***THIS DOCUMENT IS INTENDED TO BE USED TO HELP PREPARE APPLICATION MATERIALS. APPLICATIONS MUST BE SUBMITTED THROUGH THE PAF WEBSITE FORM.

PAF Travel & Conferences Application

The Professional Activities Fund (PAF) exists to enhance professional development activities in the engineering undergraduate program at UBC Vancouver. It is designed to support co-curricular activities and projects that lie outside of, yet are complementary to, the engineering curriculum. PAF is co-chaired by the APSC Dean and the EUS President. **All PAF funded activities must be in support of this mandate.** PAF collects fees from all undergraduate UBC Engineering students each fall. Only currently enrolled undergraduate UBC Engineering students may benefit from the fund.

All applications must meet the following eligibility criteria:
- Be student-run and organized, and have a clear goal
- The application must be separate from engineering curriculum but must be related to the profession of engineering. It must support the professional development of undergraduate UBC engineering students.
- Applicants must be currently enrolled undergraduate UBC Engineering students within the PAF fiscal cycle. of application.
- At least 75% of the beneficiaries of the application must be currently enrolled undergraduate UBC Engineering students. If it is possible to distinguish direct costs per beneficiary (such as in the case of travel), PAF will only provide funding for currently enrolled undergraduate UBC Engineering students.
- Applications for a single initiative may only be funded through one category of PAF (e.g., cannot apply for both Travel & Conferences and Projects).
- PAF does not provide funding for initiatives outside of its fiscal cycle (Sept 1st – Aug 31st). PAF will not fund applications that project "carryover", produce any profit, or intend to run a deficit.
- PAF does not fund organizations. PAF will provide funding for specific projects or travel, which may be applied on behalf of an organization.
- PAF does not accept applications for previous fiscal cycles.
- PAF does not fund academic bursaries, awards, grants.
- Individuals may not receive PAF T+C funding for more than five applications within the PAF fiscal cycle
- A complete roster of those attending the travel/conference must be provided before the application will be considered.
- Applications for a single initiative may only be funded through one category of PAF (e.g., cannot apply for both Travel & Conferences and Projects).

Travel and Conference funding is available to individuals or groups attending conferences or attending field trips. If you are hosting a conference, please apply as a Project.

Applications may be submitted after the conference or trip has taken place; however, funding is never guaranteed until an application is process and approved. They must be submitted online via the form on the PAF website. You will need to submit both the webform as well as the Excel template for budget/roster. **Do not modify the templates.**

Applicants are responsible for providing final reports on the progress of their application. All funding will be disbursed through the APSC Finance Office (finance@apsc.ubc.ca). Claims require itemized receipts and must be signed by the primary applicant.

It takes approximately three weeks to process an application. If the applicant chooses to apply less

than three weeks before the conference or trip, or post-conference or trip, the applicant risks not receiving funding and as a result should consider alternative funding options. For questions or clarification, please contact the PAF Coordinator (paf@apsc.ubc.ca) after reviewing the PAF website.

Event Information:

Event Name – This will become your application title.
Location
Start Date & End Date – Overall travel date
Funding Request (IN CAD) – Same as amount specified on budget spreadsheet

Applicant Information:

Please supply all the information below. All correspondence regarding this application will be addressed to the principal applicant.

Principal Applicant: First and Last Name – If submission is from a group, this should be the main contact person.
Program
Student Number
Email
Secondary Email (can also be group email)
Phone & Secondary Phone (if applicable)
Associated Group Category – Only if you're applying on behalf of a group or team: can be Department Club, EUS, Design Team, Professional Chapter, Research travel, etc.
Associated Group Name

PAF Information:

This section provides information on PAF eligibility. Please bold or underline Yes or No where relevant. Please note that only five PAF applications may be funded per year as a group or individual.

Have you and/or your associated group already applied for PAF Funding in the previous cycle?
Has this activity been previously approved by PAF?

Justification for Travel:

Event Summary – Please describe the event and how your attendance relates to PAF's mission of supporting co-curricular and projects that lie outside of, yet are complementary to, the engineering curriculum.

Impact on UBC Engineering Student Learning – By participating in your travel and/or conference, what is the impact on student learning? How will this project contribute to the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?

Funding Information:

Travel and Conference funding is available to individuals or groups attending conferences or attending field trips. If you are hosting a conference, please apply as a Project.

