

Professional Activities Fund Mandate (formerly known as PAF Guidelines)

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THE UNIVERSITY OF BRITISH COLUMBIA

Experiential Learning Hub
Faculty of Applied Science

Professional Activities Fund Mandate 2025 - 2026

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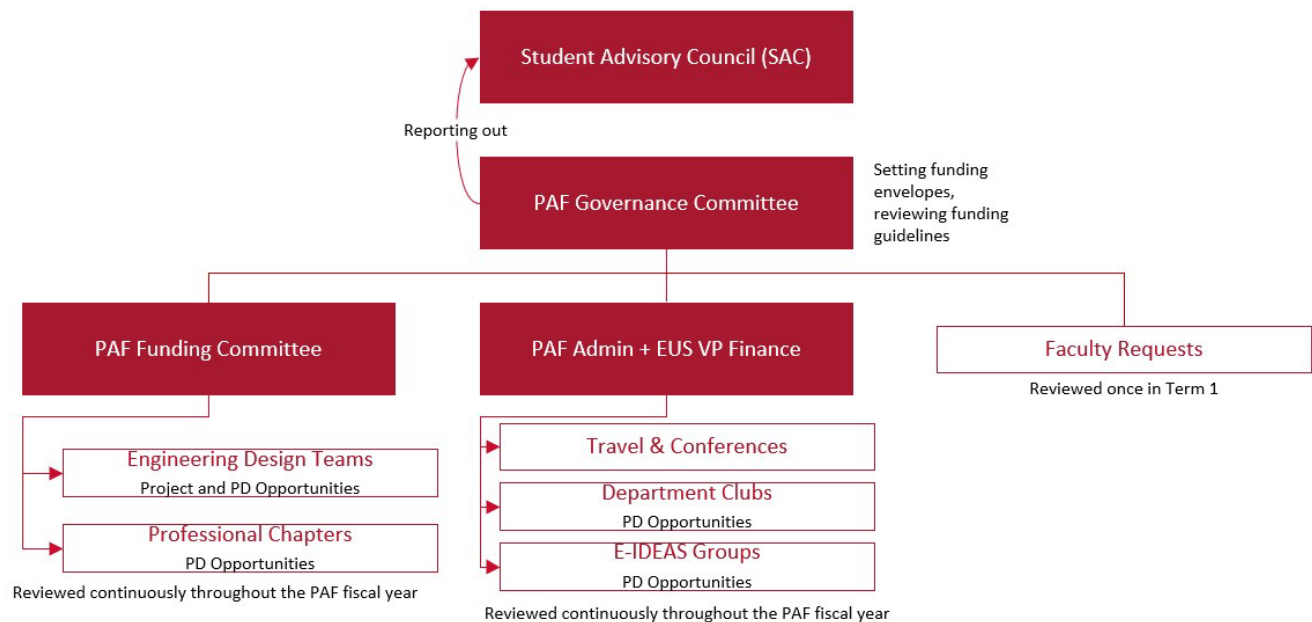


Professional Activities Fund Mandate 2025 - 2026

Introduction

The Professional Activities Fund (PAF) exists to enhance professional development and experiential learning 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.

Decision Making

Funding for Projects is to be awarded by the PAF Funding Committee, based off the restrictions and guidelines outlined in this document, as well as any superseding policies. Decisions will be communicated to applicants no later than 30 business days following the application submission. 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. 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.

¹ Co-chairs may appoint designates.

