

# The Super Application (Design Teams)

## Summary

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.

The word counts provided are only an estimate, we expect groups to submit responses  $\pm 20\%$  in length within the limits given.

SuperApp application responses may be shared broadly within APSC, and with other UBC units, as necessary.

## Breakdown of the various SuperApp deadlines:

|                                       | Application Opens | Application Deadline    | Results Reported |
|---------------------------------------|-------------------|-------------------------|------------------|
| Part 1: Project Proposals & Reporting | Early August      | October 1 <sup>st</sup> | Mid-November     |
| Part 2: Funding & Finance             | Early August      | October 1 <sup>st</sup> | Mid-November     |
| Part 3: Group Policy Handbook         | Early August      | April 30 <sup>th</sup>  | Summer 2024      |

## Overview of the Super Application cycle:

| Category                              | Question Name                                      | Required?   | Notes         |  |
|---------------------------------------|--|---|---------------|--|
| Part 1: Project Proposals & Reporting | <b>Group Information</b><br>(verification process) | Group Name  | Yes           | Verify and confirm information.                |
|                                       |  | Home Department                                   | Yes           |  |
|                                       |  | Primary Faculty Advisor                           | Yes           |  |
|                                       |  | Community / Alumni / Other Faculty Advisors       | If applicable |  |
|                                       |  | Affiliated National / International Organizations | If applicable |  |
|                                       |  | Group Generic Email                               | Yes           |  |
|                                       |  | Group Purpose/Mission                             | Yes           |  |
|                                       | <b>Communications &amp; Outreach</b>               | Outreach Plan                                     | Recommended   |  |
|                                       |  | Community Engagement                              | Recommended   |  |
|                                       | <b>Student Group Learning</b>                      | Long-term Team Learning Goals                     | Yes           |  |
|                                       |  | Current Year Learning Goals                       | Yes           |  |
|                                       | <b>Facilities Management</b>                       | Designated Space                                  | Yes           |  |
|                                       |  | Common Bookable Space                             | If applicable |  |
|                                       |  | Lab and Machining Facilities                      | If applicable |  |
|                                       |  | In-kind and Other Support Requests                | Recommended   |  |
|                                       | <b>Project Overview</b>                            | Project Overview                                  | Yes           | To be completed in the Projects Overview Form! |
|                                       |  | Project Approval                                  | Yes           |  |
|                                       |  | Faculty Advisor Approval                          | Yes           |  |
| Project End Goals/Outcomes            |  | Yes   |               |  |

|                                      |   |                                     |               |   |
|--------------------------------------|---|-------------------------------------|---------------|---|
|                                      |   | Project Professional Development    | Yes           |   |
|                                      |   | Transition Planning                 | Yes           |   |
|                                      |   | Project Timeline                    | Yes           |   |
|                                      |   | Project Milestones                  | Yes           |   |
|                                      |   | Risk Management                     | Yes           |   |
|                                      | <b>Team Agreement</b>   | (Collaborative document)            | Yes           | Separate file submission                |
| <b>Part 2: Funding &amp; Finance</b> | <b>Funding Sources &amp; Finance</b>  | Sponsorship Package                 | Recommended   | Separate file submission                |
|                                      |   | Group Information                   | Yes           | To be completed in Funding Spreadsheet! |
|                                      |   | Previous Year Budget                | Yes           |   |
|                                      |   | Team Roster                         | Yes           |   |
|                                      |   | Projects                            | Yes           |   |
|                                      |   | Total Income & Dept. Funding        | Recommended   |   |
|                                      |   | PD Opportunities                    | If applicable |   |
|                                      |   | Other Expenses                      | If applicable |   |
|                                      |   | Budget Summary                      | If applicable |   |
| <b>Part 3: Group Policy Handbook</b> | <b>Safety &amp; Risk Management</b><br>(Flexible format! – Can submit as Standard Operating Procedures) | Safety Training Plan                | Yes           | Separate file submission                |
|                                      |   | Safe Working Environment Plan       | Yes           |   |
|                                      |   | Supervision Rules                   | Yes           |   |
|                                      |   | Personal Protective Equipment Rules | Yes           |   |
|                                      |   | Psychological Safety                | Yes           |   |
|                                      |   | Safety on Campus                    | Yes           |   |
|                                      | <b>Student Group Success</b><br>(Flexible format!)  | Membership Policies                 | Yes           | Separate file submission                |
|                                      |   | Transition Planning                 | Yes           |   |
|                                      |   | Recruitment Plan                    | Yes           |   |
|                                      |   | Collaboration Plan                  | Yes           |   |
|                                      |   | Succession Plans                    | Yes           |   |
|                                      |   | New Group Member Training           | Yes           |   |
|                                      |   | Senior Member Continued Development | Yes           |   |
|                                      |   | Academic Success Plan               | Yes           |   |

