

# Professional Activities Fund Annual Update 2020-21



THE UNIVERSITY  
OF BRITISH COLUMBIA  
Applied Science



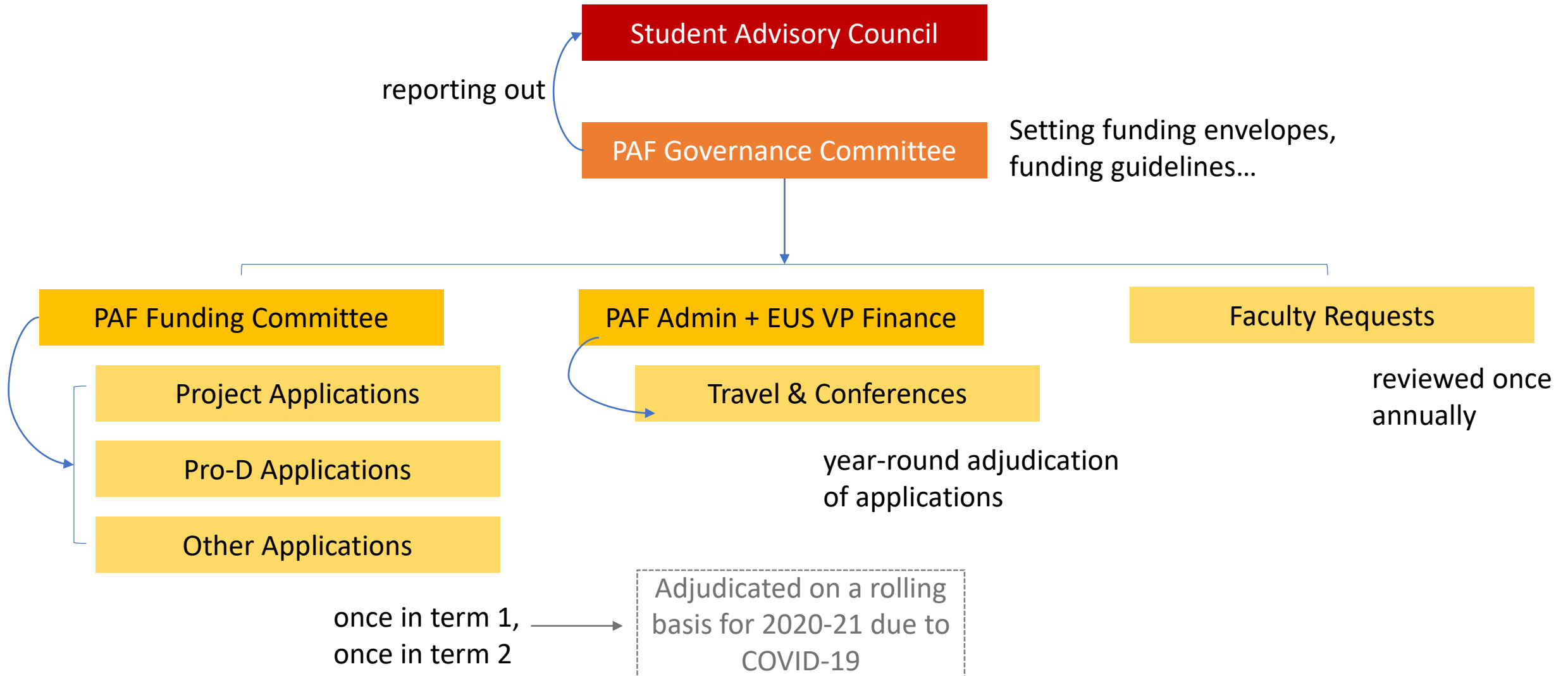
ENGINEERING  
UNDERGRADUATE SOCIETY  
UNIVERSITY OF BRITISH COLUMBIA

*\*Inclusive of PAF expenditures September 2020 – Feb 2021)*

# WHAT IS PAF?

- Professional Activities Fund: “exists to enhance professional development activities through supporting **co-curricular** experiences”
  - projects, travel & conferences, student teams, PD events...
- \$100/student + CPI (inflation) – currently \$118.50
- Administered in joint by EUS & APSC

# PAF ORGANIZATIONAL STRUCTURE



# PAF FUNDING GUIDELINES 101...

	Representative	Non-Representative	Year Trip
<b>TRAVEL</b>	<i>Funding is allocated based on the region of travel, up to the maximum amounts below:</i>		
Region 1: BC and WA	\$75/student	\$50/student	\$50/student
Region 2: Western Area*	\$250/student	\$150/student	\$150/student
Region 3: North America	\$350/student	\$200/student	\$200/student
Region 4: International	\$600/student	\$300/student	\$300/student
<b>ACCOMMODATION</b>	<i>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.</i>		
	\$30/student/night	\$30/student/night	\$30/student/night
<b>CONFERENCE FEES</b>	<i>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.</i>		
	\$200	\$200	\$200
<b>MAXIMUM FUNDING</b>	<i>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.</i>		
	75%	50%	25%

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

## Design Projects

Funding calculation:

- A team cannot receive more than \$20,000 from PAF in one fiscal cycle and cannot receive funding for more than 5 projects.
- A contingency of up to 10% must be included in your application.

