

Professional Activities Fund Annual Update 2018-19



THE UNIVERSITY
OF BRITISH COLUMBIA
Applied Science



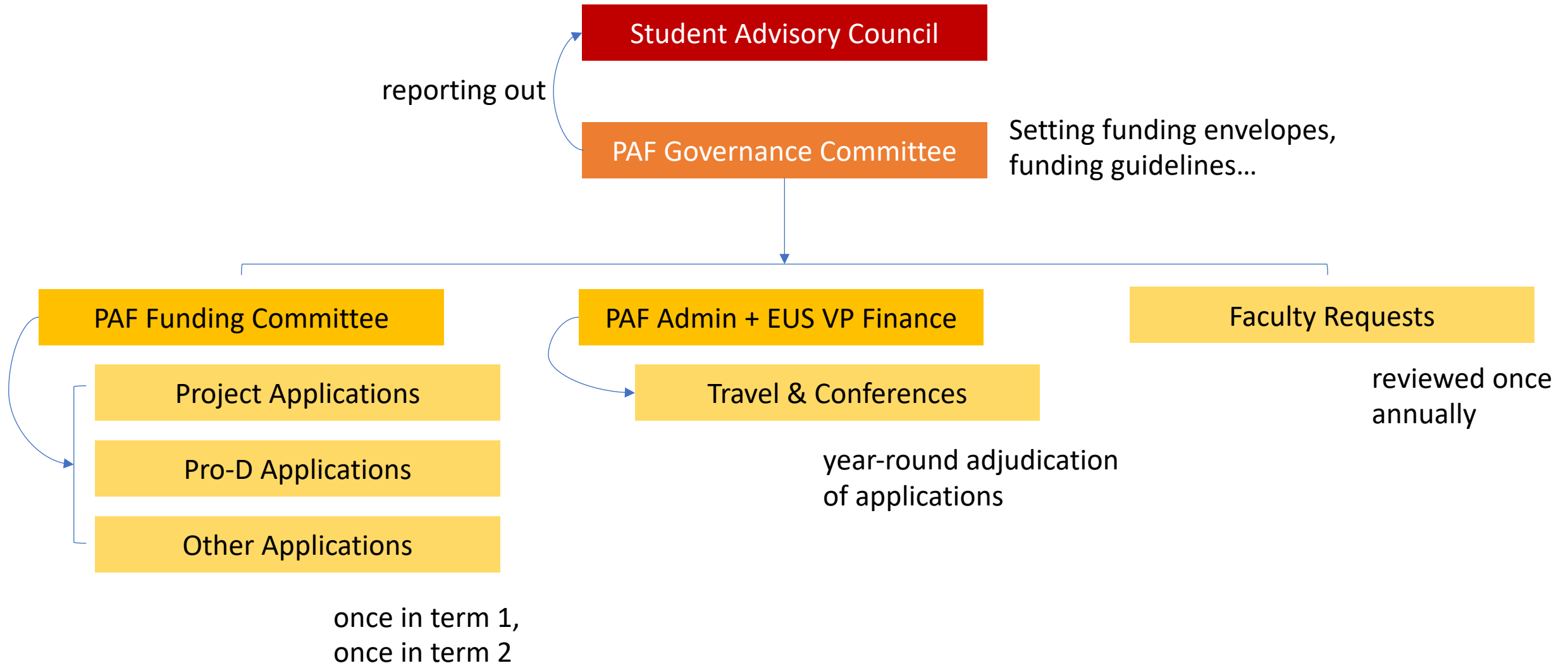
ENGINEERING
UNDERGRADUATE SOCIETY
UNIVERSITY OF BRITISH COLUMBIA

**Inclusive of PAF expenditures from Sept 2018 to March 2019*

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 \$116.25
- Administered in joint by EUS & APSC
- \$520,000 total funds available this year

PAF ORGANIZATIONAL STRUCTURE



PAF FUNDING GUIDELINES 101...

