

Professional Activities Fund Mandate (formerly known as PAF Guidelines)

Updated September 2024



THE UNIVERSITY OF BRITISH COLUMBIA

Experiential Learning Hub
Faculty of Applied Science

Professional Activities Fund Mandate 2024 - 2025

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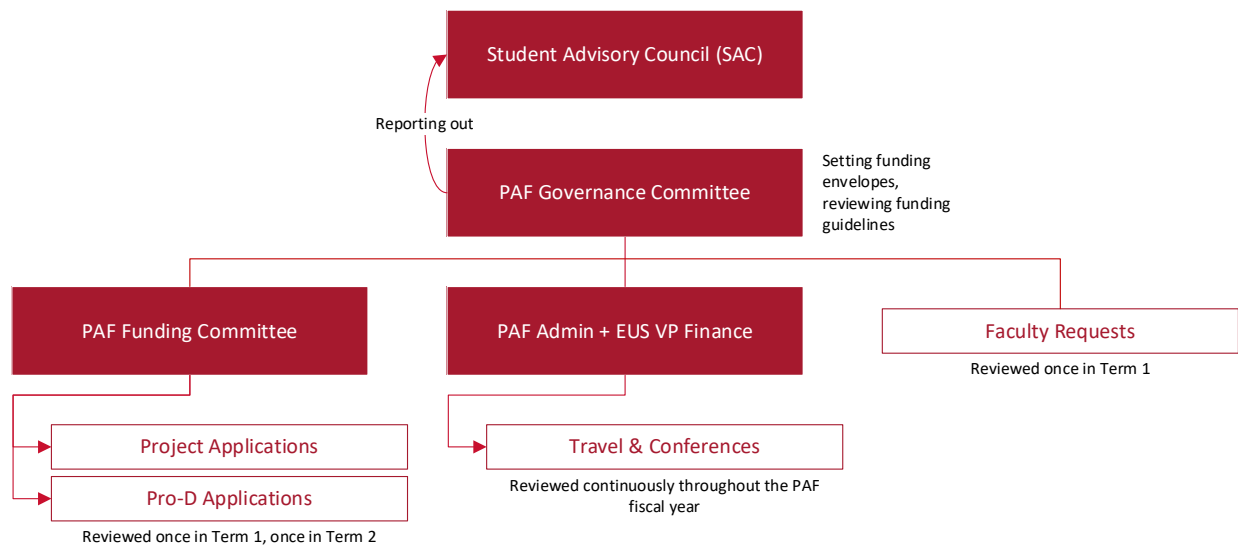


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Introduction

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 PAF Mandate
- 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
- Preparing 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 appointed by the EUS
- The APSC Finance Manager (non-voting)
- The PAF Coordinator (non-voting)
- Manager, Experiential Learning and Professional Development (non-voting)
- 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.

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 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.

Email Voting

Decisions may be made via email vote if an in-person meeting is not possible for the Governance or Funding Committees. Email votes must be open for at least one week. Non-replies shall count as abstentions.

Funding Structure & Allocation

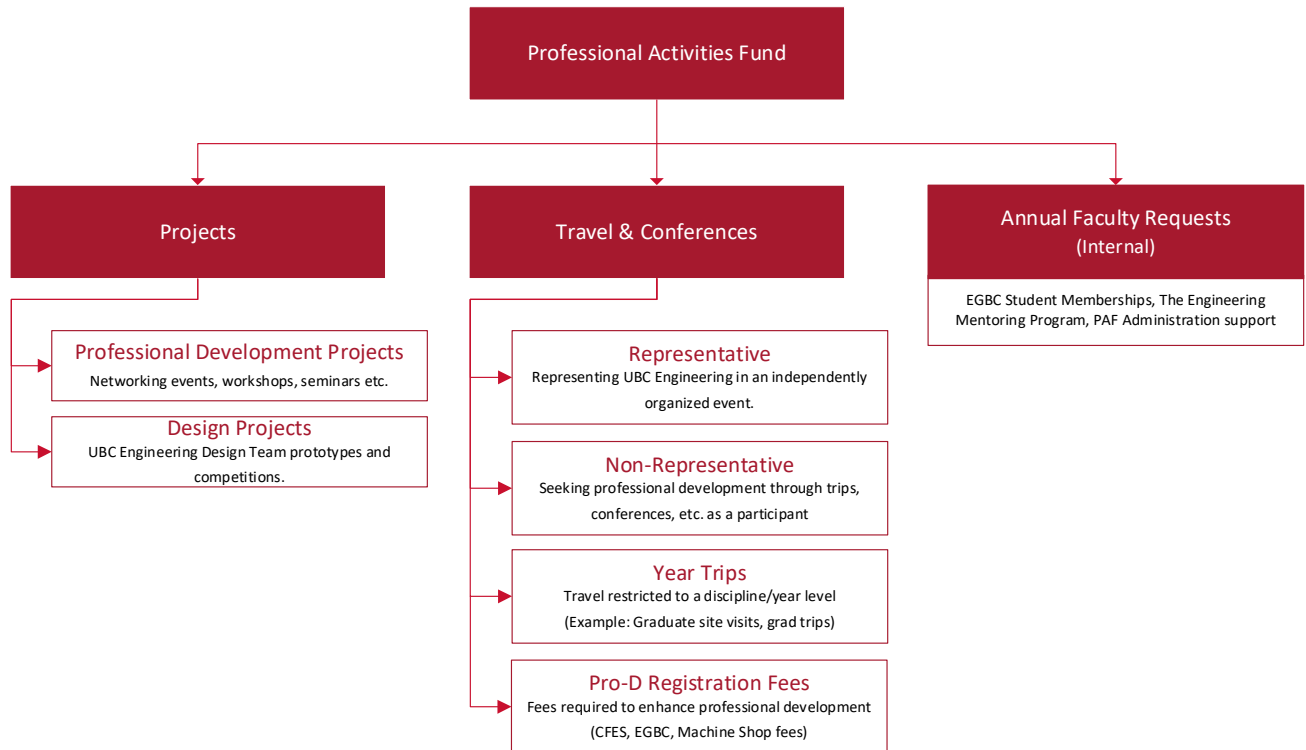
PAF Funding is distributed in the three categories: Annual Faculty Requests, Travel & Conferences, and Projects.

