

Super Application Basic Information Form

Engineering Design Team Version

Overview

The Basic Information Form is part of Section 1 of the Super Application for Engineering Design Teams. This form is used to verify your team information, community engagement plans, learning goals and team facilities.

The only acceptable submission format is a filled in PDF of this fillable Adobe Form. So you're on the right track if you're reading this!

SuperApp submission responses may be shared broadly within APSC, and with other UBC units, as necessary. **For more details and example answers, look at this annotated example.**

This form is **due September 30th** along WITH ALL OTHER SUPERAPP SUBMISSIONS in the Webform.

Group Information

Team name:

Please read through [this spreadsheet](#) and verify that the basic information regarding your team has not changed. If anything has changed/you wish to add new information, please do so below:

☐ I confirm that I have verified the information and listed down any changes/additions below.

Basic Information Verification

Put a check beside any of the information that has changed and provide the detailed changes in the textbox below.

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Group Name | <input type="checkbox"/> Website |
| <input type="checkbox"/> Home Department | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> Group Generic Email | <input type="checkbox"/> Twitter |
| <input type="checkbox"/> Group Purpose/Mission | <input type="checkbox"/> Instagram |
| <input type="checkbox"/> Primary Faculty Advisor | <input type="checkbox"/> YouTube |
| <input type="checkbox"/> Community / Alumni / Other Faculty Advisors | <input type="checkbox"/> LinkedIn |
| <input type="checkbox"/> Affiliated National / International Organizations | <input type="checkbox"/> Others |

Changes (If Applicable):

Financial Account Details

Please list all non-APSC finance accounts (Including those with AMS).

Outreach

Note: The word counts provided are only an estimate, we expect groups to submit responses $\pm 20\%$ in length within the limits given.

Outreach Plan (Recommended)

If your group engages in education and outreach to highschool and/or prospective students, please provide details here, including population and activities. (120 words)

Community Engagement (Recommended)

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)

Student Group Learning

Technical Team Purpose

Please list the overall objectives of your group and what makes it unique. (75 words)

Project Professional Development (also used by PAF)

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](#)) (150 words)

Facilities Management

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.**

Prototyping Space(s)

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Storage Space(s)

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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.

	Availability	Your team's information
CHBE	Limited	
CIVL	Yes	
ECE	Limited	
ENPH	Yes	
ENVE	Limited	
GEOE	No	
IGEN	Yes	

MANU	No	
MTRL	No	
MECH	Limited	
MINE	Limited	
SBME	No	
EDC	Yes	
Others		

In-kind and Other Support Requests (Recommended)

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

Request Details	
CHBE	
CIVL	
ECE	
ENPH	
ENVE	
GEOE	
IGEN	
MANU	
MTRL	
MECH	
MINE	
SBME	
APSC PD	
Other (APSC Units)	