# SuperApp Basic Information 2023/24 - Handbook

## The Super Application

The Super Application is a required application that acts as a registration/renewal for all APSC-approved groups. It must be submitted annually for a student group to maintain its status as an APSC-recognised group. SuperApp application responses may be shared broadly within APSC, and with other UBC units, as necessary. The word counts provided within the applications are only estimates, we expect groups to submit responses ±20% in length within the limits given.

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. Feel free to use the navigation bar to skip to the question you would like more insight upon.

You can find all the files required for this year's application on the APSC Student Group Resources website, including your student group's specific due dates and requirements. **Not all types of groups need to submit all the prompts specified in this handbook - it only serves as a guide for sample qualitative responses within the application.** If you have any questions, please don't hesitate to reach out to studentgroups@apsc.ubc.ca.

**Essentially, the SuperApp is sectioned into three parts. Your group may be required to fill up one or more of the following**

Part 1: Group Information (All Groups)/Project Proposals & Learning (Design Teams only)

Part 1 of the application mainly focuses on introducing your student group/projects and the corresponding 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.

Part 2: Funding and Finances

Part 2 of the application focuses on the finance aspect of your student group. 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, roster information (if applicable) and demographics, and professional development (PD) opportunities. For design teams, this section also covers PAF Term 1 applications.

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.

# Contents

# 2023-2024 Changes

The Super Application for 2023-2024 has received major changes to the format/wording of the documents. However, the content remains mainly the same – notable changes are given below:

## Engineering Design Teams - SuperApp Basic Information Form

| Section | Action | From | To | Page # |
|---|---|---|---|---|
| **All** | Changed | - | Formatting | - |
| **Summary** | Added | - | Description | 1 |
| **Breakdown** | Changed | September 30 | October 1 | 1 |
| **Overview** | Added | | Notes | 1-2 |
| **Part 1: Project Proposals & Reporting** | Changed | Basic Information | Group Information (verification process) | 3 |
| **Financial Account Details** | Moved | Funding & Finance | Project Proposals & Reporting | 3 |
| **Communications & Outreach** | Changed | Communications & Outreach | Outreach | 4 |
| **Outreach** | Removed | Promotional Plan | - | 4 |
| **Community Engagement** | Changed | Optional | Recommended | 4 |
| **Outreach Plan** | Changed | Optional | Recommended | 4 |
| **Succession Plans** | Moved | Project Proposals & Reporting | Student Group Success | 10 |
| **New Group Member Training** | Moved | Project Proposals & Reporting | Student Group Success | 10 |
| **Senior Member Continued Development** | Moved | Project Proposals & Reporting | Student Group Success | 10 |
| **Facilities Management** | Removed | Resources Table | Website - Departmental Support | 5 |
| **Facilities Management** | Changed | Designated and Bookable Space | Designated Space - Currently assigned to team | 5 |
| **Facilities Management** | Added | - | Common Bookable Space - APSC PD managed shared spaces | 6 |
| **Facilities Management** | Added | - | Availability for Lab & Machining Facilities | 6 |
| **In-kind and Other Support Requests (Optional)** | Changed | Box | Divided into departments and units, now Recommended | 7 |
| **Project Overview** | Changed | Funding Application | Project Overview form | 7 |

| | | | | |
|---|---|---|---|---|
| **Part 1: Project Proposals & Reporting** | Changed | EDI Action Plan | Team Agreement | 7 |
| **Part 2: Funding & Finance** | Removed | Accounting Assistance | Reach out to us directly studentgroups@apsc.ubc.ca | - |
| **Departmental Funding** | Changed | Optional | Recommended | - |
| **Project Timeline** | Moved | Funding & Finance | Project Overview | - |
| **Project Expenses Timeline** | Removed | - | Combined with Project Timeline | - |
| **Current Year Budget** | Changed | Own sheet | Projects, Capital Purchases, Income, etc. | - |
| **Risk Management** | Moved | Funding & Finance | Project Overview | - |
| **Safety Plan & Rules** | Changed | SOP and other plans | Everything falls under SOP, Required: Yes, instead of If Applicable | 9 |
| **Safety Plan & Rules** | Changed | Supervision Plan | Supervision Rules | 9 |
| **Student Group Success** | Added | - | Transition Planning | 10 |
| **Student Group Success** | Removed | Student Code of Conduct | Falls under Team Agreement | 10 |

