments
- Moved: Safety
  - o   Safety now moved to group policy handbook
- Moved: Student Group Success
  - o   Student Group Success now moved to group policy handbook
  - o   Added: Student Code of Conduct

2022-2023 Summary

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

	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	

	Communi-cations & 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	

The Super Application
Part 1 Guidebook: Details and Sample Answers

Basic Information

Group Name
This should be your group's official name. If it has been changed, make a note so APSC can update their documentation and ensure everyone knows that the name has been changed.

Home Department
If your team is registered with an APSC department, through which your group manages finances, social media, public outreach, or hosts events.

Primary Faculty Advisor
If your team has a faculty advisor, the primary faculty advisor is your advisor who signs off on major documents such as SuperApp and PAF, and other funding documents.

Community / Alumni / Other Faculty Advisors
If your team leverages its connection to alumni, additional faculty advisors, or greater UBC or non-UBC representatives, list them here.

Affiliated National / International Organizations
If your team is a member or is represented by a larger scale organization outside of UBC, state it here.

Group Generic Email
Provide a contact email through which UBC contacts can reach your administrative team.

Group Purpose / Mission
Detail your group's purpose/mission and how your group challenges or exceeds the current standard for its field.

Example:

Group Purpose/Mission	Our group works year-round to incorporate engineering learning from a wide variety of disciplines into producing a design project capable of competing at the highest levels of competition.

Communications & Outreach

Social Media Details
For any social media platforms your team does not use, fill in the fields with 'N/A'.

Website
Link your group website's home page here.

Facebook
Link your group's Facebook page here.

Twitter
Link your group's Twitter page here.

Instagram
Link your group's Instagram page here.

YouTube
Link your group's YouTube page here.

LinkedIn
Link your group's LinkedIn company page here.

Other
Link any other non-listed social media pages here.

Outreach Plan
Provide details on how your group interacts with new contacts and encourages students to pursue engineering and learn more about your group.

Example:

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

> Our group interacts with many groups in the Greater Vancouver area. This usually involves reaching out to high schools and aspiring university students to teach a little bit about engineering and the way that our club competes at the highest levels. We also talk about the engineering design process and how learning engineering ties into our club activities. This promotional opportunity is used to foster interest in our club and its work, as well as encourage aspiring members to get involved with our club!

Promotion Plan
Provide details on how your group interacts with UBC departments, faculty, the university itself, and your greater community. This informs APSC on how your team markets itself internally and helps ensure teams are being treated equitably.

Example:

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

> Our group works with a variety of UBC departments, from our home department to other engineering faculties for space access and usage, lab usage, and finance control. We market our group through our home department and on the AMS campusgroup website as an engineering design team, with contact links through which interested students can connect with us. Our group also has had the opportunity to present about our work in some of the lower-year classes, including in APSC 100. We are an active participant in Imagine Day and keep a booth running for most of the day. Within the greater scientific/engineering community, our group mainly interfaces at competition with other design teams.

Community Engagement (Optional)

This is a new question this year, and is optional for all teams. Explain how your team contributes to keeping the APSC design team community running and what collaborations you work on/with to maintain shared equipment and space.

Example:

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)

Our group helps manage the shared spaces in EDC and its own designated working space. We keep tabs and notify Richard when shared tools need maintenance. We have collaborated with teams including Team A and Team B about improving the space usage for all design teams. We have also worked with teams to create parts for their projects and provided vital aid to teams in preparation for competition.

Project Overview

Project Application Information

This information is used to determine the correct contact for your projects.

Example:

Project Name	Just a Project
Type of Application	Projects: Design Project
Principal Applicant's Name (first and last name)	Connor Gingera
Department/Program	MTRL
Team Email	team.engineering@ubc.ca
Secondary Email (personal or another team one)	email@example.com
Primary Associated Group	Volcan

Project Advising Information

This information is used to determine the correct faculty advisor for your projects.

Example:

Faculty Advisor Name (First Last)	John Doe
Email	johndoe@example.com
Department	MTRL
Other Faculty Advisor Name (First Last)	N/A
Email	N/A
Department	N/A

Project Summary & Scope

This is your opportunity to inform APSC of the project you want to undertake. Describe the scale and scope of the project proposed, and how it ties into APSC's experiential learning goals and PAF's long-term goals.

