

The University of British Columbia, Faculty of Applied Science

PROFESSIONAL ACTIVITIES FUND:
STRUCTURE & GUIDELINES 2010 - 2011

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I. Background

The Professional Activities Fee was introduced in 2003 to enhance professional development activities in the undergraduate engineering program at UBC Vancouver. Each undergraduate engineering student is assessed a fee of \$100 per academic year. The monies generated from the Professional Activities Fee are used to support projects and activities that enhance the professional development of undergraduate engineering students.

The purpose of the Professional Activities Fund (PAF) is to support co-curricular activities and projects that lie outside, but yet are complementary to, the engineering curriculum. The Fund is not intended to replace University-level, Faculty-level, or Departmental-level funding that directly supports curricular activities. Rather, it is meant to support short-term, student-initiated projects, subsidize student travel, and support sustainable activities that benefit the student body.

The intent of this document is to formalize the structure of the Professional Activities Fund, and to outline relevant roles and responsibilities in recommending projects.

This document refers to PAF activities at the UBC Vancouver campus only.

II. PAF Categories

Overall, the Fund covers (1) core, sustainable activities, and (2) student-initiated, short-term activities. The latter are further categorized as: a) Student Projects b) Student Teams, and c) Student Travel & Conferences.

Each spring the Dean, in consultation with the PAF Committee co-chairs, assigns a funding envelope allotment available for each category.

Funding that is not utilized in the current year will be placed into the same category in the following year.

II.1 PAF Core Fund

This section of the fund is intended for projects that require a lasting commitment or will make a long term impact. The Dean will make the PAF Advisory Committee Co-chairs aware of all major spending before it occurs.

In any given year, the use of these funds may not be divided fairly between departments but it is expected that over a period of many years the use of funds will be divided in a way that is as fair as possible.

Support provided by this component of the fund has included:

- Membership in APEGBC-MAPS (Membership Advantage Program for Students);
- The Civil Engineering Design Studio;
- Partial support for the Centre for Professional Skills Development - as relating to co-curricular activities only;
- Partial support for two Student Development Officers;
- The Tri-mentoring Program;
- Renovations of student spaces, and the development of space for student co-curricular competitions in the Chemical and Biological Engineering building;
- Emergency requests;
- Direct cash costs of the administration of PAF.

These activities are developed and approved by the Dean on an ongoing basis, with advice from the PAF Advisory Committee co-chairs and the Student Advisory Council (SAC).

Student suggestions relating to these activities may be directed to the Committee co-chairs or raised through SAC.

III. PAF Administration

Administrative support for PAF activities is provided through the PAF Coordinator (Student Development Officer), the Applied Science (APSC) Finance Manager, the Associate Dean, Engineering Students, & the EUS President:

- The PAF Coordinator co-facilitates (with the EUS President) a PAF Information Session for students in September; ensures that the PAF website is up-to-date; attends meetings of the PAF Advisory Committee; notes comments on unsuccessful applications; maintains a database of applications and their status; and communicates with the PAF Advisory Committees and with applicants. Given that the Student Development Officer's salary is funded via PAF, he/she is not a voting member of any committee.
- The APSC Finance Manager manages the PAF budget and arranges for the reimbursement of expenses.
- The Associate Dean, Engineering Students is responsible for overseeing the PAF process and communicates directly to the Dean; the Associate Dean is also the Co-Chair (along with the EUS President) of the PAF Advisory Committee.

- The EUS President takes on the responsibility of Co-chairing the PAF Advisory Committee and can answer applicant questions as needed; the EUS President also co-facilitates (with the PAF Coordinator) a PAF Information Session for students in September.

IV. PAF Website

The PAF web address is: <http://www.engineering.ubc.ca/paf>. The Centre for Professional Skills Development (CPSD), Engineering Student Services and the EUS websites provide direct links to this address.

The public portion of the website is used to provide information on PAF (including previous, current and future allocation of funding), membership of committees, PAF guidelines, criteria and procedures, and all relevant application forms. Students will use the public website as a means to upload their application(s).

Shortly after the end of the PAF cycle, the PAF website is updated annually to list all awards and uses of the PAF fund, including support under relevant categories that is provided by the core, sustainable activities portion of the fund. The PAF website will also contain all reports submitted by successful applicants.

A secure portion of the site is used to host all applications for the use of the PAF Advisory Committee.

V. PAF Advisory Committee & Subcommittees

The PAF Advisory Committee has been established to recommend student-initiated, short-term activities to the Dean for funding. The Committee is directly engaged in the consideration of funding for student projects, and oversees two subcommittees: the *Student Team Subcommittee* and the *Student Travel & Conferences Subcommittee*, that are responsible for recommending funding for student teams and travel to conferences, respectively.