¹ Co-chairs may appoint designates.

² Including Dean or Associate Dean



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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
- Industry Night Support
- The Engineering Mentoring Program
- Salary support for the APSC PD office to support administration of PAF

Travel and Conferences

Approvals will be granted on an ongoing basis by the EUS VP Finance and PAF Coordinator (APSC PD). Applications will be reviewed every 2-3 weeks. Applications for events in the current PAF fiscal cycle are accepted Sept. 1 – Aug. 15 to allow for time to review, reimbursement submissions, and final report submission before the end of the PAF fiscal cycle (Aug. 31).

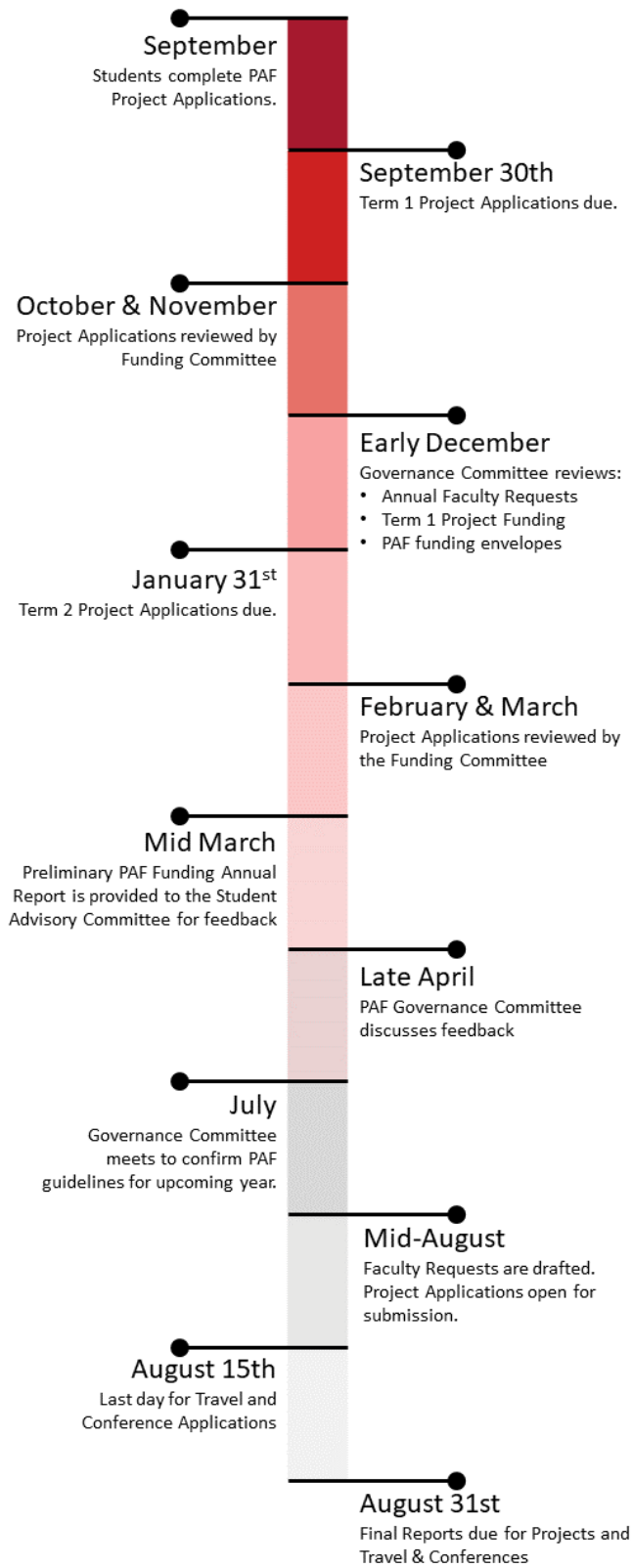
Projects

Applications are open twice a year, closing at the end of September in Term 1 and end of 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 Requirements