	Representative	Non-Representative
TRAVEL	Funding is allocated based on the region of travel, up to the maximum amounts below:	
Region 1 - BC and WA	\$50/student	\$25/student
Region 2 - Western Area*	\$150/student	\$75/student
Region 3 - North America	\$300/student	\$100/student
Region 4 - International	\$500/student	\$125/student
ACCOMODATION	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.	
	\$20/student/night	\$20/student/night
CONFERENCE FEES	PAF will subsidize 50% of conference fees, up to the maximum below. If fees include accommodation, the maximum is increased by the appropriate Accommodation amount.	
	\$100	\$100
MAXIMUM FUNDING	PAF Funding shall not exceed the indicated percentage of the trip's budget.	
	70%	40%

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

Design Projects

The funding cap for a Design Project depends on the project's budget and the number of members per project. It is the **lesser** of two:

50% of the Project's budget	OR	< 15 Members	≥ 15 members	
			< \$35 000 budget	≥ \$35 000
		\$3 000 + \$3 000 to attend competition	\$6 000 + \$3 000 to attend competition	\$9 000 + \$3 000 to attend competition
		Total cap: \$6 000	Total cap: \$9 000	Total cap: \$12 000

Professional Development (PD) Opportunities

PAF funds Professional Development opportunities that aim to advance students' knowledge and skills. Examples of past sessions include networking nights and seminar series.

Funding shall be awarded based on the following guidelines:

- PAF Funding shall not exceed 70% of the project's budget
- Food shall be subsidized at a rate of \$6/expected engineering attendee (students and industry). Attendance numbers should be briefly justified.
- The lesser of \$500 or 70% of the costs for venue and associate venue fees (table, chairs, etc.)
- Thank you gifts for speakers will be subsidized up to \$50 per speaker

