

Professional Activities Fund Guidelines 2023 - 2024

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THE UNIVERSITY OF BRITISH COLUMBIA

Experiential Learning Hub
Faculty of Applied Science

Professional Activities Fund Guidelines 2023 - 2024

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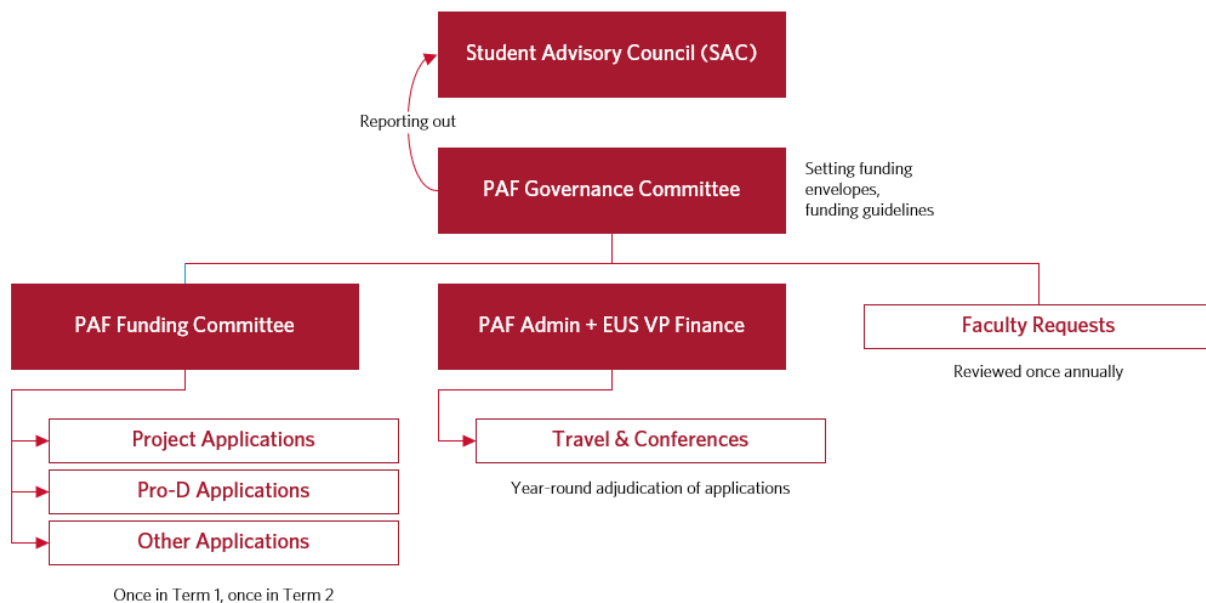


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Introduction

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.



Governance Structure

PAF is governed by a central PAF governance body, the “PAF Governance Committee”. This Committee is responsible for:

- Ensuring compliance with the mandate of PAF
- Overseeing governance changes to the Fund including but not limited to the PAF eligibility requirements, membership of governance structures, authority to allocate funds, and categories of funding available
- Setting annual envelopes for funding categories
- Approving disbursement of funds upon recommendation from the Funding Committee

In addition, the PAF Governance Board shall prepare an annual report about the activities of the fund for the Student Advisory Council (SAC).



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Governance Committee Membership¹:

- The Dean of Applied Science (ex-officio, co-chair)
- The Associate Dean, Education and Professional Development (ex-officio, co-chair)
- Three Applied Science Faculty members appointed by the Dean
- The EUS President (ex-officio, co-chair)
- The EUS VP Finance (ex-officio, co-chair)
- Three students-at-large, to be appointed by the EUS
- The APSC Finance Manager (non-voting)
- The PAF Coordinator (non-voting)
- APSC EDT Coordinator (non-voting, by invite)
- Manager, Experiential Learning and Professional Development
- Director, Experiential Learning and Academic Services (non-voting)

All decisions of the Board shall be made with a majority (50%+1) vote and require a quorum of three, including at least one faculty member² and one student. Decisions may be made via email vote if an in-person meeting is not possible. Email votes must be open for at least one week. Non-replies shall count as abstentions.