PAF Funding is awarded in the three categories: Faculty Requests, Travel & Conferences, and Projects. There are subcategories of Projects designated for Design Projects, and Professional Development Opportunities. 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 support the professional development of undergraduate UBC Engineering students, and be separate from the engineering curriculum, but related to the profession of engineering.
- 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.
- A single initiative may only be funded through one PAF category (e.g., either Travel & Conferences or Projects, not both).
- PAF only provides funding for initiatives within its current fiscal cycle (Sept 1st – Aug 31st).
- Applications must have a balanced budget – 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 to on behalf of an organization.
- PAF does not fund academic bursaries, awards, or grants.

Final Report

Applicants are responsible for providing final reports on the progress of their application/initiative by the end of the fiscal cycle the funding was granted in. If a team/person does not submit a final report for an initiative that used PAF funding they are not eligible to receive funding in the next fiscal cycle.

Claiming Funds

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 field trips. If you are hosting a conference, please apply as a PD Opportunity 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. Applications for conferences or trips must be submitted during the same fiscal year in which they take place. Funding will be allocated from the funding pool belonging to the year that the conference or trip takes place in.



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Applications may be submitted after the conference or trip has taken place, so long as the application is submitted before August 15th of the same PAF fiscal cycle the event took place in. Note that funding is never guaranteed until an application is processed and approved. It takes approximately three weeks to process an application. If the applicant chooses to apply less than three weeks before the conference or trip, or post-conference or trip, the applicant risks not receiving funding and as a result should consider alternative funding options.

Eligibility Criteria:

- All of the [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

This sub-category is 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 fiscal cycle.

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.



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Funding Calculations

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

	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.		
	\$30/student/night	\$30/student/night	\$30/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 2 types of Projects: Design Projects, and Professional Development (PD) Opportunities. 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. Groups can only receive funding for a total of 5 Projects. The definition of separate Design Projects is explained below.



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Funding for Projects is to be awarded by the PAF Funding Committee, based off the restrictions and guidelines outlined in this document. Decisions will be communicated to applicants no later than 30 business days following the application deadlines. The committee reserves the right to modify requests at their discretion, seek additional information as needed, and mandate resubmissions to ensure all changes are properly documented.

Professional Development Opportunities

PAF funds events and sessions for Professional Development that aim to advance students' knowledge and skills. Examples of past PD Opportunities 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 5 Project applications.

Eligibility Criteria:

- All of the [General PAF Eligibility Requirements](#).
- PAF shall not fund PD opportunities in which the main beneficiaries are not currently enrolled undergraduate UBC Engineering students (e.g., youth outreach events).
- The event does not receive funding through APSC PD's Industry Night Funding Pool

Funding Calculations:

- 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 of the [General PAF Eligibility Requirements](#)
- Applicants must be registered as an Applied Science Engineering Design Team.
- There must be clear external or internal goals to measure the success 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 must be demonstrably separate. Separate projects aim to create distinct physical



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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
- Two separate experiments contributing to different research projects

Not Separate Projects:

- A brake system and a chassis
- Subsystems of the same vehicle
- Bacteria culture and research paper based on findings from the experiment

Additional Eligibility Criteria - Faculty Advisor Approvals

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 Design 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 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 Calculations:

- 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 or photos are included with the application to provide clarity and detail.
- PAF will only cover costs outlined in the funding information with the Project Application. Per diems during travel, food and drink, or alcohol-related expenses 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)
- **Consumables**
 - Consumables are goods that must be replaced regularly because they wear out or are used up on a regular basis
 - Examples include: printer filament, raw materials, PPE, scissors
- **Capital Purchases**
 - PAF will generally not fund capital purchases such as investments in equipment. Exceptions require a specific description and plan, and pre-approval for the capital purchase through APSC PD.
 - Applications must demonstrate that this request cannot be fulfilled through any of the equipment or software presently available to your group or its members.
 - A capital purchase can be defined as:
 - A purchase greater than \$750 CAD (excluding tax and shipping), OR
 - A piece of equipment that has a multi-year lifespan AND that will not fit in a team's designated design space, OR
 - A software or software licenses
 - These are NOT considered capital purchases:
 - Consumables
 - A part of your prototype (for example: mold purchase, frames, etc.)
- **Administrative or Marketing costs:**
 - Administrative expenses are any costs associated with Design Team management and processes (e.g., website domains, team uniforms/shirts, marketing materials).
 - PAF will not cover these fees. Applicants can put these costs under the "Administrative" expense category in their budgets, they will be automatically removed from funding calculations.