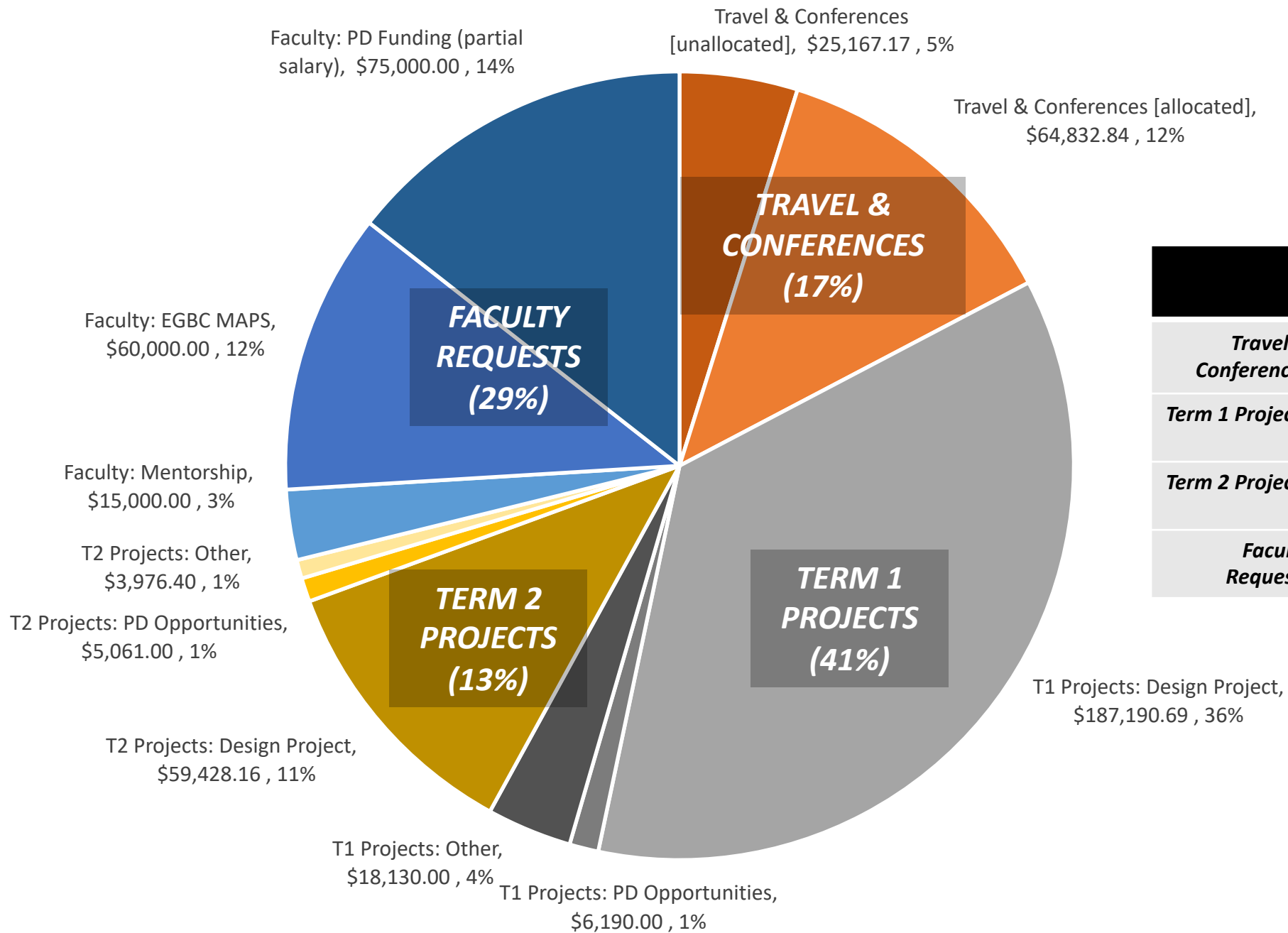
Other

Other projects are those that do not fall into the above two categories. 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.

The committee uses the following guidelines when awarding funding:

- Funding should be appropriate for the number of UBC Engineering students benefitting from this professional development experience.
- Funding shall not exceed the lesser of 50% of the project's budget or \$10,000.