50% of Project's Budget	OR		< 15 members	≥ 15 members	
				< \$35,000 budget	≥ \$35,000 budget
		Project	\$2,500	\$5,000	\$7,000
		Competition	\$2,500	\$2,500	\$2,500
		Total Cap:	\$5,000	\$7,500	\$9,500

## Professional Development Opportunities

Funding calculation:

- PAF Funding shall not exceed 70% of the project's budget to a cap of \$10,000.
- Food shall be subsidized at a rate of \$7/expected engineering attendee (students, industry, faculty members, or alumni). Attendance numbers should be briefly justified.
- The lesser of \$500 or 70% of the costs for venue and associate venue fees.
- Gifts for speakers will be subsidized up to \$25 per speaker up to a maximum of \$150.
- Other material costs such as workshop supplies can be funded up to \$100.
- 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.

## Other Projects

Other projects are those that do not fall into the above two categories. Examples of this would include hosting a conference 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.

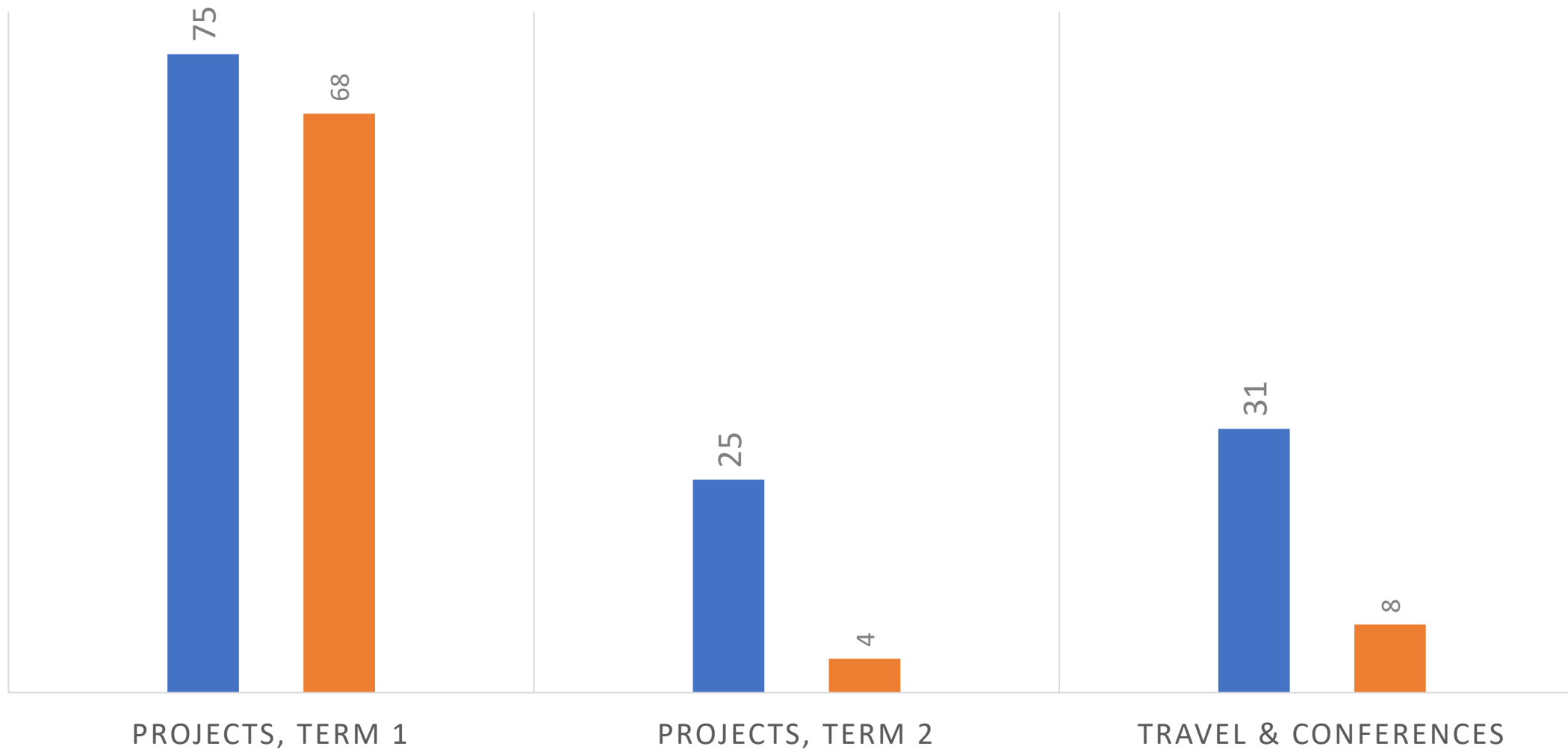
Funding calculation:

- Funding shall not exceed the lesser of 50% of the project's budget or \$10,000.
- 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.