Funding Committee Membership¹:

- The Associate Dean, Education and Professional Development (ex-officio, co-chair)
- Three Applied Science Faculty members appointed by the Associate Dean, Education and Professional Development
- The EUS President (ex-officio)
- The EUS VP Finance (ex-officio, co-chair)
- Two students-at-large, to be appointed by the EUS
- The PAF Coordinator (non-voting)
- Manager, Experiential Learning and Professional Development (non-voting)

Diversity of experience is considered when appointing members to the funding committee. Proxies may be sent in the case of absence. All decisions of the PAF Funding Committee shall be made by a majority (50%+1) vote and require a quorum of three, including at least one faculty member² and one student.

In the case of resubmissions or additional informational requests, the Committee may finalize their recommendation via email vote if an in-person meeting is not possible. Email votes must be open for at least one week. Non-replies shall count as abstentions.

¹ Co-chairs may appoint designates.

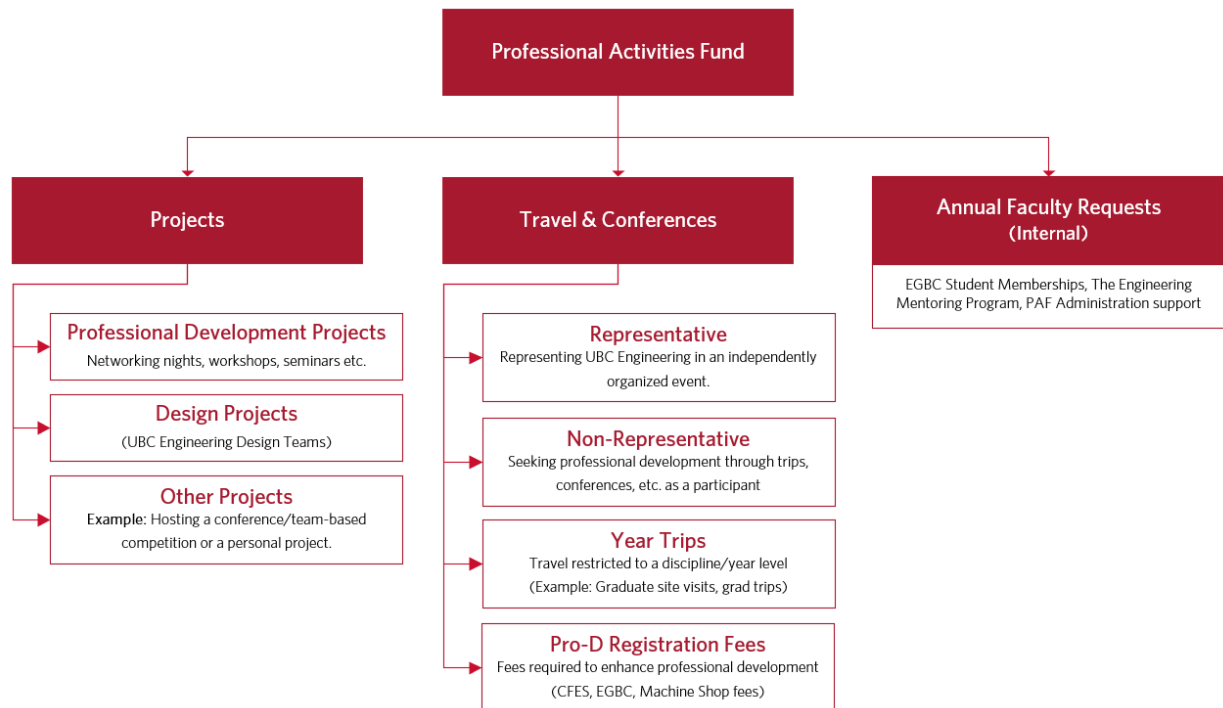
² Including Dean or Associate Dean



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Funding Structure & Allocation

PAF Funding is distributed in the three categories: Annual Faculty Requests, Travel & Conferences, and Projects.