² Including Dean or Associate Dean

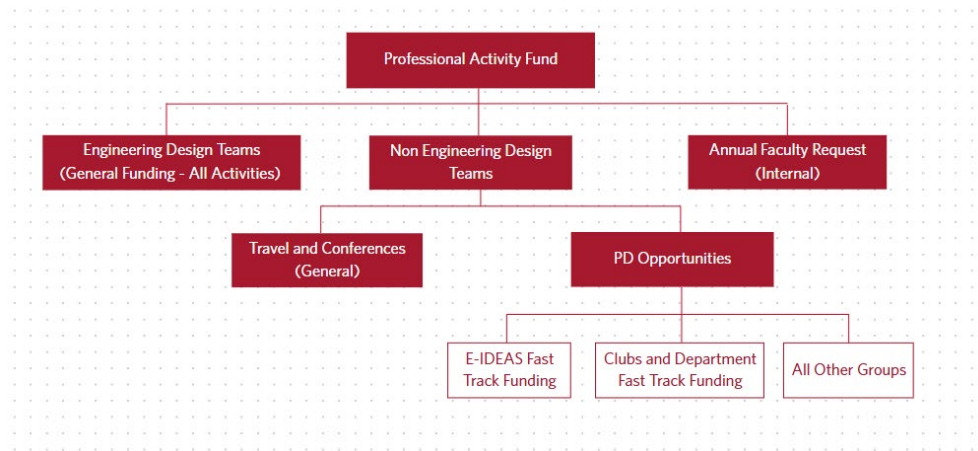


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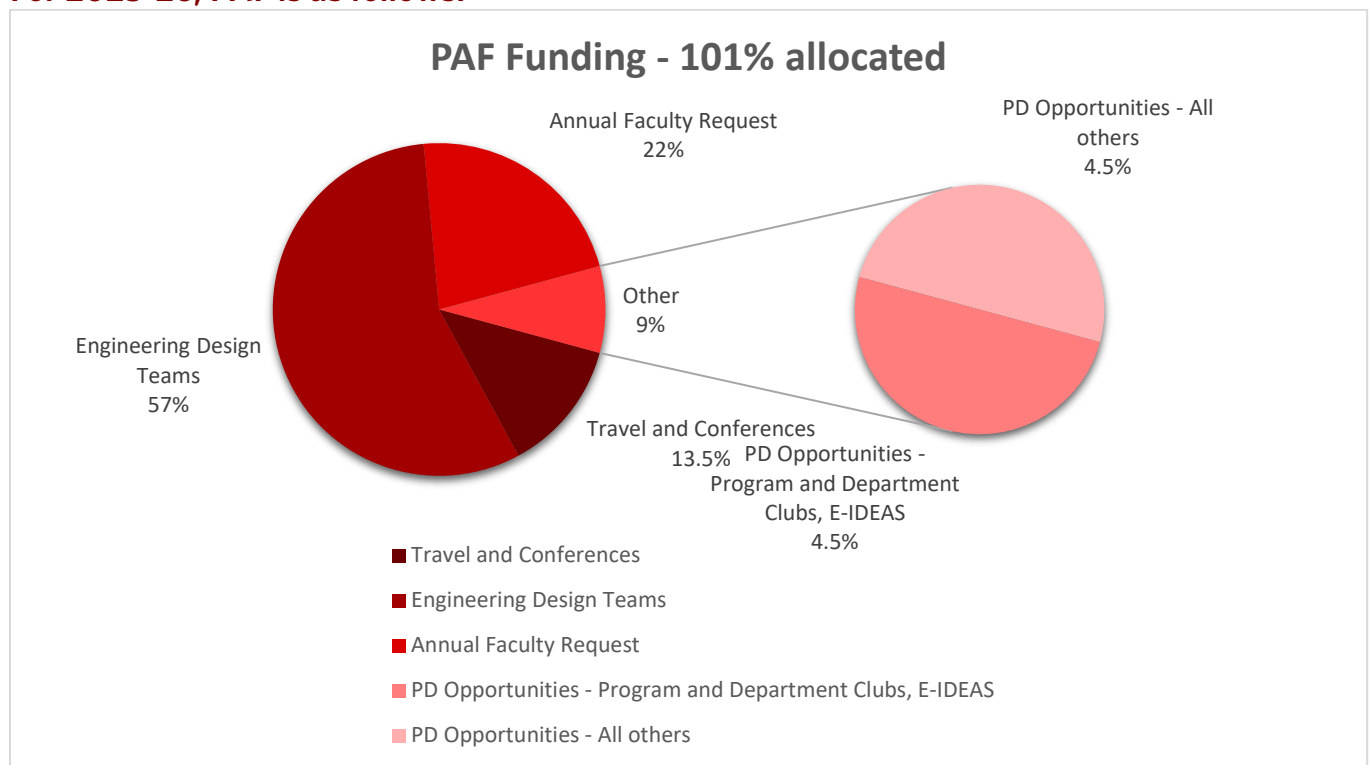
Funding Structure & Allocation

Funding Envelopes

The PAF funding pool is divided up based on historical envelope data. The PAF Governance Committee is responsible for setting these envelopes based on available PAF funding and fund usage. PAF Funding is distributed according to the chart below:



For 2025-26, PAF is as follows:

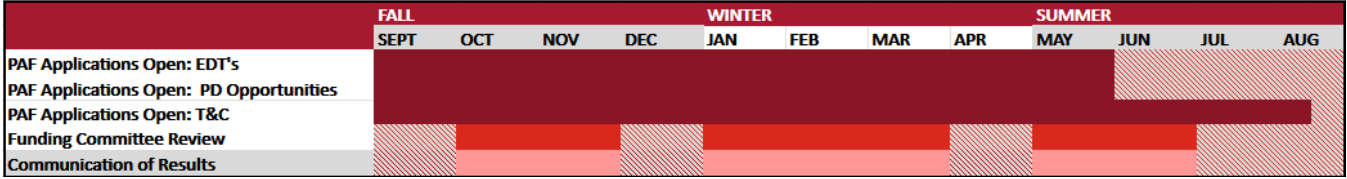


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Professional Activities Fund Timeline



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.