V.1 The PAF Advisory Committee

The PAF advisory committee is comprised of the following members: the Associate Dean, Engineering Students and the EUS President as co-chairs; the EUS VP Finance; the EUS VP Communications and Administration; four faculty members and one student representative from each undergraduate engineering program. The PAF Coordinator attends Committee meetings, but is not a voting member.

Student members are appointed by the president of each student program club. Often the president will choose to be that representative. Faculty

members are selected by the EUS President and Associate Dean and will be rotated among departments on a yearly basis.

The Associate Dean, Engineering Students is responsible for calling the annual PAF Advisory Committee meeting and forwarding applications to respective advisory members. The PAF Coordinator will support the Associate Dean, as required.

The PAF Advisory Committee agenda must include brief updates on the previous year's spending. Specifically, the Dean will report on PAF Core Funding, the Associate Dean, Engineering Students is required to present on PAF Student Projects & Student Teams funding, and the EUS President is required to present on the Student Travel & Conference funding.

V.2 The PAF Student Team Subcommittee

The PAF Student Team Subcommittee was created to ensure proper allocation of funding to, and accountability of, student teams. It is comprised of the following members: the EUS President & Associate Dean, Engineering Students as co-chairs, EUS VP Finance, as well as an additional five members; at least 50% of the voting members must be students. Subcommittee members who are current student team members do not have voting rights, but may participate in discussion. It is preferable that a minimum of two subcommittee members have previous team experience.

Subcommittee members are elected by the PAF Advisory Committee Co-chairs (the Associate Dean, Engineering Students & the EUS President) by the beginning of the academic term. The PAF Coordinator attends subcommittee meetings, but is not a voting member. The Chair of the Engineering Student Team Council (ESTC) will also be invited to be a non-voting member of the Subcommittee in order to provide clarification on behalf of the student teams.

The PAF Student Team subcommittee reviews student team applications one time per year and makes recommendations to the PAF Advisory Committee at its annual meeting.

V.3 The PAF Student Travel & Conferences Subcommittee

The PAF Student Travel & Conferences Subcommittee was created to streamline the process for student travel and attendance at engineering or professional development related conferences and activities. It is comprised of the following members: the EUS President & Associate Dean, Engineering Students as co-chairs, EUS VP Finance, as well as an additional five members;

at least 50% of the members must be students. The T&C Subcommittee is formed at the PAF Advisory Committee meeting.

The Student Travel & Conferences Subcommittee reviews student applications three times per year: second week of November, first week of February, and first week of April.

V.4 PAF Administration and Procedure Review Process

Mid-January: the PAF Co-Chairs (Associate Dean, Engineering Students & EUS President), with the support of the PAF Coordinator, will host an open forum for all students to provide feedback regarding: a) structure and b) process of PAF funding. Students will be invited to this session via the weekly e-nEUSletter.

Suggestions and feedback from this session will be collated by the PAF Coordinator and forwarded to the PAF Advisory Committee and Subcommittees. This document will be reviewed by the Committees (by email) to ensure a fair assessment process. The PAF Advisory Committee Co-chairs, with the support of the PAF Coordinator, will meet to review and summarize the Committees' recommendations for restructuring (if applicable) for the review of the Dean.

VI. Process for Application

At the beginning of the academic year, the PAF Coordinator and EUS President will be responsible for facilitating the PAF Information Session for potential applicants on the basics of how to apply. The purpose of this session is not to supplement the information provided on the PAF website, but rather, to show examples of successful applications and to answer specific student questions. First-time applicants will be strongly encouraged to participate.

At the same time, students should use the PAF website, www.engineering.ubc.ca/PAF to check eligibility and application regulations. From this site, students can download the appropriate application form. Once completed, the student can upload their application (in a Word file) on the same website.

After reviewing the PAF website, students with questions should contact the PAF Coordinator at paf@apsc.ubc.ca or the EUS President at president@ubcengineers.ca.

All applications will be accessible via a back-end version of the website, which will be pulled by the PAF Coordinator.

VI.1 Student Eligibility Regulations (for all PAF categories):

1. All applicants must be UBC engineering undergraduate students in good standing at the time of the application, and during the period of the project itself. The project itself may involve students outside of the undergraduate engineering population, but PAF funding will not cover their participation in the project.
2. Applications will be accepted from students, student groups or clubs affiliated with the Faculty of Applied Science, specifically the School of Engineering. Applications will NOT be accepted from faculty members, staff, or off-campus organizations, or from UBC students applying on behalf of off-campus organizations.
3. Each PAF-funded applicant is required to submit a brief final report that summarizes the outcomes of their event/project/travel as per the deadlines presented on the PAF website. Students who do not submit a Final Report will not be eligible for funding for the next PAF year.
4. Funds that remain unspent must be returned to the Fund Committee.