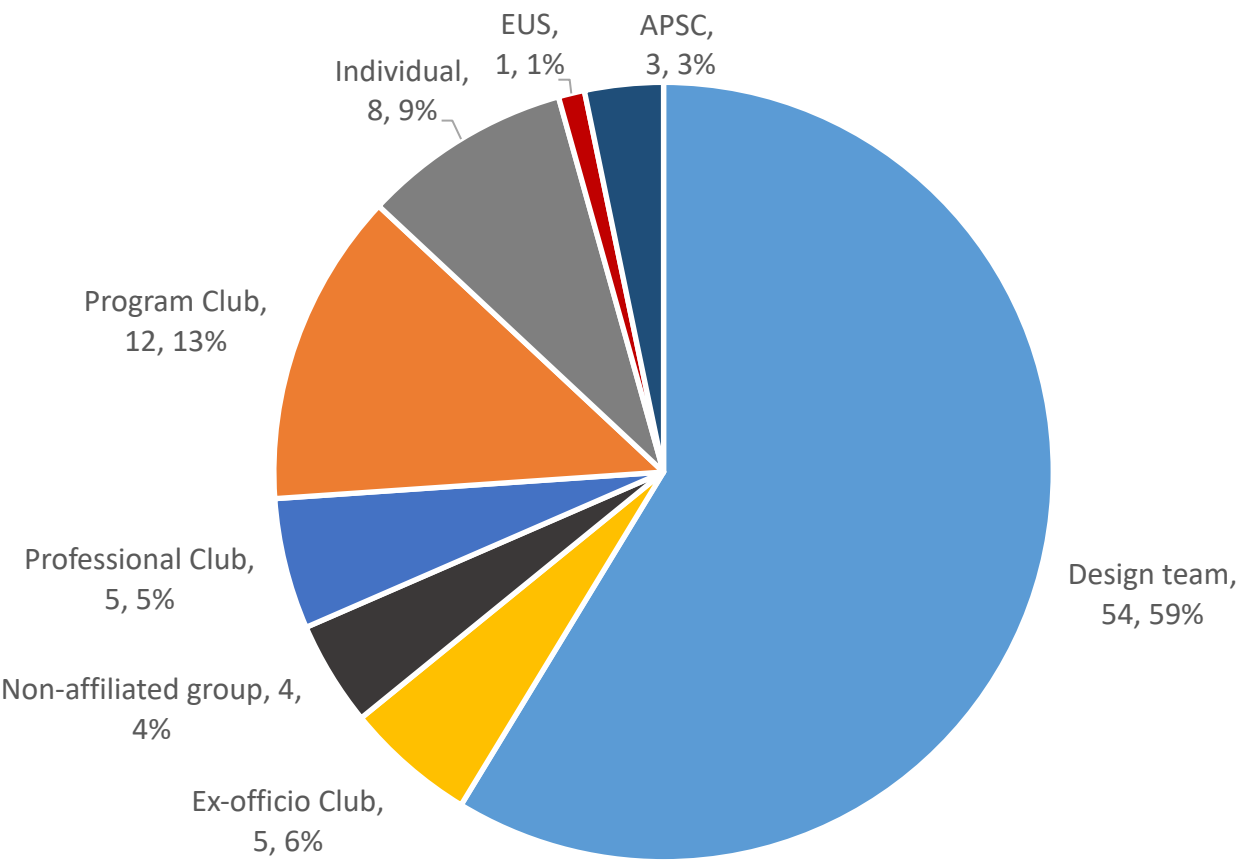
FUNDING BREAKDOWN



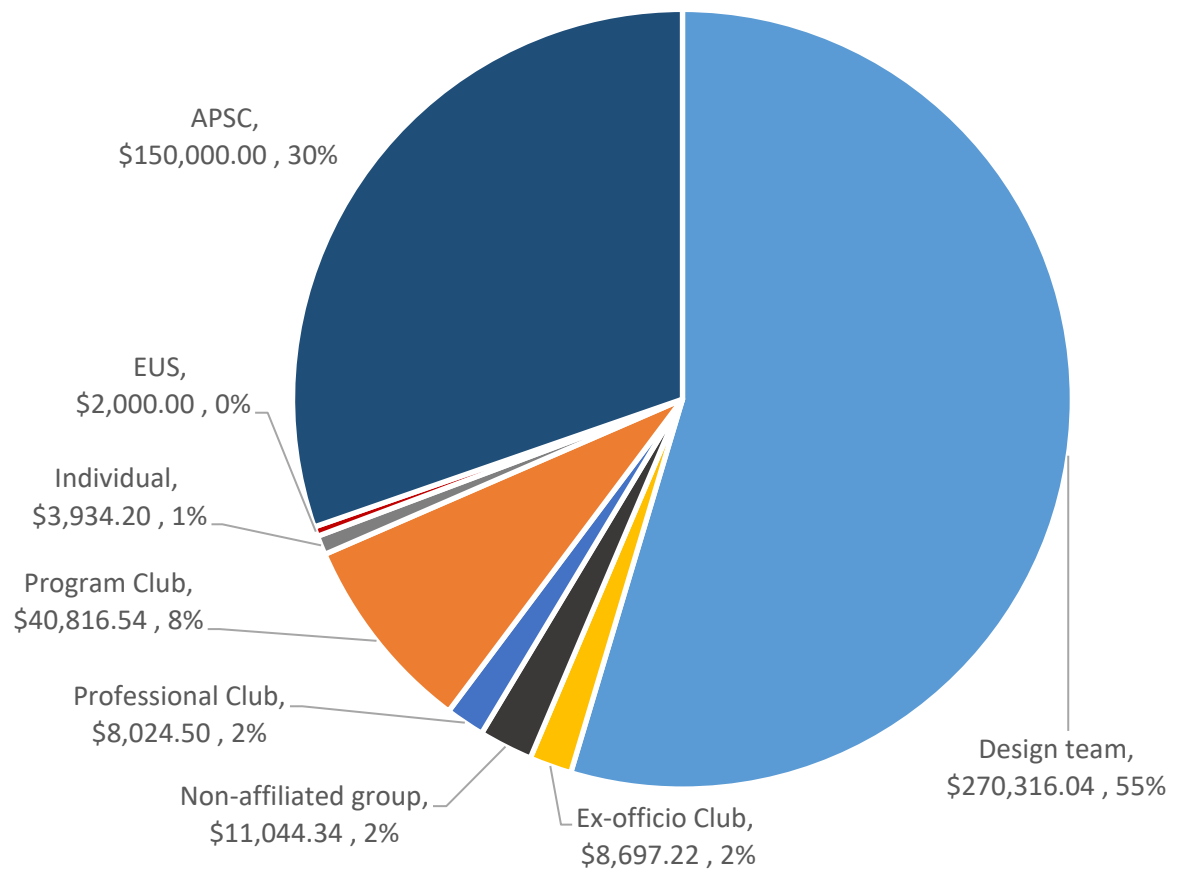
	ENVELOPES	SPEND TO DATE
Travel & Conferences	\$ 90,000.00	\$ 64,832.84
Term 1 Projects	\$ 211,510.69	\$ 211,510.69
Term 2 Projects	\$ 68,489.32	\$ 68,489.32
Faculty Requests	\$ 150,000.00	\$ 150,000.00