Travel and Conferences

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).

Approvals will be granted on an ongoing basis by the EUS VP Finance and a representative from APSC PD (PAF Coordinator or a full-time staff member). Applications will be reviewed every 2-3 weeks

All other categories (Professional Development Opportunities, Engineering Design Teams)

Applications will be accepted from the first day of the term until May 31st every year, and approvals will be granted on an ongoing basis. Applications will be reviewed every 2-3 weeks by the PAF Funding Committee, with an expectation of 15 application reviews per meeting.



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General Eligibility Requirements

PAF Funding is awarded in the five categories, 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 experiential learning and 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.
- PAF only provides funding for initiatives within its current fiscal cycle (Sept 1st – Aug 31st).
- PAF does not fund organizations. PAF will provide funding for specific projects or travel, which may be applied to on behalf of an organization.
- Applications must show a balanced and responsible budget. While PAF won't fund applications that are for profit or run a deficit, limited and well-justified carryover may be permitted.
- PAF does not fund academic bursaries, awards, or grants.
- PAF funds should be spent in the most economical way; PAF may modify, or request resubmissions based on this.
- Applications must follow the format requested by APSC PD (for example, locked spreadsheets)
- Non-EDT Categories - Limit of 5 PAF approved applications per group and/or individual, to a maximum approved funding cap of \$10,000 (total, across all PAF funding envelopes).
- Engineering Design teams should refer to their section of the Mandate for total caps

Final Report Requirements

Professional Development Opportunities, Travel and Conferences

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 (August 31). 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 PAF cycle.

Engineering Design Teams

Engineering Design Teams are not required to submit a PAF Final Report. However, to be eligible for PAF funding for the following year, they must have submitted their Project Progress and/or Evaluation Forms for the previous terms. If these are not submitted, PAF reserves the right to revoke or pause funding.



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Claiming Funds

Please ensure your purchases are aligned with APSC Finance's Student Reimbursement Policy as well as any other applicable policies; funds must be claimed by end of the fiscal cycle the funding was granted in (August 31). Additionally, the PAF admin team may reject reimbursements if they were not pre-approved or not the most fiscally responsible option. 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.

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
- Ad hoc funding for various (one-time) student-centered initiatives
- Salary support for the APSC PD office to support administration of PAF and student groups

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.

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 if 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. 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.

If there are any changes to applications applicants must contact PAF directly for their funding to be reassessed. APSC Finance and PAF can change the eligible funding amount based on changes between the approved application and the actual attendance and event logistics. Examples of this include:

- Change in who is going
- Change in numbers (ex., 15 students are approved, 10 end up going)
- Event moves online from in person

Eligibility Criteria:



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- All of the [General PAF Eligibility Requirements](#).
- A complete and accurate 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).
- Reimbursements may only cover costs for conference fees, direct travel (i.e., to and from destination), and accommodations up to the caps of the application.
- PAF will not fund travel within a current local area of residence (ex. a student who is in a different city for personal purposes or for internships) or within the Vancouver Lower Mainland. The PAF Committee reserves the discretion to adjust the region eligibility for exceptional circumstances.

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. Applicants must show evidence that trips offer engineering learning outcomes associated with their program, and should include an itinerary trip guide, which includes specialized technical activities with local academic/industry experts and knowledge. 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 formally representing UBC Engineering in an independently organized event (as determined by the PAF Committee). Examples of funding which would fall under this category include participation in a competition as part of an affiliated UBC Engineering group (e.g., program/department club, E-IDEAS, etc.), voting on behalf of UBC-Vancouver, or presenting research at a conference. For competitions/conferences – UBC students are not considered representative unless they are participating on behalf of a recognized group.

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



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Professional Development Opportunities

Please read through each sub-section to determine which type of project you are conducting. All PD applications must meet the funding criteria outlined below. Each funding category has specific criteria.

PAF funds events and sessions for Professional Development that aim to advance students' technical knowledge and skills. Examples of past PD Opportunities include networking nights, technical workshops, and seminar series.

Networking nights must have at least 30% confirmed attendance from industry members. Team-building activities (internal activities with peers) that are primarily social and have no technical component are not eligible for PAF funding.