# Number of Applications - Comparison

■ Applications Received 2019-2020

■ Applications Received 2020-2021



# PAF Applications – Adjudication Update

		# APPROVED	# REJECTED	# WITHDRAWN	# TO BE EVALUATED	Total Applications
TERM 1	Travel & Conferences	6	1	1	0	8
	Projects: Design Project	33	2	6	16	
	Projects: PD Opportunities	2	1	6	0	
	Projects: Other	1	0	0	1	
	<b>Projects T1 TOTAL</b>	<b>36</b>	<b>3</b>	<b>13</b>	<b>16</b>	<b>68</b>
TERM 2	Projects: Design Project	1	0	0	1	
	Projects: PD Opportunities	0	0	0	0	
	Projects: Other	0	0	0	2	
	<b>Projects T2 TOTAL</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>4</b>
	Faculty Requests					
	Loan Repayment					
	Contingency Fund (Term 1/2)					
<b>TOTAL ALLOCATION</b>		<b>43</b>	<b>4</b>	<b>14</b>	<b>19</b>	<b>84</b>

# PAF Envelopes and Asks at a Glance

		ENVELOPES	RAW Approved Asks (No scaling factor applied)	SCALED Project Asks (83% Scaling factor applied)	% USE
TERM 1	Travel & Conferences	\$60,000.00	\$510.72	\$510.72	1%
	Projects: Design Project		\$156,357.67	\$129,776.87	
	Projects: PD Opportunities		\$353.00	\$292.99	
	Projects: Other		\$1,091.58	\$906.01	
	Projects T1 TOTAL	\$175,000.00	\$157,802.25	\$130,975.87	75%
TERM 2	Projects: Design Project		\$1,600.11	\$1,328.09	
	Projects: PD Opportunities		\$-	\$-	
	Projects: Other		\$-	\$-	
	Projects T2 TOTAL	\$83,000.00	\$1,600.11	\$1,328.09	2%
	Faculty Requests	\$155,000.00	\$155,000.00	\$155,000.00	100%
	Loan Repayment	\$5,000.00	\$5,000.00	\$5,000.00	100%
	Contingency Fund (Term 1/2)	\$7,000.00			
	TOTAL ALLOCATION	\$485,000.00	\$319,913.08	\$292,814.68	60%

# PAF Account Update

APSC Finance	2020-2021	2021-2022
Available PAF from student fees	\$490,000.00	\$490,000.00*
Carryover from 2019/20 (unused funds)	\$0.00	\$85,778.30
Carryover from 2020/21 (unused funds)	\$0.00	\$150,000.00*
Loan Repayment to APSC from 2018/19	-\$5,000.00	-\$5,000.00
<b>TOTAL</b>	<b>\$485,000.00</b>	<b>\$720,778.30</b>



# Temporary Changes to PAF Guidelines for 2020-21

- Student groups may apply for funding to support online work and activities.
- Any student groups who want to conduct activities in-person and/or who need to purchase goods (including online software) are required to use the APSC approval process.
- If group's activities and operations have an in-person component:
  - After PAF funds have been allocated, they will be put "on hold" until the student group has an approved COVID-19 Safety Plan (CSP) approved by APSC
- To be eligible to apply for PAF funding for in-person travel, application must be approved by the Faculty of APSC prior to being submitted.

# Temporary Changes to PAF Admin Processes for 2020-21

- Deadline for Term 1 was extended from September 21 to September 30, 2020
- Deadline for Term 2 was extended by one week to February 7, 2021
- Applications for Terms 1 & Term 2 were reviewed on a rolling-basis (i.e., the PAF Funding Committee has weekly meetings)
- APSC PD hosted PAF Q&A Sessions in September (during the SLS), and hosted an additional Q&A session in December 2020. Office hours were also held by the PAF Coordinator to help students with their applications.

# PAF Challenges

- Application volume - Increasing numbers of applications and increasing number of groups applying to PAF (we have more student teams than we used to have).
- Mostly steady size pool of funding (although can be somewhat hard to predict amount as it is only charged when students increase in academic standing) means we end up scaling applications down when we get more each year.
- One student representative on the PAF Funding Committee and the PAF Governance Committee (instead of the usual 4-5)
- Quality of applications this year have led to numerous rewrites due to complexity of guidelines and process

# Updates to PAF for 2020-2021

- Streamlining application form to reduce burden on reviewers and to make it easier for students.
- Added a fourth category to T&C for PD Opportunities
  - Given the COVID-19 pandemic's impact on extracurricular activities the PAF Governance Committee has created a new temporary sub-category within T+C for certifications and workshops organized by a reputable 3<sup>rd</sup> party facilitator.
    - Courses offered/hosted by official engineering bodies (i.e., 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.

Questions?