

# Professional Activities Fund Annual Update 2019-20



THE UNIVERSITY  
OF BRITISH COLUMBIA  
Applied Science



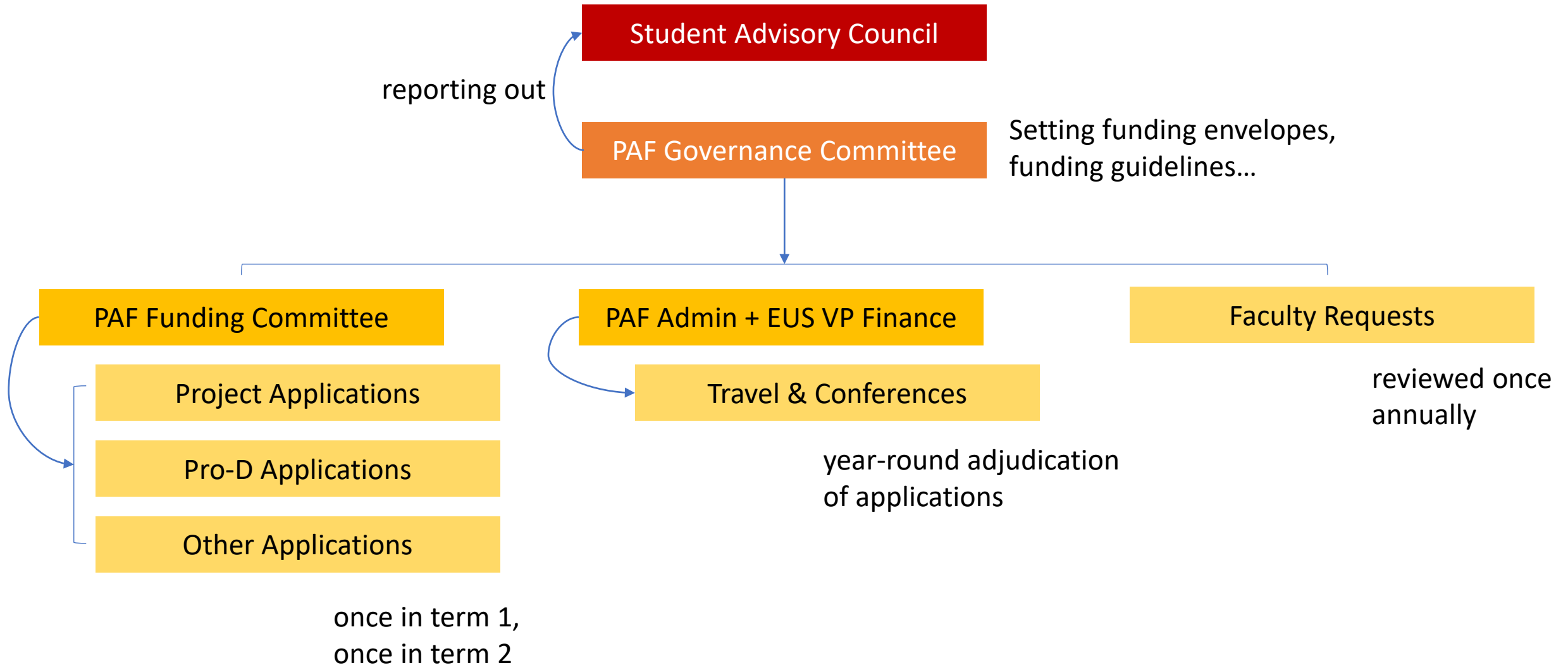
ENGINEERING  
UNDERGRADUATE SOCIETY  
UNIVERSITY OF BRITISH COLUMBIA

*\*Inclusive of PAF expenditures from Sept 2019 to March 2020*