Annual Faculty Requests

A budget for Annual Faculty Requests, which shall include any funding requests not made directly by students shall be submitted to the PAF Governance Board for approval. Examples of Annual Faculty Requests include:

- EGBC Student Memberships
- The Engineering Mentoring Program
- Salary support for the APSC PD office to support administration of PAF

Travel and Conferences

Approvals will be on an ongoing basis by the EUS VP Finance and PAF Coordinator (APSC PD). Applications will be reviewed every 2-3 weeks.

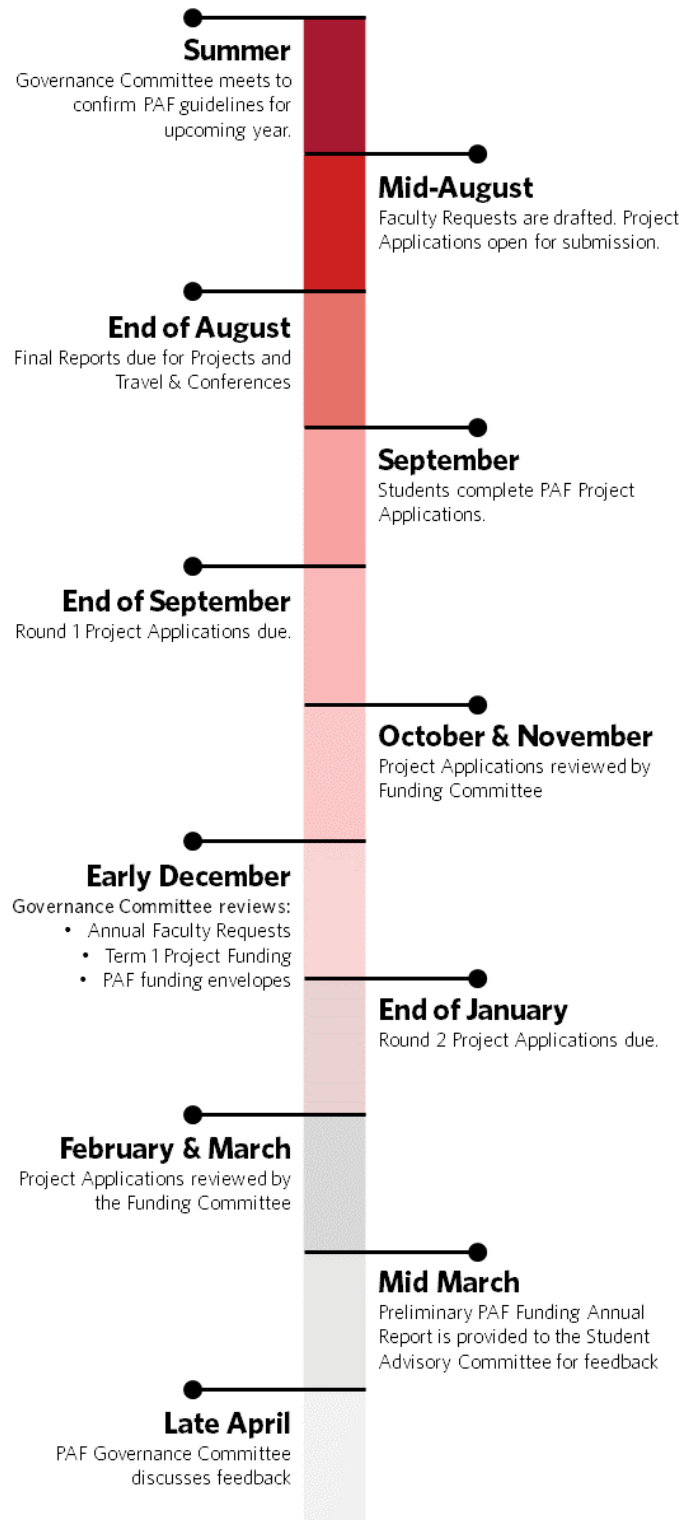
Projects

Applications open twice a year, closing in September in Term 1 and in January in Term 2. The PAF Funding Committee will adjudicate these applications and recommend funding allocations to the PAF Governance Committee.