VI.2 Funding Eligibility Regulations (for all PAF categories):

1. Student applicants MUST meet eligibility regulations as listed in *Student Eligibility Regulations* above
2. Applications must support co-curricular activities and projects that lie outside, but yet are complementary to, the engineering curriculum. No curriculum-based activities are eligible for funding.
3. Applications must be received before the application deadline.
4. The event or travel must occur after the application deadline.
5. Students should be aware that applications by individuals on their own behalf are rarely, if ever, funded. Greater consideration will be granted to applications that benefit a greater number of the student body, directly or indirectly. Project examples of indirect benefit to students could include:
 - The establishment of relationships between UBC Engineering and institutions or companies
 - Representing UBC by giving a presentation at a conference
 - Anything that would result in positive media attention for UBC Engineering
 - Giving a talk at UBC to share what you have learned with other students.
6. Applications should not be reliant on solely PAF funding: it is expected that students will secure additional sources of funding. Additional funding solicited and secured must be noted in the completed application to support their proposal.
7. Please note the following restrictions on funding:

- No student salaries/wages/coop fees shall be reimbursed by PAF funds.
 - Meal costs are considered normal living expenses and therefore will not be considered for reimbursement.
 - No alcoholic beverages shall be reimbursed through PAF funds.
 - Where vehicle mileage is claimed, standard UBC rates shall apply. Each car should have a minimum of four people (three plus driver) in order to receive the full mileage amount.
8. Please note the following guidelines regarding field trips:
- To be eligible for funding, a field trip must meet the following criteria:
 - The trip is non-curricular
 - The trip is student-run
 - The trip has industry funding¹
 - PAF will only match industry funding, to a cap of \$10,000
 - Please note: Funding will be allocated to the lesser of either the industry matching cap of \$10,000, or the number of students at the per capita funding limit (see below; i.e. 10 students on a Fraser Valley field trip will receive a maximum of \$2000, regardless of the industry funding)
 - If industry match is not secured at the time of the application, a history of past funding must be included in the application
 - *Note: Please see regulation #13, UBC Policy 69: Student Safety Abroad.*
9. Travel and Conferences and Field trip funding will be allocated based on the region of travel:
- \$200/student for local events
(e.g. Metro Vancouver & Fraser Valley Region)
 - \$400/student for non-local but western area
(e.g. BC, AB, SASK, MAN, WA, OR)
 - \$600/student for eastern and international events.
 - *Note: Please see regulation #13, UBC Policy 69: Student Safety Abroad.*
10. Industry nights:
- Industry nights defined as networking/social events with or without industry/alumni participants are eligible for funding not to exceed \$500 to encourage departmental and industry support.
 - Industry nights are only eligible for funding one time per academic year per department.
11. Engineering projects and design teams are funded to a maximum of \$12,000/group or team, which includes travel.

¹ "Industry funding" refers to any funding that is external to UBC (UBC funding options, i.e. Walter Gage, etc. would not apply.)

Note: Please see regulation #13, UBC Policy 69: Student Safety Abroad.

12. International Service Learning participants:
- If you have been awarded an ISL Scholarship through the Faculty, you are not eligible for PAF funding.
 - If you have not been awarded an ISL Scholarship through the Faculty, you ARE eligible for PAF funding through the "Travel & Conferences" pot.
 - Note: Please see regulation #13, UBC Policy 69: Student Safety Abroad.
13. For all students travelling outside of Canada, it is required that you register your travel plans with the University through the Go Global Office. For more information, see UBC Policy 69: Student Safety Abroad: <http://www.universitycounsel.ubc.ca/policies/policy69.pdf>.

VI.3 Criteria for Application Review and Award of Funding (for all PAF categories):

Applications submitted will be evaluated using the criteria listed below.

Guidelines for Application Review (for all PAF Categories)	Points
Quality and rationale of argument	5
Articulation of student/ team/group's role in the faculty, including purpose, history, achievements to date, and short and long term goals.	5
Impact of project on UBC student learning (How many UBC students are involved directly and indirectly? How engaged are students in learning?)	5
Influence of project on UBC Engineering's reputation on a local, national or international level.	5
Quality of application form (including adherence to application format, spelling, grammar)	5
Thoroughness, clarity and transparency of budget (Have other funds been solicited and/or secured?)	5

Based on calculated average, the following formula will be used to calculate student project funding amount.

Points	% of funding awarded
30	100
29	96
28	92
27	88
26	84
25	80
24	76
23	72
22	68
21	64
20	60
19	56
18	52
17	48
16	44
15	40
14	36
13	32
12	28
11	24
10	20
less than 10	0

Note: The PAF Advisory Committee reserves the right to increase or decrease this amount based on the Dean's funding envelope allotment. The PAF Advisory Committee also reserves the right to reject poor applications outright.