DISTRIBUTION PER GROUP

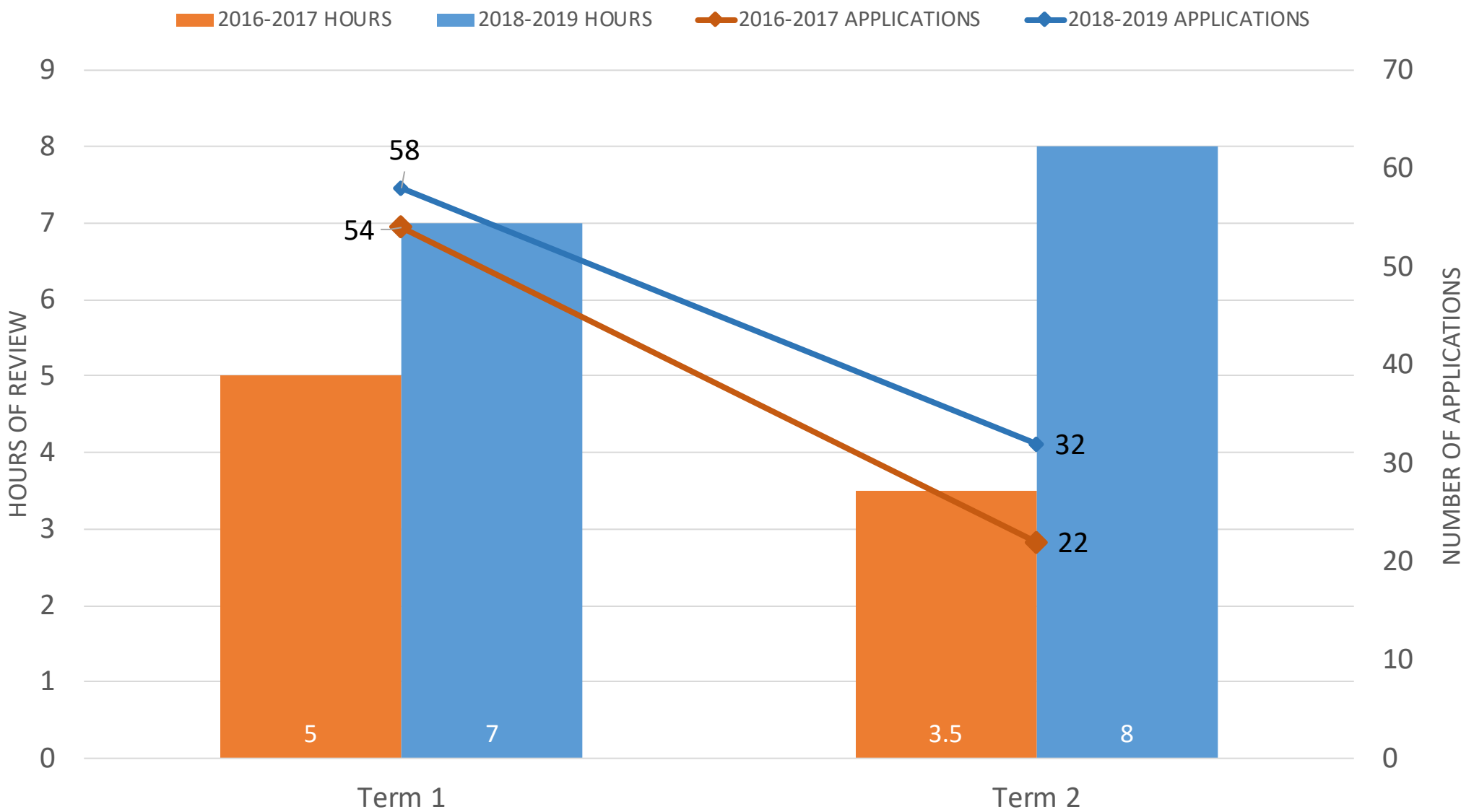
SPREAD OF APPLICATION SOURCES



SPREAD OF APPLICATION FUNDING



FUNDING COMMITTEE WORKLOAD



PAF USAGE STATS

TRAVEL & CONFERENCES

- Number of beneficiaries: 316
- Average PAF per beneficiary: \$207.07
- Average percentage of PAF for total income: 15.7%

PROJECTS (T2 ONLY)

- Number of beneficiaries: 1034
- Average PAF per beneficiary: \$66.24
 - Design projects: \$141.12/beneficiary; 19% budget
 - PD Events: \$8.26/beneficiary; 4% budget
 - Other: \$233.23/beneficiary; 35% budget
- Average percentage of PAF for total income: 19%

NOTE: These values are purely self-reported values.