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Professional Activities Fund Timeline



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General Eligibility Requirement

PAF Funding is awarded in the three categories: Faculty Requests, Travel & Conferences, and Projects. There are subcategories of Projects designated for Design Projects, Professional Development Opportunities and Other Projects. Each category has specific criteria.

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.

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.

Travel and Conferences

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.

Funding is awarded on a per-trip basis, as per the guidelines below. 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.

Applications may be submitted after the conference or trip has taken place; however, funding is never guaranteed until an application is process and approved. It takes approximately three



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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.

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.
- Applications for a single initiative may only be funded through one category of PAF (e.g., cannot apply for both Travel & Conferences and Projects).

The PAF Travel and Conferences 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.



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	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

Projects

There are 3 types of Projects: Design Projects, PD Opportunities, and Other. The Project category encompasses everything that falls outside of *Travel and Conferences*. Please read through each sub-section to determine which type of project you are conducting. All Projects must meet the funding criteria outlined below. Design Projects have additional funding criteria.

Applications for Projects are reviewed twice per year: once in September and once in January. Funding for Projects is awarded by the Funding Committee, based on the restrictions and guidelines outlined in this document. The committee may modify requests as they see fit. Groups can only receive funding for a combined total of 5 Projects and/or PD Opportunities. The definition of separate projects is explained below.

Funding for Projects is to be awarded by a student-faculty committee (PAF Funding Committee), based off the restrictions and guidelines outlined in this document. Decisions will



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be communicated to applicants no later than 30 business days following the application deadlines. The committee may modify requests as they see fit. The committee may also request additional information as required.

Professional Development Opportunities

PAF funds Professional Development Sessions that aim to advance students' knowledge and skills. Examples of past sessions include networking nights, technical workshops, and seminar series. Note that Design Teams are eligible to apply for PD funding in the case of skill-building workshops; however, this counts towards their cap of number of applications.

Eligibility criteria:

- All of the [General PAF Eligibility Criteria](#).
- PAF shall not fund PD opportunities in which the main beneficiaries are not currently enrolled undergraduate UBC Engineering students (e.g., youth outreach events).

Funding calculation:

- PAF Funding shall not exceed 70% of the project's budget to a cap of \$11,000
- Food shall be subsidized at a rate of \$8.00/expected engineering attendee (students, industry, faculty members, or alumni). Attendance numbers should be briefly justified.
- The lesser of \$550 or 70% of the costs for venue and associate venue fees.
- Gifts for speakers will be subsidized up to \$30 per speaker up to a maximum of \$170.
- Other material costs such as workshop supplies can be funded up to \$115.
- PAF will fund up to a [GTA1](#) salary (the rate for TAs who are enrolled in a Doctoral program or a Masters program and already holds a Masters degree in the discipline they are teaching in) for tutorial instructors.

Note:

- PAF will not fund alcohol or alcohol-related costs such as security or licensing. These costs will be removed from your budget when considering the application.

Design Projects

Design Project PAF funding is intended for registered Engineering Design Teams. Official Design Teams must be approved by the Engineering Design Team Advisory Council.

Eligibility criteria:

- All [General PAF Eligibility Criteria](#)
- Applicants must be registered as an Applied Science Engineering Design Team.
- It is preferred that there are overarching goals from an external party such as a competition.
 - If there is no external organization imposing requirements, it must be clear how the success of the project will be measured and how the team intends to hold itself accountable for the completion of the project.
- A team may not apply to both Travel and Conference Funding and Design Project Funding.
- Design Teams may apply for multiple design projects; however, each design project



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must be demonstrably separate. Separate projects aim to create distinct physical items. The items cannot be part of a final larger piece. For example:

Separate Projects:

- Two separate cars
- Respiratory rate monitor and a phototherapy monitor

Not Separate Projects:

- A brake system and a chassis
- Subsystems of the same vehicle

Eligibility Criteria - Faculty Advisor Approvals - Design Project and Project Other

PAF requires faculty advisors to review and approve all Design Project applications. Applicants will need to submit a PDF document or screenshot that indicates their Faculty Advisor's written approval of their Project application(s). The submission should also include the Faculty Advisor's email, send date of the email, as well as the Project application's name/high-level information.