## Project Overview Form

**Moved from Funding Spreadsheet**

- Project Name
- Team Email
- Secondary Email (personal or another team one)
- Faculty Advisor Name (first and last name)
- Email
- Department
- Other Faculty Advisor Name (first and last name)
- Email
- Department
- Project End Goals/Outcomes
- Project Milestone and Expenses timeline
- Risk Management

**Added new**

- Student Group Name
- Is my faculty advisor aware of the project?
- Project Type
- Previous SuperApp Approval
- Start and end dates, duration (previously under Project Summary & Scope)
- Has the project deadline been extended
- Project Professional Development

**Removed**

- Type of Application
- Principal Applicant's Name (first and last name)
- Department/Program
- Primary Associated Group
- Student Learning Impact
- Transition Planning (relates to group now, not specific project)

## E-IDEAS SuperApp Guide

| Section | Action | From | To |
|---|---|---|---|
| **All** | Changed | - | Formatting |
| **Breakdown of SuperApp** | Changed | Three separate submissions | One submission deadline |
| **Section 1: Group Information & Learning** | Changed | Basic Information | Group Information |
| **Group Information** | Changed | Home Department | Home Faculty |
| **Membership Policies** | Moved | Group Policy Handbook | Project Proposals & Reporting |
| **Social Media Details** | Moved | Communications & Outreach | Group Information |
| **Social Media Details** | Changed | Optional | If applicable |
| **Outreach Plan** | Changed | Optional | Recommended |
| **Collaboration Plan** | Changed | Optional | Recommended |
| **Communications & Outreach** | Moved | Project Proposals & Reporting | Lower down (under Group Policy Handbook) |
| **Group Policy plan** | Removed | Safe Working Environment Plan | - |
| **Recruitment Plan** | Changed | Encouraged | Recommended |
| **Long-term Learning Goals** | Changed | Required | Optional |
| **New Group Member Training** | Removed | - | - |
| **Senior Member Continued Training** | Removed | - | - |
| **Facilities Management** | Removed | Designated/Bookable Space | - |
| **Facilities Management** | Added | - | Locker Request |
| **Section 2: Funding & Finances** | Removed | Financial Account Details | - |
| **Section 2: Funding & Finances** | Removed | Accounting Assistance | Reach out to us directly studentgroups@apsc.ubc.ca |
| **Section 2: Funding & Finances** | Removed | PD Opportunities | Applying to PAF? It's a separate application |
| **Roster** | Changed | All members | Executive Members (add all members with consent) |

| | | | |
|---|---|---|---|
| **3: Group Policy Handbook** | Removed | EDI Action Plan | - |

## Clubs + Chapters SuperApp

| Section | Action | From | To |
|---|---|---|---|
| **All** | Changed | | Formatting |
| **Breakdown of SuperApp** | Changed | Three separate submissions | One submission deadline |
| **Overview** | Added | - | Notes |
| **Section 1: Group Information and Support Requests** | Changed | Basic Information | Group Information (verification process) |
| **Financial Account Details** | Moved | Funding and Finances | Project Proposals & Reporting |
| **Communications & Outreach** | Removed | Outreach Plan | - |
| **Promotion Plan** | Moved | Communications & Outreach | Student Group Success |
| **Student Group Learning** | Removed | Long-term Group Learning Goals | - |
| **Student Group Learning** | Removed | Current Year Learning Goals | - |
| **Facilities Management** | Removed | Designated/Bookable Space | - |
| **Departmental Funding** | Moved | Facilities Management | Funding Spreadsheet |
| **Support Requests** | Changed | Support Requests | In-kind and Other Support Requests |
| **Section 2: Funding & Finance** | Removed | Accounting Assistance | Reach out to us directly studentgroups@apsc.ubc.ca |
| **Section 2: Funding & Finance** | Changed | Group Roster | Group Information + Exec Roster |
| **Section 2: Funding & Finance** | Removed | PD Opportunities, PAF Funding Information | Applying to PAF? It's a separate application |
| **Safety & Risk Management** | Removed | Safe Working Environment Plan | - |
| **Student Group Success** | Removed | EDI Action Plan | - |
| **Student Group Success** | Removed | Membership Policies | - |
| **Student Group Success** | Removed | Recruitment Plan | - |

# 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

### Basic Information

Enter, or verify, the following information here:

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

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

**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.

| |
|---|
| A: 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. |
| B: We are a group focused on the development of programs for promotion of X affinity group within the field of engineering. |

**Primary Faculty Advisor**
Each design team has a primary faculty advisor who reviews major documents such as SuperApp and PAF, and other project proposals, updates and funding documents.