Example:

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)

> This project aims to renew our team's development cycle for our project to be taken to competition in 2024. This project will last from September 2022 to April 2024 and involve the majority of our team in its work. This project will be hosted in our EDC space where tools, supplies, and equipment will be stored for the duration of the project. In the short-term, our team intends to revise the designs for major components of our project. This process will involve a complete redesign and reassessment of the vital components and their integration in the project. This involves the use of 3D modelling software (Solidworks) and rapid prototyping taking advantage of UBC's suite of equipment and available staff to develop and test prototypes. In the long-term, we plan to outperform our team's current records at competition and place in the top 10 competitors in our class. This goal requires the continued working of the team and both financial and in-kind support from APSC, UBC, and external sponsors. As we have managed to secure this level of support in the past, we are hopeful that we will continue to receive support to continue to push our team to greater heights.

Project End Goals

Indicate what signifies a completed project and the end goals of the project. If your team plans to compete at a competition, detail what competition(s) you will be attending and what the end-of-life plan is for your project.

Example:

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)

> This project will be presented at Competition X in February 2024. Competition X is an international competition hosted in Anaheim, USA. It features over 80 engineering teams from across the world, all presenting their projects biennially. The competition is described as an opportunity for engineering students to test their learning and knowledge and demonstrate key engineering design concepts and features according to the guidelines of the competition. Our team will be travelling their via flight and our competition entry will be securely shipped to the competition via Purolator in

January. Our goal at this competition is to place in the top 10 contestants, which is a significant improvement from previous years.

Student Learning Impact

This is an opportunity to explain to APSC why your project matters. How relevant is your project to UBC's Engineering curriculum? What kinds of vital skills does your project develop outside of the classroom? How does your project continue to contribute to the development of new engineers and expand your group's knowledge base?

Example:

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)

This project discusses key mechanical engineering concepts such as: 3- and 4-point bending testing, material selection, and rapid prototyping and design. This grants students opportunities to get hands-on and familiar with this content which is used in classroom, lab, and industry. This year's project cycle includes a complete redesign of the process, which involves the use of 3D modelling software (Solidworks) and rapid prototyping taking advantage of UBC's suite of equipment and available staff to develop and test prototypes. Both of these avenues are essential skills for engineers and aid the continued development of engineering students. In the short-term, our team intends to revise the designs for major components of our project, which provides learning about prototyping, revisions, 3D modelling, team work and responsibility, and time management. In the long-term, we plan to outperform our team's current records at competition and place in the top 10 competitors in our class. This motivates our team to work diligently to attain this goal, and ensures all team members are on the same page. This teaches team members the value of working as a whole team, ensuring all parts of a project are delivered successfully, and the value of a flexible work team and space.

Transition Planning

Many teams struggle during transition periods for projects. As team members leave and others join, there is often a long learning and training period through which new members need to be caught up to speed. To ease this transition, transition plans are recommended to maintain a knowledge base of major changes to a project and help quickly bring a member up to speed.

Example:

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)

To facilitate an easy transition between members, our team has the following transition plan in place:

- All members must store working and completed documents on our team's shared Google Drive. This ensures our team's knowledge is consolidated and remains accessible for all members which enables new members to quickly catch up on project happenings.
- Our team is divided into three subteams, which means only the relevant information from one subteam must be learned by a new member, which decreases the overall workload for any given project.
- For team lead transitions, they must meet at least once to pass off overarching issues or ongoing tasks between team members. Additionally, it is encouraged for team lead transitions that the new lead has some overlap with the previous lead.

Student Group Learning

Long-term Learning Goals

Briefly explain how your team's projects/software/policy teaches engineers larger learning experiences.

Example:

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)

> Our team is established to combine the classroom learning with hands-on learning through active prototyping and team work. This teaches members to work together and work around potential issues, which are key skills for an engineer.

Current Year Learning Goals

Example:

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

> This year our main focus will be on improving the development cycle for our project. This helps teach the value of optimization and team members how to streamline workflows such that tighter timelines can be hit. This also teaches how to revise documentation, how to develop documentation, and how to work with templates and file sharing.

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)

> Our group sees an average 30% turnover of its members per year. We only accept members during our recruitment seasons (September, January), and permit members to leave at the end of a term. If extenuating circumstances arise, exceptions may be made for both acceptance and release. Our group maintains its knowledge base on Google Drive, granting team members full access to both project and learning resources. Many of our tools are maintained by our team, and SOPs for their maintenance and use are provided for the team in case of transition. Furthermore, our team's space

> is maintained by agreement with our home department. Our team does not currently have a fallback plan for this should it change, but we do not foresee a change being required.