PAF Challenges

- Lots of administrative turnover leads to inconsistency year-to-year.
- Balancing access to fund between different interest groups when setting envelopes and funding criteria.
- 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.
- Increased number of resubmissions required this year.
- Greater administrative burden with more applications and more resubmissions.

Updates to PAF for 2019-2020

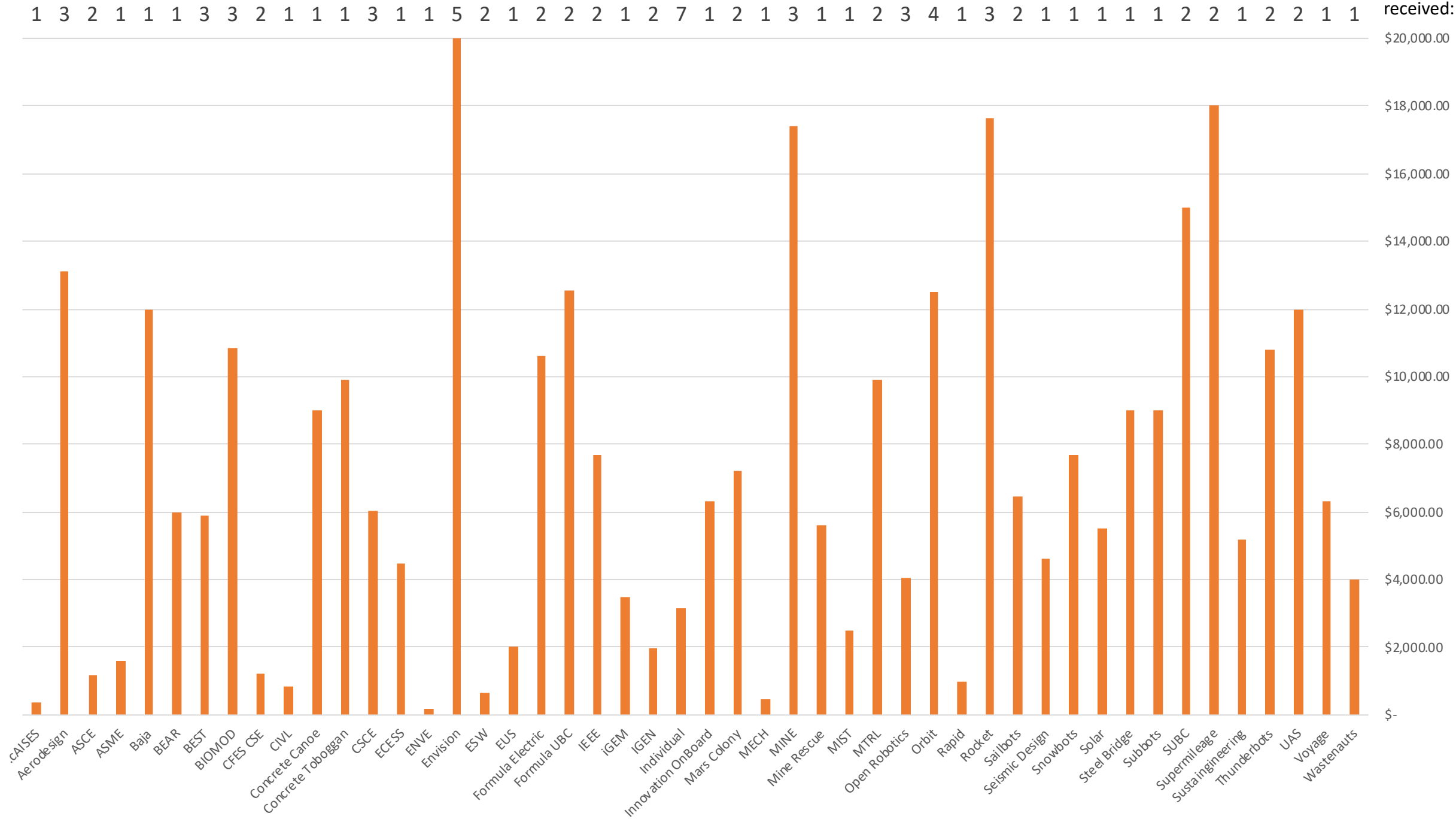
- Mandate EUS President to sit on PAF Funding Committee.
- Streamlining application form to reduce burden on reviewers.
- Re-modelling funding caps for certain categories to try to reduce scaling.
- Considering changing fee assessment schedule to have PAF charged annually rather than only when students change academic year standing. Exploring possibility of opt-outs for those on non-Vancouver co-op terms for the academic year.
- Exploring removal of representative/non-representative categories.