## Part 1: Project Proposals & Reporting

---

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

### Group Information

Please read through [this spreadsheet](#) and verify that the basic information regarding your team has not changed. If anything has changed/you wish to add new information, please do so below:

I confirm that I have verified the information and listed down any changes/additions here.

### Basic Information

#### Changed?

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

#### Changed?

Website  
Facebook  
Twitter  
Instagram  
YouTube  
LinkedIn  
Others

#### Changes (if any):

### Financial Account Details

Please list all non-APSC finance accounts.

This will be forwarded to the following units:

- APSC Finance and other administrative teams - to review and confirm active accounts

## Outreach

This section will be forwarded to the following units:

- APSC PD to evaluate student group contributions to the rest the of APSC community and for general purposes
- APSC Recruitment/Outreach team - so that they can provide additional support as necessary
- APSC Programs and departments

### Outreach Plan (Recommended)

If your group engages in education and outreach, please provide details here, including population and activities. (120 words)

*Examples: engaging with high school student groups; tours, etc.*

### Community Engagement (Recommended)

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? (120 words)

*Examples: Managing common equipment and tools; cleaning up/reorganizing common spaces for the benefit of multiple EDTs, sharing best practices/documentation; supporting cross-EDT initiatives such as EDI@EDTs*

## Student Group Learning

This section will be forwarded to the following units:

- APSC PD - for general review
- APSC Programs and Departments - for general review

### 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)

*Try to be specific with your responses. For example, what does "hands on learning" mean?*

### Current Year Learning Goals

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

## Facilities Management

This section will be forwarded to the following units:

- APSC PD - for general review and for overall space planning and management
- APSC Programs and Departments

Refer to this [table](#) for a summary of resources available and the type of support provided from each department under Applied Science.

### Designated Space - Currently assigned to team

List all the spaces your team has sole access to during the current year (i.e., designated team space), and include space/cabinets your group us outside of your designated space. Indicate the current use for the space (e.g. work space, storage). **If you do not have a designated space for your team, please indicate this here as well.**

*Ex. Thunderbots has a space on the mezzanine in EDC102; they do not use Gas Gun for storage*

### APSC PD managed bookable spaces

If your team requires more space for general meetings, planning and design work (NO PROTOTYPING), please fill out [this Qualtrics form](#). Some spaces that APSC PD manages includes: EDC 301, 303, 320 etc.

|  |
|--|
| This section will be forwarded to the following units: APSC PD |
|  |

### Lab and Machining Facilities (If applicable)

Describe the machining work your team will perform, which workshop you will be using, and what equipment your team plans to use. (150 words) Refer to this [table](#) for available lab/machining resources.

|        | Availability | Your team's information |
|--------|--------------|-------------------------|
| CHBE   | Limited      |                         |
| CIVL   | Yes          |                         |
| ECE    | Limited      |                         |
| ENPH   | Yes          |                         |
| ENVE   | Limited      |                         |
| GEOE   | No           |                         |
| IGEN   | Yes          |                         |
| MANU   | No           |                         |
| MTRL   | No           |                         |
| MECH   | Limited      |                         |
| MINE   | Limited      |                         |
| SBME   | No           |                         |
| EDC    | Yes          |                         |
| Others |              |                         |