**Community / Alumni / Other Faculty Advisors**
If your team has alumni, additional faculty advisors, or greater UBC or non-UBC representatives involved with your group, list them here.

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

### 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.

### 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

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

## 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

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.*

Our group interacts with many groups in the Greater Vancouver area. This usually involves reaching out to high schools and aspiring university students, usually in groups of 10-20, 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!

### Community Engagement

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)

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.

*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*

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.

## 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)

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

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

A: 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.

B: Our group is focused on increasing the interest and involvement of (insert group name) communities within engineering department and relevant professional fields.

### Current Year Learning Goals

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

A: 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.

B: This year we will be focusing on hosting at least two major events, both involving prominent industry presence. We will be utilising these events to increase our membership base and spread the word about our group within the APSC community.

# 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.**

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.

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

Our group takes advantage of two individual spaces:

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.

## APSC PD managed bookable spaces – Term 2

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

We have sent in a request to book EDC 301 every Saturday from 10:00AM-1:00PM.

## 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.

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

| | Availability | Your team's information |
|---|---|---|
| CHBE | Limited | |
| CIVL | Yes | |
| ECE | Limited | |
| ENPH | Yes | |
| ENVE | Limited | |

| | | |
|---|---|---|
| GEOE | No | |
| IGEN | Yes | |
| MANU | No | |
| MECH | Limited | CNC work or specific machining jobs - MECH machine shop. |
| MINE | Limited | |
| MTRL | No | |
| SBME | No | |
| EDC | Yes | Shared tools in EDC 101 and 211 - metal drill press, socket sets, and angle grinder. |
| Other | We use our own acquired tools as well. | |

### In-kind and Other Support Requests

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

| | Request Details |
|---|---|
| CHBE | |
| CIVL | Please update our website link on your website: teams.engineering.ubc.ca. |
| ECE | Please update our website link on your website: teams.engineering.ubc.ca. |
| ENPH | |
| ENVE | |
| GEOE | |
| IGEN | |
| MANU | |
| MECH | Please update our website link on your website: teams.engineering.ubc.ca. |
| MINE | |
| MTRL | |
| SBME | |
| APSC PD | |
| Other (APSC Units) | Please continue to aid our social media outreach publishing announcements on our behalf on UBC Engineering social media (thank you for this!). |

## Project Overview (Design Teams)

ENGINEERING DESIGN TEAMS ONLY, 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.

**TO BE FILLED OUT INDIVIDUALLY FOR EACH PROJECT.** All prototyping projects require approval before they start.

An Engineering Design Team is an APSC approved extra-curricular group comprised of current UBC students who design (and potentially develop a prototype of) a research paper, device, or product (e.g.

a robot or a vehicle) and receive funding, space or other support from Applied Science. These prototypes can be defined as specific projects.

While SuperApp does not have a limit on the definition of projects and how many are submitted, the rules are different if you wish to apply for the Professional Activities Fund (PAF). More information on that can be found here.

## Basic Information

| | |
|---|---|
| Project Name | Just a Project |
| Student Group Name | Just a Group |
| Team Email | team.engineering@ubc.ca |
| Secondary Email | email@example.com |

## Project Approval

| | | | |
|---|---|---|---|
| Project Type (Is it a novel/unique project? Or is it cyclic?) | | | Cyclic, we work on a new iteration every year. |
| Has your project been previously approved under SuperApp? | | | Yes |
| Proposed Project Start Date | October 1st, 2023 | Project End Date | April 29th, 2024 |
| Project Length (Months/years) | 1 year | Current Project Status | Wrapped up previous year's work |
| Has the project deadline been extended? Elaborate if applicable. | | Yes, by months | ✓ No, we are on schedule |

## Faculty Advisor Approval (Project Specific)

Some design teams have additional advisors for certain projects. This information is used to determine the correct faculty advisor for your projects.

| | |
|---|---|
| Faculty Advisor Name | John Doe |
| Email | johndoe@example.com |
| Department | MTRL |
| Other Faculty Advisor Name | N/A |
| Email | N/A |
| Department | N/A |
| I can confirm that I provided documentation demonstrating that your faculty advisor has reviewed this project. | Yes (email attached on SuperApp form) |