# 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
- \$445,000 total funds available this year (\$25,000 decrease)

# 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.

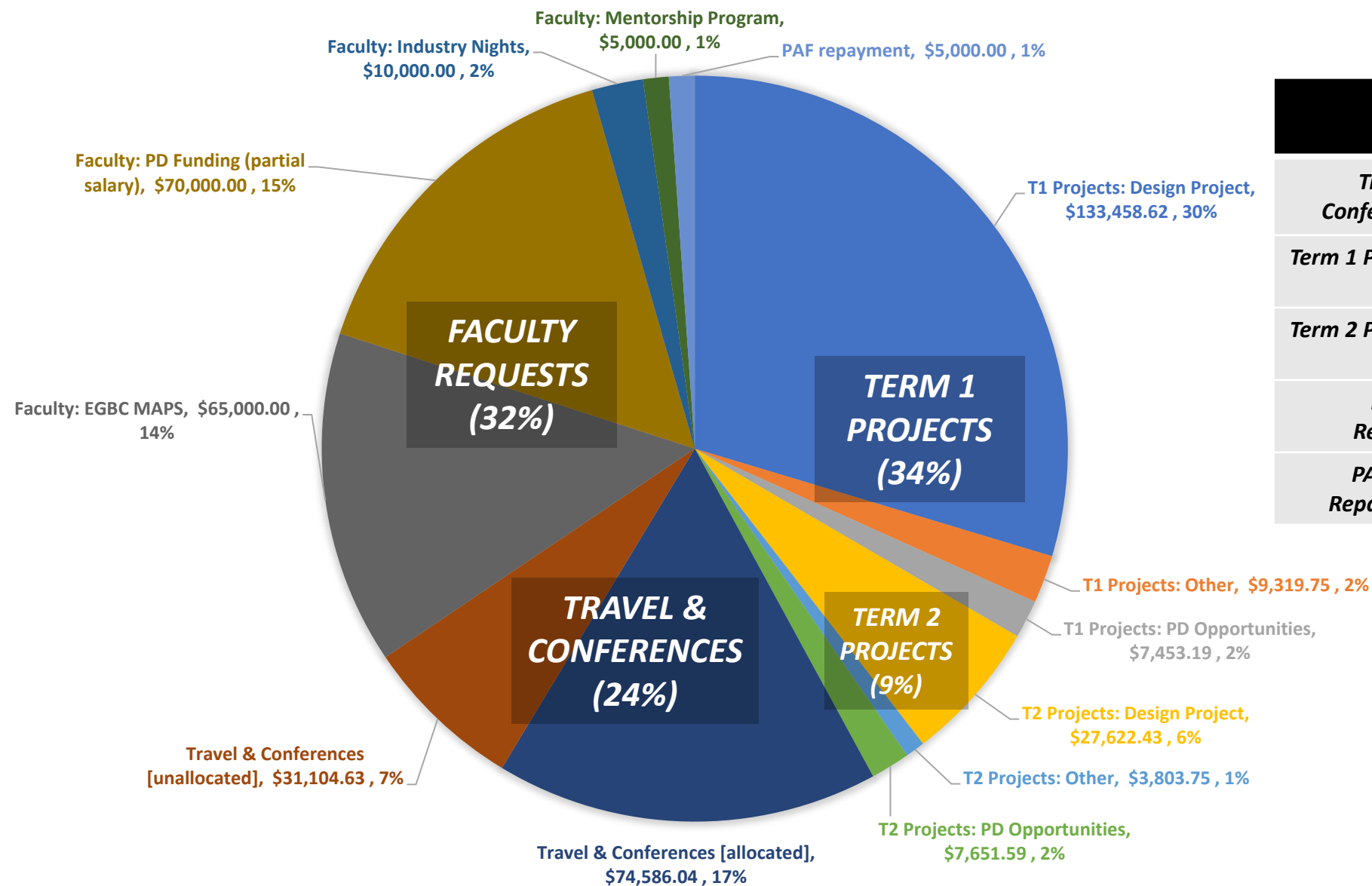
## Other Projects

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.