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

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.

|      | Request Details |
|------|-----------------|
| CHBE |                 |
| CIVL |                 |
| ECE  |                 |
| ENPH |                 |
| ENVE |                 |
| GEOE |                 |

|                    |  |
|--------------------|--|
| IGEN               |  |
| MANU               |  |
| MTRL               |  |
| MECH               |  |
| MINE               |  |
| SBME               |  |
| APSC PD            |  |
| Other (APSC Units) |  |

## Project Overview (Required - File Submissions)

MUST COMPLETE IN THE PROJECT OVERVIEW FORM: Fill out the application for each individual project you're applying for - download the form from the [Student Group Resources website](#).

## Team Agreement (Required - File Submission)

Submit your Team Agreement in the [SuperApp submission form](#). Adhering to the SVPRO Engineering Team Leadership course on Canvas, provide a basic outline of the expected standards and relevant group policy to ensure members maintain professional and effective working standards. We encourage you to work on this collaboratively with your members!

## Part 2: Funding & Finance

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

This section will be forwarded to the following units:

- APSC PD
- Programs and Departments

### Sponsorship Package (Recommended - File Submission)

In the SuperApp submission form, attach your team's sponsorship package for review.

### Spreadsheet Completion (Required)

**MUST COMPLETE THE FOLLOWING SECTION IN THE FUNDING APPLICATION SPREADSHEET:**

A step-by-step guide can be found in the [Student Group Resources website](#) under Resources.

#### Group Information

This section asks for basic group information (Name, Type, Email) and at least two signatures to approve reimbursements)

#### Team Roster

Fill out your team's roster, including First Name, Last Name, Student #, Faculty, Degree, Program, Academic Year, Role, Email, Project Involvement, and whether the member is new to your group and new to design teams.

#### Previous Year Budget

Provide a summary of the income and expenses of your team from the previous year. If your income source spans a multi-year timeline, please note.

#### Projects

Provide a summary of your project and competition expenses for the upcoming year. The Project Overview form is to be filled alongside this spreadsheet in a **separate form**. Ensure to list down your project names first before proceeding.

#### Total Income & Departmental Funding

Indicate your group's income, **including expected PAF income**, in this spreadsheet. Also let us know if your team has any departmental funding requests. Priority will be given to departments with the highest % representation in the roster. If you have funds left over from last year, indicate them in the spreadsheet under Current Team Balance. If you are holding any funds for future work, please indicate that as well.

#### PD Opportunities (PAF - If applicable)

Fill out the PD Opportunities sheets in the PAF section.

#### Other Expenses (PAF - If applicable)

List your team's other expenses such as consumables, capital purchases and administrative/marketing costs.

### Budget Summary

This sheet summarises all expenses.

## Part 3: Group Policy Handbook

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. If your group already has a similar document or repository (like a procedure manual, playbook, team wiki, etc.), that contains (at a minimum) the sections listed below, you are able to submit this instead (please ensure it's accessible). Ultimately, all of this information should be "team facing" (i.e., for the team's regular access and reference).

### Safety Plan & Rules

This section will be forwarded to the following units:

- APSC Safety & Facilities – to review SOPs

In **the SuperApp submission form**, attach your team's Standard Operating Procedures for review. It must cover the following topics:

- **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 Rules**  
Detail 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 to achieve it. (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)

## Student Group Success

This section will be forwarded to the following units:

- APSC PD - for general review
- APSC Programs and Departments - for general review

In the **SuperApp submission form**, attach your team's Student Group Success plans for review. It must cover the following topics:

- **Membership Policies (250 words)**

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)

- **Transition Planning**

Was your team's transition from your previous year successful? How could it be improved? Briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (e.g. subteams) contributes to this. (200 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)

- **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. (230 words)

- **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)

- **Senior Member Continued Development**

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