## Project End Goals/Outcomes

**An external project** has goals and/or parameters that are set by an external party (e.g. Competitions, conferences, partnership with an organization, etc.)
**An internal project** refers to a project whose parameters, goals and timelines are set by the team (ex. For internal research and development, "for learning").

| (EXTERNAL) Competition Information (If applicable) | |
|---|---|
| Competition Name 1 | Competition X |
| Location | Anaheim, USA |
| Dates | February 2024 |
| Competition Website | CompetitionX.com |
| Goal of Competition | 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 there 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. |

| (EXTERNAL) Competition Information (If applicable) | |
|---|---|
| Competition Name 2 | N/A |
| Location | N/A |
| Dates | N/A |
| Competition Website | N/A |
| Goal of Competition | N/A |

| (INTERNAL) If this project has an internally set goal, please explain how the project contributes to your team's purpose and overarching goals and meets internal deadlines and standards. (max. 300 words) |
|---|
| N/A – Give example: Our team is developing a new XXX. |

## Project Professional Development

Please describe the project in detail. How will this support the professional development for students of UBC Applied Science? Does the project enhance a member's competency? (Refer to the list here) How will you conduct this project? Include your short & long-term goals. (300 words)

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 Milestones

Briefly describe your project's timeline. Additionally, provide a summary of the **expected expenses** for each project this coming year. Expenses should align with current year budget. You're free to use the table in the next page, or submit one of your own according to the duration of your project. Indicate major milestones and any potential contingency.

| Year | Month | Notable Milestones | Expected Expenses (Approximate) |
|---|---|---|---|
| Previous years | September-August | SolidWorks modeling, tools purchased, materials purchased | $7815.12 |
| 2023-24 | September | Steel and other materials purchase | $1500 |
| | October | Training and first cycle testing | |
| | November | Second cycle testing and processing | |
| | December | First cycle prototyping, machining, 3d printing, assessment | $100 |
| | January | Second cycle prototyping, machining, 3d printing, assessment | $50 |
| | February | Prototype assessment, testing, production | $50 |
| | March | Prototype production, rapid testing, failure testing | $500 |
| | April | Final design prototyping | $800 |
| | May | Final design production | $2000 |
| | June | Final design testing | |
| | July | Documentation | |
| | August | Documentation | |
| 2024-25 | Fall | Final design production | $1000 |
| | | | |
| | | | |
| | | | |
| | Winter | Competition | $5000 |
| | | | |
| | | | |
| | | | |
| | Summer | Process review and end-of-life | $700 |
| | | | |
| | | | |
| | | | |

## Risk Management – What are the 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.

## Project Risk

**Physical Prototype:** Detail how your team plans to address and mitigate 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. Please also include what you plan to do with your prototype/please describe prototype end-of-life plans, e.g. disposal, reuse, recycling.

**Other:** Detail how your team will address and mitigate any project risks, including, but not limited to: scheduling/inability to meet deadlines, digital storage, lack of active team members, shortage of resources, etc. (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.

## Legal Risk

| | |
|---|---|
| Will your proposed activities require any new permissions/resources from APSC? | No |
| Are you signing a contract or making financial commitments with external parties? | No |
| Does this project require any additional insurance coverage for competition? | No |
| Does this project require a non-disclosure agreement? | No |

Please provide details:

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.

## Financial Risk

Will you be applying for funding from UBC? Are you receiving funds/in-kind services from sponsors? Does your team have a dedicated treasurer?

| **Address how your team plans to deal with the financial requirements for this project:** | |
|---|---|
| Are you receiving funds/in-kind services from sponsors that require a formal letter or permission from UBC? | No |
| We have ensured that all members who make purchases on behalf of this project aware of the purchasing and reimbursement guidelines and requirements | Yes |

Elaborate on your answers:

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.

## Team Agreement (Design Teams)

**ENGINEERING DESIGN TEAMS ONLY -** 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)

In **the SuperApp submission form**, attach your team's sponsorship package for review.
Refer to the Sponsorship section of the Student Group Resources website for tips on how to make a successful sponsorship package.

## Spreadsheet Completion

MUST COMPLETE THE FOLLOWING SECTION IN THE FUNDING APPLICATION SPREADSHEET:

A step-by-step guide for design teams can be found in the Student Group Resources website under Resources. **This section looks different for different student groups.**

### Group Information

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

### Roster

Fill out your group's and/or executive 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 group 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. 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

Fill out the PD Opportunities sheets.