Travel & Conferences

Funding is awarded on a per-trip basis, as per the PAF Guidelines. Funding is awarded on a rolling basis and applications will be accepted as long as there are funds in the Travel and Conferences PAF funding pool. Funding will be allocated from the funding pool belonging to the year that the conference or trip takes place in, regardless of when applications are received.

Eligibility criteria:

- Must meet all General PAF Eligibility Requirements.
- Individuals may not receive PAF T+C funding for more than five applications within the PAF fiscal cycle
- A complete roster of those attending the travel/conference must be provided before the application will be considered.

This funding category is divided into four sub-categories:

Year Trip

This category is for travel opportunities that are restricted to a particular discipline and/or to students in a certain year level. Examples of this include graduate field trips which include site visits to industry partners. It is expected that these trips can garner more support from industry sponsors.

Registration Fees for PD

The PAF Governance Committee has created a new sub-category within T+C for certifications and workshops organized by a reputable 3rd party facilitator.

- Courses offered/hosted by official engineering bodies (e.g., CFES, EGBC): applicant is reimbursed 50% of their registration fee, up to $75.
- Other courses offered excluding any courses for credit from any post-secondary institution: applicant is reimbursed 50% of their registration fee, up to $50.
- Students may apply to this category only once per PAF year.

Representative

Students shall apply to this category if they are representing UBC Engineering in an independently organized event. Examples of funding which would fall under this category include participation in a competition, voting on behalf of UBC-Vancouver, or presenting research at a conference.

Non-Representative

This category is for students seeking professional development opportunities as a participant, whether through trips, conferences, or other means. Examples include annual meetings of professional chapters, or technical conferences with no presentation component.

Funding calculation

Use the table provided to determine the maximum amount of funding to be allocated per student.

Travel & Conferences

	Representative	Non-Representative	Year Trip
Travel Funding	Funding is allocated based on the region of travel, up to the maximum amounts below:		
Region 1: BC and WA	$90/student	$60/student	$60/student
Region 2: Western Area*	$290/student	$170/student	$170/student
Region 3: North America	$400/student	$230/student	$230/student
Region 4: International	$680/student	$340/student	$340/student
Accommodation Funding	Accommodation is subsidized for the lesser of 7 nights or the minimum duration of the conference or trip. NOTE: PAF does not fund meal costs. Accommodation will not be funded for local conferences.		
	$35/student/night	$35/student/night	$35/student/night
Conference Fees	PAF will subsidize 75% of conference fees, up to the maximum below. If fees include accommodation, that will be counted in the accommodation category as above and subtracted from the conference fee before assessment.		
	$230	$230	$230
Maximum Funding	PAF Funding shall not exceed the indicated percentage of the trip's budget. Costs not covered in the above categories (ex: food) will be removed from the total budget at the T+C committee's discretion.		
	75%	50%	25%

The Western Area comprises of AB, SK, MB, OR, CA, MT, ID, WY, NV, UT, AZ

The following section provides information on funding eligibility. For PAF funding criteria please view the [PAF website](#). Please bold or underline Yes or No where relevant.

Funding Type – Select if Representative/Non-representative/Year Trip
Region of Travel – Choose from Region 1-4
Nights of Accommodation – PAF funds the minimum duration of the conference/trip to a maximum of 7 nights
Number of Beneficiaries – How many people will be attending this trip who meet PAF eligibility criteria (are currently enrolled undergraduate engineering students at UBC Vancouver)?

Document Uploads:
Create a budget and roster using the provided template spreadsheet. Only include costs specifically related to this travel.
- Documentation for projected expenses needs to be provided (ex. links, or attach an appendix of invoices).
- Convert all costs to CAD and include the conversion rates used in the notes section of the template.
- Please note that the budget must balance (i.e. Income = Expenses) to be eligible for PAF.

Travel & Conferences

This template will calculate your eligible PAF funding as per the PAF guidelines. You cannot apply for more PAF than you are eligible for; however, if may request less PAF.

Representative Documentation:

- If you are applying for representative funding, we require documentation. Please append this to your application.
- For competitions or invited conferences, please provide a copy of the invitation or documentation of being selected to represent UBC Engineering (ex: winning a prerequisite competition).
- For presenting research, please provide an abstract <u>and</u> copy of the conference agenda with your presentation highlighted or acceptance letter.
- For voting/elected roles, please provide copies of governing documents or agreements that demonstrate your position in the organization, <u>and</u> a brief explanation of your plenary role.
- For any other case, please provide whatever you believe qualifies you for representative status <u>and</u> a brief explanation.