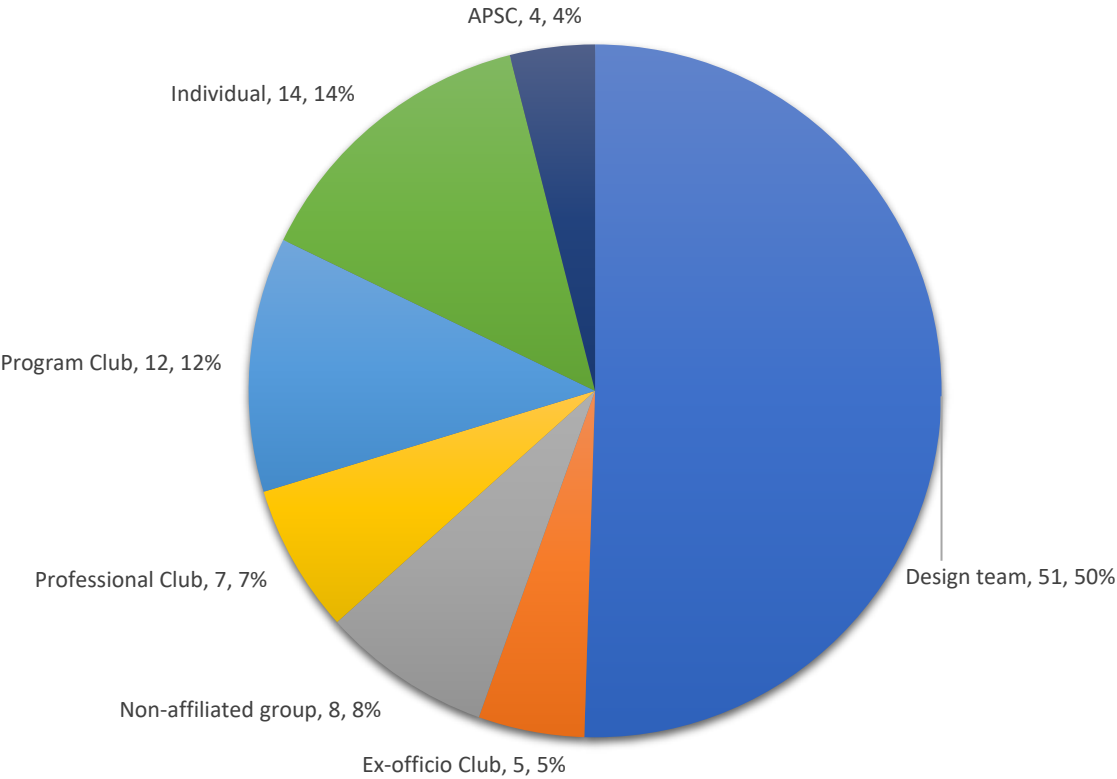
# FUNDING BREAKDOWN



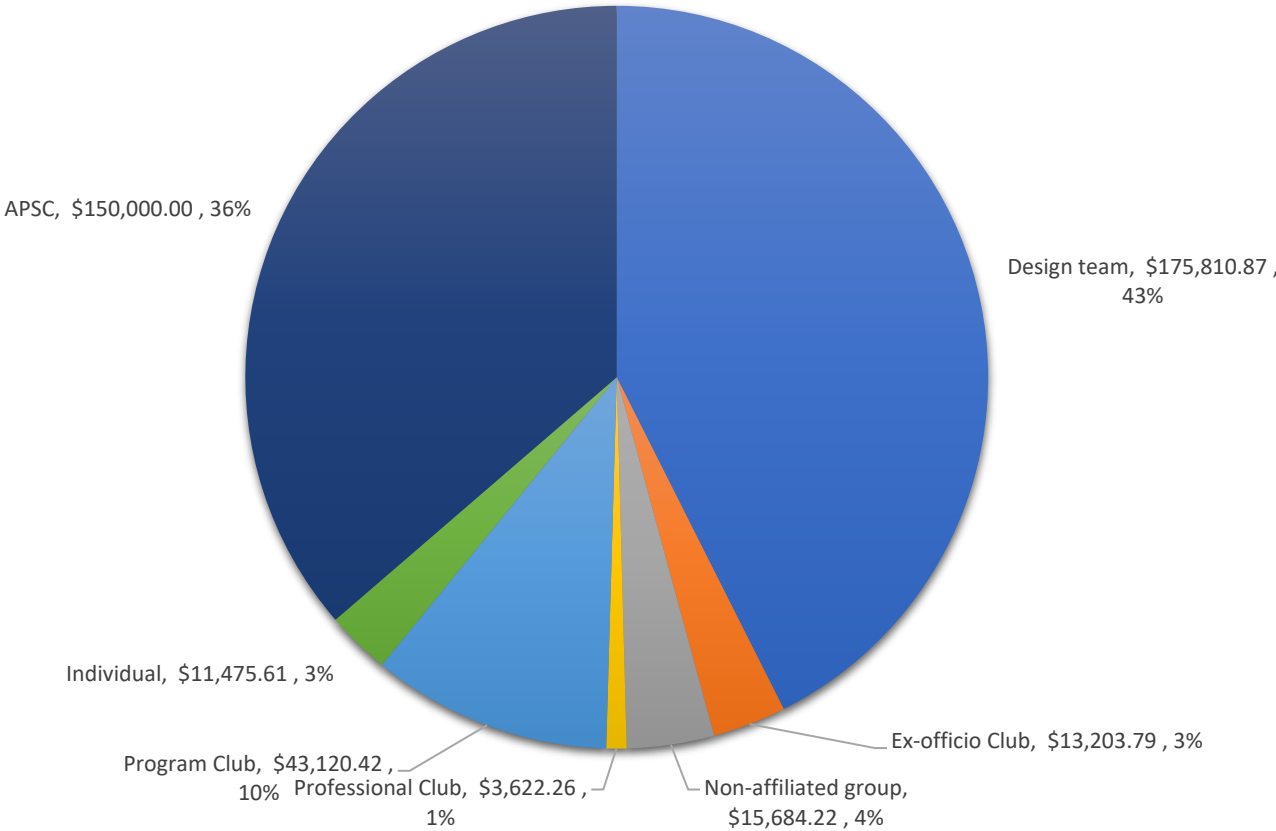
	ENVELOPES	SPEND TO DATE
Travel & Conferences	\$ 105,690.66	\$ 74,586.04
Term 1 Projects	\$ 150,231.56	\$ 150,231.56
Term 2 Projects	\$ 39,077.78	\$ 39,077.78
Faculty Requests	\$ 150,000.00	\$ 150,000.00
PAF Loan Repayment	\$ 5,000	\$ 5,000