Professional Development Opportunities - General

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).
- An event is defined as a standalone occurrence, whereas a series of events would be x number of applications.
- Networking nights and industry events are defined as having at least 30% of confirmed attendance being from industry members.

Funding Calculations:

- PAF Funding shall not exceed 70% of the project's budget to a cap of \$5,000.
- 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 Master's program and already holds a Master's 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.



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PD Opportunities – Fast track Funding for EUS Department/Program Clubs and E-IDEAS approved Networking (Alumni and Industry) Events

PAF has created a new category of funding available to EUS department/program clubs and for approved E-IDEAS groups. Student groups can access this funding provided they have an approved budget and event via APSC PD. Events that go through this category would be eligible to use UBC's alumni distribution lists and receive additional guidance in event planning, and special reimbursement exceptions.

Open to the following groups:

- BME Undergraduate Student Association
- CHBE Undergraduate Council
- Civil Engineering Undergraduate Club
- ECE Undergraduate Student Society
- ENV Undergraduate Student Association (EESA)
- Fizz Undergraduate Student Council
- GEO (GeoRox) Undergraduate Student Association
- IGEN Undergraduate Student Association
- MANU Undergraduate Student Association
- MECH Undergraduate Engineering Club
- MTRL Engineering Undergraduate Association
- MINE Undergraduate Student Association
- American Indian Science and Engineering Society (AISES) – UBC Chapter
- Gears and Queers – UBC Chapter
- National Society for Black Engineers – UBC Chapter
- Women in Engineering – UBC Chapter

Funding Calculations:

- Funding \$1,000+ remaining pool distributed based on percentage of student population
 - Amounts will be finalized in Term 1 based on student population data

PAF Eligible Expenses:

- Anything that is listed in the budget at the time of approval. It is expected that PAF funds are used as economically as possible.



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Engineering Design Teams

Engineering Design Team PAF funding is intended for registered Engineering Design Teams. Official Design Teams must be approved by APSC PD and the Engineering Design Team Advisory Council.

Approved projects will be shared with the PAF Committee by APSC PD for automatic consideration.

Eligibility Criteria:

- All of the [General PAF Eligibility Requirements](#)
- Applicants must be registered as an Applied Science Engineering Design Team and their projects must have been pre-approved by APSC PD
- There must be clear external or internal goals to measure the success of the project.
- A team can use up to \$500 of their prototype funding for PD opportunities (including design reviews with industry partners, alumni events, etc.)
- It is required that at least 50% of funding comes from sources other than PAF

Funding Calculations:

- PAF Funding can only be used for up to 50% of the project's prototyping costs. It is required that at least 50% of funding comes from sources other than PAF. Competitions costs will be calculated as noted below.
- By August 31 (the end of the PAF cycle), any remaining funds will automatically return to the PAF pool. If the total costs for the project are less than the projected total costs, the approved PAF amount will be adjusted accordingly.
- The Project and Competition cap amounts are based off their respective budgets, not the overall expense amount.

	Innovative/start-up	Legacy Teams
<i>Prototyping Expenses and PD Expenses</i>	Up to 50% of costs, max of \$5,000 May spend up to \$500 of this on PD events	Up to 50% of costs, max of \$10,000 May spend up to \$500 of this on PD events
<i>If eligible and approved - Competition/Final Project Deliverable Event</i>	Up to \$10,000 total with People based costs – 50% to a max of \$3,500 Physical logistics – 100% reimbursement of remaining \$10,000	Up to \$10,000 total with People based costs – 50% to a max of \$3,500 Physical logistics – 100% reimbursement of remaining \$10,000
<i>Administrative or Social</i>	\$0	\$0
Total Cap	\$5,000, and up to \$15,000 with approved competition	\$10,000, and up to \$20,000 with pre-approved competition



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EDT PAF-eligible expenses

- PAF will only cover costs outlined in the approved budget and that are eligible as per the APSC Funding Guidelines.
- **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
- **Project Expenses Categories:**
 - **Prototype:** Annual prototype-related expenses (e.g., buying M3 screws for Project 1 Component)
 - **Competition:**
 - **People based costs** - up to 50% to a max of \$3,500 for entry fees, transportation, accommodations, travel, etc.
 - **Physical logistics - 100% to a max of \$10,000** for entry fees, insurance, prototype shipping (car rental for transport, trailers, customs, brokerage costs), tools shipping.
 - If a team is attending and receives PAF funding for a competition/final deliverable event, they may reallocate up to 100% of it to cover prototyping costs. Examples of this could be attending a local competition, or if a team wishes to pay for their competition using other funds.