## Other Expenses

List your team's other expenses such as consumables, capital purchases (i.e. large tools and major software 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).

*Credits to UBC Rover for providing us with example responses for this section.*

## 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)

New students must complete the relevant UBC safety modules including Engineering Design Team Safety Orientation, Designing for Everyone (EDI), General Audience WHMIS, Preventing and Addressing Workplace Bullying and Harassment, and Privacy and Information Security Fundamentals Part 1. Afterwards, before being allowed to work in our group's EDC space, a team lead must conduct an in-person site tour. This site tour includes showing the locations of fire extinguishers, emergency exits, first-aid kits, PPE, chemical storage, eyewash and shower stations. At this time, our group requires students to go through UBC machine shop training before they are permitted to do any machining for the team (beyond common tools such as a hand drill). Other small risk equipment, such as soldering, requires a team lead to demonstrate usage and safety requirements (such as PPE) before new members are permitted to use the tools. Our group does not work with chemicals or specialty equipment that would require additional training at this time. During the fall, we require returning members to complete annual UBC safety modules including Engineering Design Team Safety Orientation, Designing for Everyone (EDI), and General Audience WHMIS, as well as undergo an in-person site tour of the EDC space with our team's Safety Officer.

### 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)

We conduct all official activities within our space in EDC or the department run (MECH, IGEN) machine shops. Keeping these spaces safe include two main components: cleanliness, and ensuring that all items are left in a safe state (i.e. powered down and placed away from areas where equipment could fall). We also require any students doing potentially dangerous work (such as using machine tools or lifting/moving heavy equipment) to work in pairs. Failure to follow safety rules will result in suspension from the team or restriction on participation (such as removed card access to team space) based on infraction. Multiple offenses could lead to removal from the team. These consequences are communicated to members regularly.

## 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)

As our subteams are only 2-4 people and most of our activities are very low risk, most activities are permitted to occur at any time and by any number of students with minimal supervision. However, any higher-risk work, such as using machine tools, requires members to work in pairs and with appropriate PPE. Team leads are required to schedule the weekly contributions of their team members and are responsible for ensuring members working on higher-risk activities have a partner and adequate training.

## 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)

The majority of high-risk work for our group is done within departmental machine shops and maker spaces, which have their own requirements for PPE. We expect students with access to these spaces to abide by these rules. Within our EDC space, we require students to wear safety glasses when using hand tools or soldering equipment. These rules are communicated to students during mandatory site-tours of the space as well as signs in the area.

## Psychological Safety

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

A: In order to promote psychological safety within our group, we strive to create a comfortable atmosphere where students can explore ideas and try new things without fear of judgement. Our sub-teams work in small groups and we have many social gatherings throughout the year in order to foster a comfortable environment and sense of community within our team. Within sub-teams, we promote a culture of feedback, allowing and promoting members to give both positive and negative feedback to leads (or anonymously to captains). Team discussions are led by senior members with the intent of having all members be involved, but without forcing participation. Team leads encourage members to try things even if they might fail and don't reprimand members for failures. Admin members help normalize vulnerability within the team by being open about questions or subjects they don't know about and by sharing mistakes they've made.

B: We promote open communication amongst our members and encourage them to come to us directly if they have any suggestions or concerns. Our values lie in the existence of a safe and accepting community of X students, and psychological safety is of utmost importance to us. We are open to working on specific challenges faced by students within our community. Steps of escalation are made clear to our team members, alongside an option to provide anonymous feedback if required to do so.

## 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)

A: Members are expected to be welcoming and inclusive to all other members and guests within our spaces. Some of the guidelines we expect team members to follow include: - Respect members' privacy and avoid topics and questions that may be too personal. - Respect the diverse identities within the group, including pronouncing names properly and using preferred names and pronouns. - Avoid interrupting others when speaking, or using aggressive or loud speech. - Respect others' personal physical and emotional boundaries. - Use inclusive language when possible. - Attempt to

include everyone in conversations; conversation topics within the team spaces should be appropriate for a work/school setting. Members are encouraged to talk to their leads or captains (or leave a note anonymously). Creating a safe space for the members is vital to our success as a group and members who continue to disrespect our inclusivity guidelines will be spoken with and potentially restricted from team participation.