# DISTRIBUTION PER GROUP

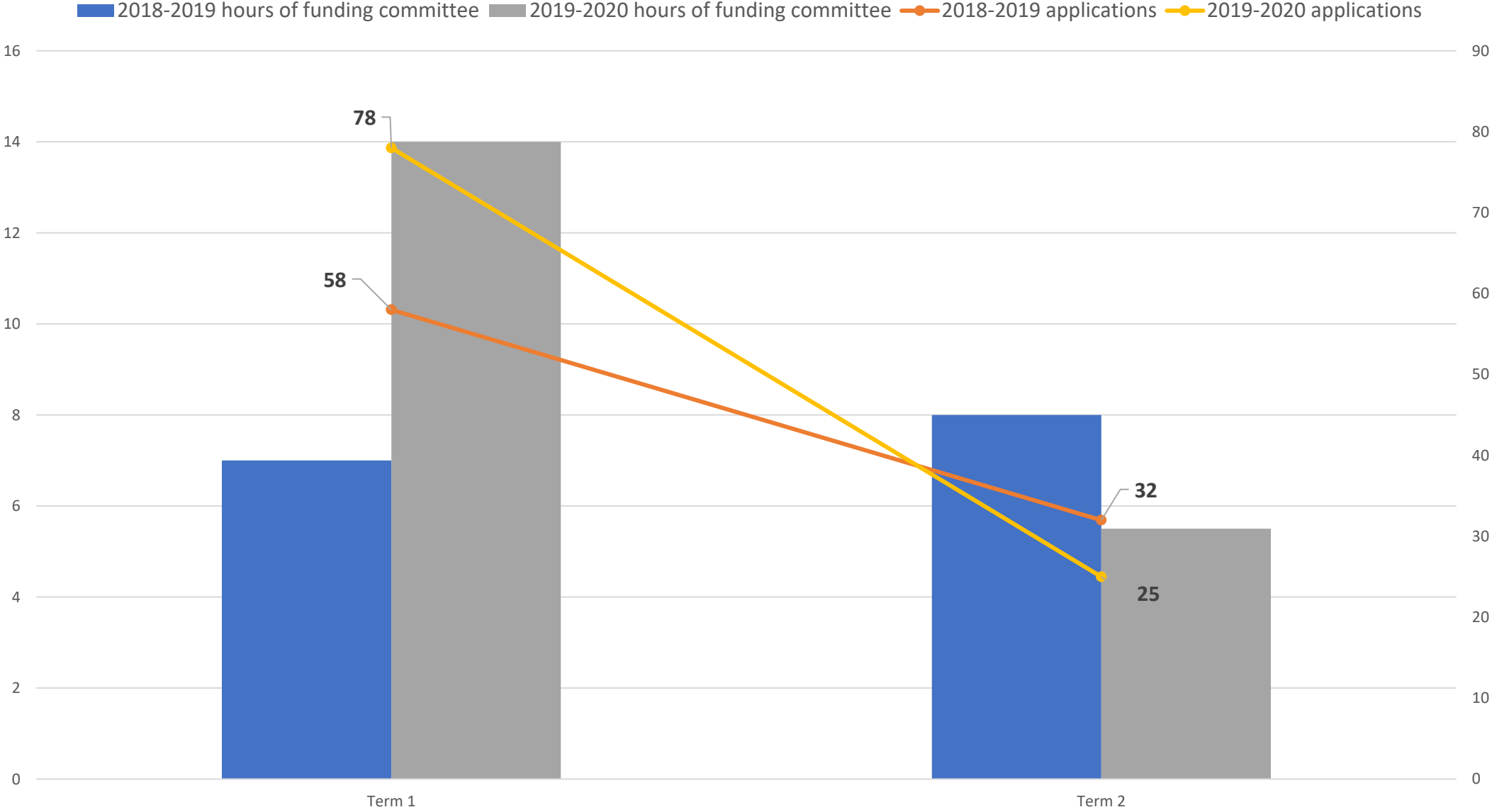
SPREAD OF APPLICATION SOURCES



SPREAD OF APPLICATION FUNDING



# FUNDING COMMITTEE WORKLOAD



# PAF USAGE STATS

## TRAVEL & CONFERENCES

- Number of beneficiaries: 210
- Average PAF per beneficiary: \$355.17

## PROJECTS (T1 & T2)

- Number of beneficiaries: 2102
- Average PAF per beneficiary: \$83.82
  - Design projects: \$80.18/beneficiary
  - PD Events: \$4.74/beneficiary
  - Other: \$162.42/beneficiary

NOTE: These values are purely self-reported values.



# PAF Challenges

- 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 applications this year.
- Significant level of scaling: 67%