Questions?

APPENDIX

Number of applications:

Funding received:



2018-19 PAF APPLICATIONS SUMMARY

	2018-19 RAW PAF	ENVELOPES	ELIGIBLE ASKS	% USE	# APPROVED	# REJECTED	NOTES
TERM 1	Travel & Conferences	\$ 106,000.00	\$ 64,832.84	61%	25	2	not scaled
	Projects: Design Project		\$ 187,190.69		31	17	
	Projects: PD Opportunities		\$ 6,190.00		4	2	
	Projects: Other		\$ 18,130.00		4	0	
	TOTAL	\$ 230,800.00	\$ 211,510.69	92%	39	19	not scaled
TERM 2	Projects: Design Project		\$ 59,428.16		18	5	
	Projects: PD Opportunities		\$ 5,061.00		6	2	
	Projects: Other		\$ 3,976.40		1	0	
	TOTAL	\$33,200.00	\$ 68,465.56	206%	25	7	requires scaling
	Faculty Requests	\$ 150,000.00	\$ 150,000.00	100%			
	TOTAL ALLOCATION	\$ 520,000.00	\$ 494,809.08	95%	89	28	

	2018-19 FINALIZED PAF	ENVELOPES	FUNDED ASKS	% USE	# APPROVED	# REJECTED	NOTES
TERM 1	Travel & Conferences	\$ 90,000.00	\$ 64,832.84	72%	25	2	
	Projects: Design Project		\$ 187,190.69		31	17	
	Projects: PD Opportunities		\$ 6,190.00		4	2	
	Projects: Other		\$ 18,130.00		4	0	
	TOTAL	\$ 211,510.69	\$ 211,510.69	100%	39	19	shift excess to T2
TERM 2	Projects: Design Project		\$ 59,428.16		18	5	
	Projects: PD Opportunities		\$ 5,061.00		6	2	
	Projects: Other		\$ 3,976.40		1	0	
	TOTAL	\$ 68,489.32	\$ 68,465.56	100%	25	7	linear scale to 80%
	Faculty Requests	\$ 150,000.00	\$ 150,000.00	100%			
	TOTAL ALLOCATION	\$ 520,000.00	\$ 494,809.08	95%	89	28	

HISTORICAL PAF APPLICATIONS SUMMARY

	2017-18 PAF	ENVELOPES	ELIGIBLE ASKS	% USE	# APPROVED	# REJECTED	NOTES
	Travel & Conferences	\$ 106,000.00	\$ 87,858.14	83%	53	unknown	not scaled. ~11k over summer
TERM 1	Projects: Design Project		\$ 256,396.34		49	5	
	Projects: PD Opportunities		\$ 18,788.00		7	2	
	Projects: Other						
	TOTAL	\$ 235,999.72	\$ 275,184.34	117%	56	7	scaled down to 86%
TERM 2	Projects: Design Project		\$ 22,101.87		9	1	
	Projects: PD Opportunities		\$ 5,896.55		9	3	
	Projects: Other						
	TOTAL	\$28,000.00	\$ 39,434.39	141%	18	4	scaled down to 71%
	Faculty Requests	\$ 150,000.00	\$ 150,000.00	100%			
	TOTAL ALLOCATION	\$ 519,999.72	\$ 552,476.87	106%	127	unknown	

	2016-17 PAF	ENVELOPES	ELIGIBLE ASKS	% USE	# APPROVED	# REJECTED	NOTES
	Travel & Conferences	\$ 100,000.00	\$76,752.66	77%	38	9	not scaled
TERM 1	Projects: Design Project						
	Projects: PD Opportunities						
	Projects: Other						
	TOTAL	\$ 180,000.00	\$190,527.19	106%	45	8	not scaled
TERM 2	Projects: Design Project						
	Projects: PD Opportunities						
	Projects: Other						
	TOTAL	\$85,000.00	\$48,602.90	57%	17	5	not scaled
	Faculty Requests	\$ 145,000.00	\$ 145,000.00	100%			
	TOTAL ALLOCATION	\$ 510,000.00	\$ 460,882.75	90%	100	22	