B: At our X group, fostering a safe and inclusive space on campus is at the core of our mission. We actively work to create an environment where all members feel welcomed, respected, and valued. Our guidelines are centered around promoting open dialogue, empathy, and understanding. To achieve this, we conduct regular workshops and discussions on diversity, equity, and inclusion. We encourage active listening and discourage any form of discrimination or harassment. Members are expected to treat each other with kindness and refrain from any behavior that might make others uncomfortable. We have a zero-tolerance policy for any actions or comments that undermine our safe space. If any member experiences or witnesses any inappropriate behavior, we have established confidential channels for reporting incidents. The club president takes the responsibility of addressing concerns seriously and ensuring appropriate actions are taken. By upholding these guidelines, we aim to create an empowering and supportive community where every member can thrive in their pursuit of engineering excellence.

## 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

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)

We are a small team that aims to have between 15-30 members at one time. The team requires an average of about 10 hours a week of availability in order to join, but does not have any other membership requirements besides being a UBC student (undergrad or grad). New members are selected based on submitted applications (including basic personal and technical questions) and a short interview. Each sub-team performs their own application process and selects 1 or 2 senior students based on past project experience and 1 or 2 younger students based mostly on ambition and eagerness to learn and contribute. The members are sorted into two groups: general members and admin members. We currently have 5 sub-team leads who are responsible for organizing and monitoring the activities of 3-6 general members each. The co-captains of the team coordinate the leads and complete admin work such as coordinating travel plans and filling out the SuperApp. Every year in the spring, team members anonymously nominate and elect the captain and lead members via google forms.

## 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)

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.

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.

## 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)

As we have completed construction of our first project in 2022, it serves as our main promotional piece to interested students. We have brought our robot to UBC clubs' day and other events in the past year and plan to continue this in the future. Our team participates in campus events, such as Imagine Day and Engineering Open House, in order to inform new students about our team, show them our robot, and get them excited about our work. For the upcoming recruitment cycle we also plan to have promotional material like a standing banner to place by our booth. In the past we've used the Engineering Newsletter to promote vacant positions, which has led to a significant increase in applicants. As our group works in small subteams, we are able to keep students engaged and hold them responsible for their work. There are also plenty of opportunities to get involved in the work of other sub-teams, so members have ample opportunity to find something that interests them. We also regularly hold social events throughout the year in order to create a sense of team belonging, which we believe fosters engagement and commitment to the team.

## 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)

A: Our group X shares our working space with group Y and Z. Due to this connection, we've often collaborated on buying shared tools and equipment, and working together to reconfigure our working space for the benefit of all teams. Our team also has been in communication with ABC due

to the similar topic of our design teams. Outside UBC, our team has also had plans in the past to hold a mini-competition with SFU's X team. Due to COVID this was delayed, but we're hoping to pursue more collaborations between their team in the future.

B: Our collaborations include AMS clubs such as ABC, XYZ and the X Student's Union. We're also part of the bigger X collective throughout schools in Canada. In the future, we aim to collaborate with EFG and FUS to promote further networking and establish ourselves.

## 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. 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 Campus Base 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.

## 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)

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

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

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

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 benefit from being a 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.

## 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)

To ensure that our members do not experience academic difficulty due to their commitments to the team, X group has adopted the following policies:
• During exams, flexible schedules are created by technical team leads in regard weekly meetings to ensure members focus on studying, this includes shorter meeting times and optional meetings.
• Regularly scheduled weekly meetings are optional during the final week of classes, allowing for our members to dedicate their time to end of term projects and exams.
• Members work with team leads to develop reasonable timelines for projects that consider the academic requirements of members throughout the semester.
• Members are encouraged to form study groups with other members of the team and use a portion of the team meetings to work together on homework or group assignments.
• Junior members are encouraged to discuss their studies with senior members and their mentors, particularly when junior members are struggling to understand key concepts.
• Mentors are expected to help guide junior members in applying the materials learned in classes to their projects in our student group.

## 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)

The following standards are expected of members to ensure professional conduct and smooth and effective operation of the team:
- Communication: members are expected to check Teams/Discord daily and respond to messages promptly, to communicate with team leads and/or captains if they need assistance with any team tasks or have any concerns regarding their academic or personal life in relation to team operations
- Attendance and Punctuality: members are expected to attend all scheduled meetings on time, or notify team leads of any known time conflicts ahead of time
- Respect: team members are expected to treat other members, our space, and our tools with respect, and to create a safe and collaborative work environment
- Professionalism: members are expected to act with integrity and to uphold our team's and institution's reputation when engaging with the public during events and during our competition