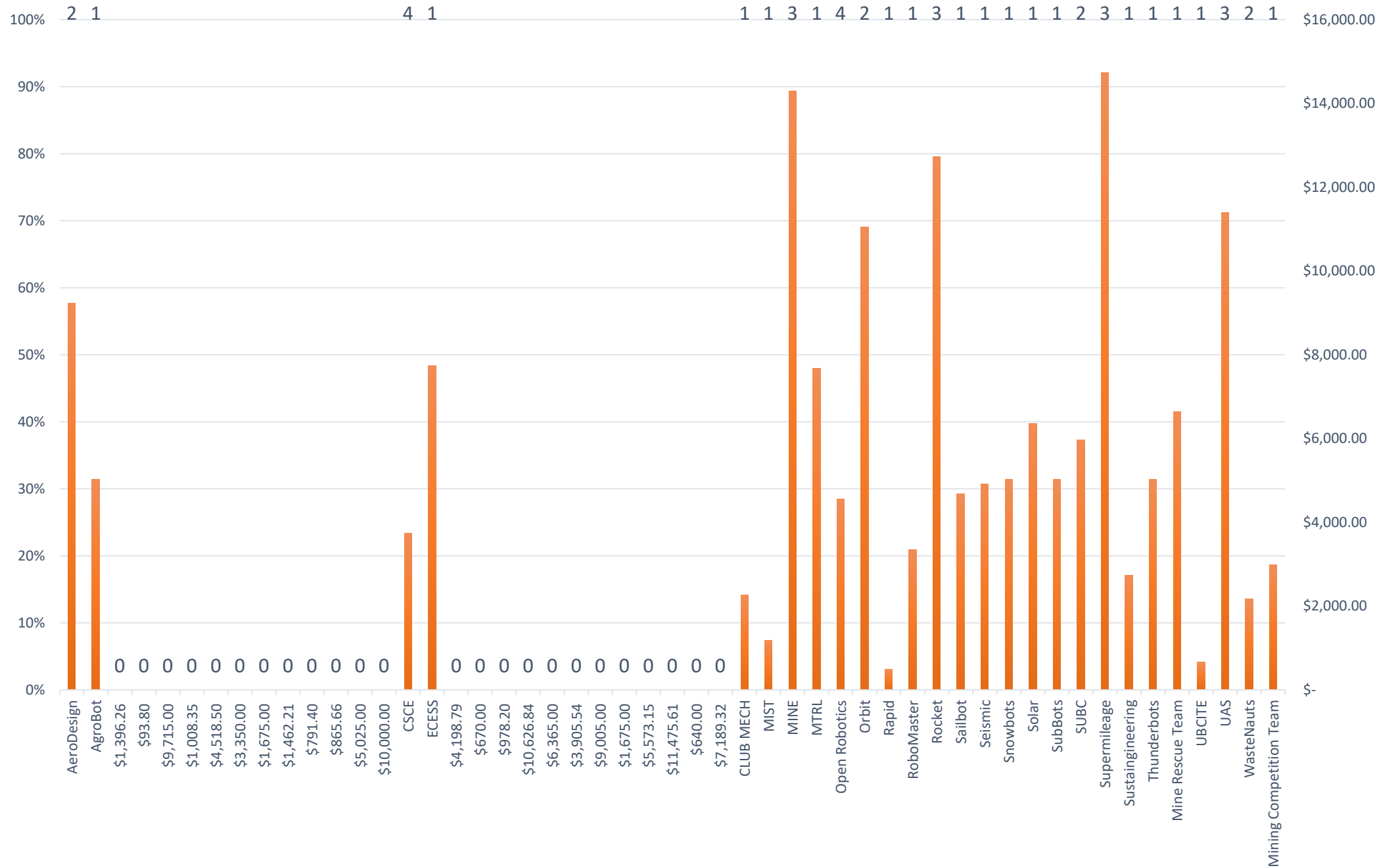
# Updates to PAF for 2019-2020

- Lots of administrative turnover leads to inconsistency year-to-year. (transitioned to APSC PD Co-op student)
- Super Application: New Excel Format simplifies the review process
- Restrict EDTs from applying in the Travel and Conferences category
- Start to check roster eligibility for Travel and Conferences applications
- Year-trip is reclassified as Field Trip, and will only match Industry Funding
- Streamlining application form to reduce burden on reviewers.
- Re-modelling funding caps for certain categories to try to reduce scaling.

Questions?

# APPENDIX

Number of applications:



Funding received:

# 2019-20 PAF APPLICATIONS SUMMARY

	2019-20 RAW PAF	ENVELOPES	ELIGIBLE ASKS	% USE	# APPROVED	# REJECTED	NOTES
	Travel & Conferences	\$ 80,000.00	\$ 74,586.04	93%	24	1	
TERM 1	Projects: Design Project		\$ 199,191.98		36	17	
	Projects: PD Opportunities		\$ 13,910.07		14	3	
	Projects: Other		\$ 11,124.16		6	2	
	Term 1 Total	\$ 150,231.56	\$ 224,226.21	149%	56	22	required scaling
TERM 2	Projects: Design Project		\$ 41,227.51		12	3	
	Projects: PD Opportunities		\$ 5,677.24		4	3	
	Projects: Other		\$ 11,420.29		2	1	
	Term 2 Total	\$ 64,768.44	\$ 58,325.04	90%	18	7	
	Faculty Requests	\$ 150,000.00	\$ 150,000.00	100%			
	TOTAL ALLOCATION	\$ 445,000.00	\$ 507,137.28	114%	98	30	

	2019-20 FINALIZED PAF	ENVELOPES	FUNDED ASKS	% USE	# APPROVED	# REJECTED	NOTES
	Travel & Conferences	\$ 105,690.66	\$ 74,586.04	71%	24	1	
TERM 1	Projects: Design Project		\$ 133,458.62		36	17	
	Projects: PD Opportunities		\$ 9,319.75		14	3	
	Projects: Other		\$ 7,453.19		6	2	
	Term 1 Total	\$ 150,231.56	\$ 150,231.56	100%	56	22	Scaling of 67%
TERM 2	Projects: Design Project		\$ 27,622.43		12	3	
	Projects: PD Opportunities		\$ 3,803.75		4	3	
	Projects: Other		\$ 7,651.59		2	1	
	Term 2 Total	\$ 39,077.78	\$ 39,077.78	100%	18	7	Scaling of 67%
	Faculty Requests	\$ 150,000.00	\$ 150,000.00	100%			
	TOTAL ALLOCATION	\$ 445,000.00	\$ 603,204.71	136%	98	30	

# HISTORICAL 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	