Faculty Advisors will review each Project application to ensure that the Design Project is connected to core missions of the Engineering Design Team, project goals/outcomes are robust and that Project budgets are fiscally responsible.

PAF only requires one Faculty Advisor approval per year per project. In the event of resubmission, the PAF Committee has the discretion to request a resubmission of Faculty Advisor approval.

Provide at least 10 business days for Faculty Advisors to review, discuss (if necessary) and approve completed Project applications.

Funding calculation:

- A team cannot receive more than \$23,000 from PAF in one fiscal cycle and cannot receive funding for more than 5 projects.
- A contingency of up to 10% is automatically included in your application. The 10% contingency will only take into consideration PAF-eligible expenses. Non-PAF expenses such as Capital Purchases will not be considered.
- PAF Funding shall not exceed **the lesser of** 50% of the project's budget or the total cap listed below.
- The Project and Competition cap amounts are based off their respective budgets, not the overall expense amount.
 - It is required that at least 50% of funding comes from sources other than PAF.

	< 15 members	≥ 15 members	
		< \$35,000 budget	≥ \$35,000 budget
Project	\$2,850	\$5,700	\$8,000
Competition	\$2,850	\$2,850	\$2,850
Total Cap	\$5,700	\$8,550	\$10,850



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Additional notes:

- Please ensure that clickable links are included under “Reference” in “Detailed Expenses” to provide clarity and detail.
- PAF will not cover per diems during travel or alcohol-related expenses. These costs will be removed from your budget when considering the application.
- Project Expenses Categories:
 - **Prototype:** Prototype-related expenses (e.g. buying M3 screws for Project 1 Component)
 - **Competition:** Competition-specific expenses (Prototype shipping fees, accommodation, transportation, competition fee, insurance)
- Administrative or Marketing costs:
 - Applicants should use their non-PAF funding to cover these costs as PAF will not cover these fees. Applicants can put these costs under the “Administrative” expense category in their budgets.
 - Administrative expenses are any costs associated with Design Team management and processes (e.g., website domains, team uniforms/shirts, marketing materials).

Capital Purchases vs. Consumables

- PAF will generally not fund capital purchases such as investments in equipment. Exceptions require a specific description and plan.

Other Projects

Other projects are those that do not fall into the above two categories. Examples of this would include hosting a conference, personal projects or team-based competitions that are not aligned with Design Projects. Funding for these projects is awarded based on the discretion of the funding committee and should fall in line with past funding given to similar projects.

Eligibility criteria:

- All of the [General PAF Eligibility Criteria](#) as described on page 2.
- Funding should be appropriate for the number of UBC Engineering benefitting from this professional development experience.

Faculty Advisor Approvals – Project Other

PAF requires faculty advisors to review and approve Project Other applications. Applicants will need to submit a PDF document or screenshot that indicates their Faculty Advisor’s written approval of their Project application(s). The submission should also include the Faculty Advisor’s email, send date of the email, as well as the Project application’s name/high-level information.

Faculty Advisors will review each Project application to ensure that the Design Project is connected to core missions of the group, and project goals/outcomes are robust and that Project budgets are fiscally responsible.



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PAF only requires one Faculty Advisor approval per year per project. In the event of resubmission, the PAF Committee has the discretion to request a resubmission of Faculty Advisor approval.

Provide at least 10 business days for Faculty Advisors to review, discuss (if necessary) and approve completed Project applications.

Funding calculation:

- Funding shall not exceed the lesser of 50% of the project's budget or \$11,400.
- In the case that your project is deemed similar to a design team but does not qualify for the Design Project category, the committee will apply the Design Project funding principles to your application.

Note:

- PAF will not cover per diems during travel or alcohol-related expenses. These costs will be removed from your budget when considering the application