New Group Member Training

What resources are available to new group members outside of project learning resources?

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

> New group members are expected to learn the structure, process, and knowledge base for their relevant project. Our group provides support in learning about this through shared documentation. Furthermore, all group members are provided a confidential form through which they can connect with any executive member to voice concerns about any factor of the team or its members.

Senior Member Continued Development

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

> Senior members are encouraged to continue developing their skills by allowing them to take on more major portions of projects. They also become reference resources for new members. Our group provides senior members the opportunity to lead parts of a project, which builds leadership skills.

Facilities Management

Designated and Bookable Space

APSC needs to know all the space your team is using. Only general details are required. Please include building, managing department, time frame, and current use for the space.

Example:

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.

> Our group takes advantage of two individual spaces and two shared spaces:
> Individual:
> - MECH XXXX is used for team meetings and document work. It is a booked space where our team designates use time with MECH.
> - LMRS XXX is a lab space shared between our team and other researchers which is used for tests and assembly processes that require a fume hood. Our team has free access to the space and frequently uses it.
> Shared:
> - EDC 101 is a shared space which hosts our main projects and work space. We often use the space and tools and have free access to the space.
> - EDC 211 is a shared workspace which is used for prototyping work and production. Our team has free access to the space.

Lab and Machining Facilities

How does your team produce its final product? Do you use power tools, workshops, outsource, etc? If you outsource, why?

Example:

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

Our team completes all its work at UBC. Taking advantage of the shared tools in EDC 101 and 211, as well as tools our team has acquired, we are able to produce high quality parts for our projects. We often use the metal drill press, socket sets, and angle grinder. Any CNC work or specific machining jobs are performed by the MECH machine shop.

Departmental Funding (Optional)

For the departments to fund your group, they require information on your student population and % representation. Request an appropriate amount from each represented department.

Example:

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	10	77%	$2000	Upgrading equipment in our lab space (new drills, bits, and safety equipment) and funding for material costs (steel purchase and machining cost)
ECE	2	15%	$500	Money for travel expenses for 2022 competition
ENPH				
ENVE				
GEOE				
IGEN				
MANU				
MTRL				
MECH	1	8%	$200	Money for material expenses (steel purchase, machining costs) and tool maintenance and upkeep
MINE				

SBME				

In-kind and Other Support Requests (Optional)

Example:

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.

> To MECH, ECE, CIVL:
> Please update our website link on your website. The website link is now: teams.engineering.ubc.ca.
> Please continue to aid our social media outreach publishing announcements on our behalf on your social media (thank you for this!).

Funding Sources & Finance

Financial Account Details

This is important to ensure APSC has a complete picture of all the funds your team holds and how your finances are being managed. You must not leave any details out.

Example:

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.
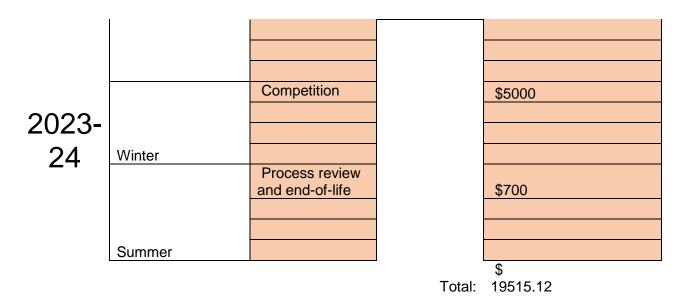
> Our team has one internal financial account that is hosted through MECH. Our MECH contact for financial matters is John Doe (john.doe@ubc.ca).

Project Timeline

Example:

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

Project Timeline	Please briefly describe your project's timeline. Note that PAF can only fund activities from September 1st – August 31st, but please do provide detail if your project will extend past that timeline.		Expected Expenses
Past Milestones	Solidworks modeling, tools purchased, materials purchased		$7815.12
September	Steel and other materials purchase		$1500
October	Training and first cycle testing		
November	Second cycle testing and processing		$100
December	First cycle prototyping, machining, 3d printing, assessment		$50
January	Second cycle prototyping, machining, 3d printing, assessment	COMPLETE	$50
February	Prototype assessment, testing, production		$500
March	Prototype production, rapid testing, failure testing		$800
April	Final design prototyping		
May	Final design production		$2000
June	Final design testing		
July	Documentation		
August	Documentation		
Fall	Final design production		$1000

2022-23

2023-24				
	Winter	Competition		$5000
	Summer	Process review and end-of-life		$700

Total: $ 19515.12

Current Year Budget

Provide the full details of your team's planned expenses for the coming year. Ensure you are factoring in potential unseen costs including: duties, contingency, express shipping, etc.

Example provided 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

Provide the full details of your team's expenses last year to date. Do not omit any expenses for any reason. Small purchases can be grouped into one 'miscellaneous' purchase.

Example provided 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.

Team Roster

Provide the details for every member, executive, and captain on your team. All members must be registered UBC students with student numbers. This is vitally important for recording key changes including: membership changes, captaincy changes, room access for your group, PAF eligibility, etc.

Example provided 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

Complete your PAF project application by detailing the amount of funding requested for your project. Keep in mind there is a limit based on your project's expenses and group income.

Fill out in Funding application spreadsheet.

Indicate the amount of funding requested from PAF this cycle.

PD Opportunities

A PD Opportunity provides students an opportunity to grow their professional skills through a variety of factors, including but not limited to: learning new skills, discussing key ideas and concepts, challenging understanding of certain mechanics or principles, providing practical experience with recruitment skills such as interviews, etc.

Fill out in Funding application spreadsheet.

Fill out the PD Opportunities sheet in the PAF spreadsheet.

Capital Purchases

PAF normally does not fund capital purchases. This is your opportunity to explain how a capital purchase would be beneficial not only to your team but for other groups as well. Explain why this purchase must be made through PAF rather than any other funding sources. Demonstrate that your team is capable of storing, using, and maintaining the equipment.

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)

> Our team proposes a new capital purchase to be shared between all teams that work with metal: a new sand blaster. The sand blaster would replace the previous sand blaster in EDC 211 as it has been out of commission for years now. This tool is stored in EDC 211 and access to it would be based on access to the room. To ensure safe usage of the equipment, our team will develop a standard operating procedure for all teams to familiarize themselves with and all teams would be able to use it. The machine would be maintained in the same manner as other equipment in EDC 211, and purchase of replacement parts would be done through the EDTC referendum fund. This purchase will be funded through the EDTC referendum fund. If the equipment does not pass the referendum fund, our team will work with other teams to finance the purchase of a new sand blaster as it is an important piece of equipment for our team and many others.

Risk Management

Risk management is a new section this year that ensures your team has addressed and mitigated any major risks associated with your project. This is important to ensure your project goes smoothly and that potential issues can be dealt with quickly and efficiently. Please provide detailed answers to the following questions:

Example:

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)

Our team has run this project for several years, each year addressing new risks and maintaining mitigation for old ones. To ensure the part construction moves smoothly, our team works with both UBC internal shops such as the MECH shop and external shops for outsourcing when lead times are too long. Our team uses a combination of leftover materials from previous years and new materials purchased through our home department. Any materials that are required in a timely manner are shipped via express shipping. Our project is stored in the EDC and after its end-of-life is disassembled for parts and documentation. During active construction and testing, our team members are required to wear the appropriate protective equipment, and for any potentially dangerous tests also do their utmost to mitigate any risks including: welding jackets, aprons, and a clear area for welding, stop blocks for potential rolling hazards, support structure for potential catastrophic failure, etc. Access to our project is controlled by the EDC. Any student with access to EDC 101 has access to our project. To ensure our project is not vandalized, our team removes control structures from our project so that it cannot be used. Any waste generated during the production of our project is disposed of through the appropriate channels: metal waste for metal, bulk waste for lumber/other waste.

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)

Our team raises funds from both UBC and external sponsors. These generous donors have supported our project fully in the past and continue to do so. For this year's project, 70% of the funding required has already been obtained and to ensure the project can be completed under the given budget, our team has a dedicated treasurer who manages our finances. Our team is applying for funding from UBC, both from APSC and its departments. If our team cannot reach its funding goal to complete the project, we will look to cut costs by decreasing the scope of the project and further refining any ways our team can cut costs to ensure the project is ready for competition.

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)

Our project is similar to project performed in the past, and does not require any new permissions or resources from APSC. We are grateful that we have access to software licenses such as Solidworks and Ansys and use them regularly to test and model our project. This project does not involve any contracts nor non-disclosure agreements. This project does not have a financial commitment with external parties.