In the event that the total recommended funding is greater than that of the Dean's funding allotment envelope, funding will be scaled, with the exception of awards of under \$600 will not be affected.

VI.4 Notification

All applicants will be issued an email to indicate posting on the PAF website of the list of successful applications, project reference numbers, the amounts awarded, and instructions for accessing funds. Individual emails to

unsuccessful applicants will also be issued indicating briefly the reasons as to why the applications were not successful. Applicants must ensure that the email contact information listed on their applications is current.

VI.5 Timeline for Student Projects & Student Teams

Note: For specific timeline for student travel & conferences, please refer to outlined Timeline (as listed in Section X Travel & Conferences Funding Award Process).

Prior to the first day of September academic term: The PAF Advisory Committee Co-chairs (the Associate Dean, Engineering Students & the EUS President) will elect the Student Team Fund Subcommittee members.

Second Tuesday in September (Sept 14th): The PAF Coordinator and EUS President will host a PAF information Session for prospective applicants.

Fourth Tuesday in September (Sept 28th): The annual deadline for submission of PAF applications for *Student Projects and Student Teams*. Applications will not be accepted after the deadline.

The following Friday (Oct 1st): The Associate Dean, Engineering Students will email a meeting confirmation to all PAF Advisory Committee members indicating the following: meeting agenda, download of applications, summary table of applications and the individual applications for members to review in advance of the Committee meeting.

The following Friday (Oct 1st): The Associate Dean, Engineering Students will email a meeting confirmation to all *PAF Student Teams Subcommittee* members indicating the following: meeting agenda, download of applications, summary table of applications and the individual applications for members to review in advance of the Committee meeting.

First Tuesday in October (Oct 5th): Annual meeting of the *PAF Student Teams Subcommittee* whose agenda includes the following:

- Review of Student Team applications.
- Recommendations of PAF funding allocations for Student Teams fund.

First Thursday in October (Oct 7th, 6pm): Annual meeting of the PAF Advisory Committee whose agenda includes the following:

- Recommendations and adjudication of PAF funding allocations for *Student Projects* fund.
- Recommendations and adjudication of PAF funding allocations for *Student Teams* fund.

- Creation of the T&C Subcommittee

Prior to October 18th. The Committee Co-chairs and PAF Coordinator will meet to review the Committee recommendations for adherence to criteria and funding envelope allotments and to confirm the approval of the Committee recommendations. (The Dean has delegated this approval to the Associate Dean.)

By October 18th. Announcement of PAF funding allocations occurs by this date. The PAF Coordinator will issue an email to all applicants indicating posting on the PAF website of the list of successful applications, project reference numbers, and the amounts awarded. The Coordinator will also issue individual emails to all unsuccessful applicants indicating briefly the reasons as to why the applications were not successful.

October 18th. The first day for expenditure claims

August 31st, following year. Last day for expenditure claims & Final Report due.

VII. Process for Reporting & Reimbursement

Successful applicants are required to submit a Final Report (see Appendix A) to the PAF Coordinator by August 31, 2011, unless funding is secured for an event occurring after August 31st. If this is the case, it is the student's responsibility to ensure that he/she has communicated the date of the event with the PAF Coordinator. **Applicants who do not submit a Final Report will not be eligible for following-year funding.**

Final Report Template:

Please use the same template as the application and address each of the same criteria, summarizing the outcomes of your event/project.

- For Projects & Field Trips funding, send your report to paf@apsc.ubc.ca.
- For Travel & Conferences funding, send your report to vpfinance@ubcengineers.ca.

All payment reimbursements are receipt-based and must be accompanied by an expense claim form (see Appendix B) and submitted to the Faculty's Finance Manager. If someone other than who is noted on the application is asking for reimbursement, an email from the first (primary) contact confirming approval to reimburse that someone is required.

VIII. Student Project Funding Award Process

The PAF Advisory Committee recommends the distribution of these funds for which there is a single application process each year.

i. Funding Guidelines

Student applicants **MUST** meet eligibility regulations as listed in Section VI Process for Application.

ii. Examples

Some examples of projects that are eligible for funding include the following:

- Education-related activities (e.g., debating competitions; youth parliaments, scientific or engineering competitions, etc.)
- Professional improvements to club/organization facilities
- Faculty-wide or Departmental-level conference hosting (i.e.-WEC, NCWIE, etc.)
- Industry nights (Please note: Industry nights defined as networking/social events with or without industry/alumni participants is eligible for funding not to exceed \$500 to encourage departmental and industry support.)

iii. Application Review

All Committee members will receive access to student applications at least two weeks in advance of the PAF Advisory Committee Meeting in October. Members are highly encouraged to review all student project applications and be prepared to discuss them at the meeting.

For purposes of application review, the PAF Co-Chairs and PAF Coordinator will divide the total student project applications among subgroups of five diverse representative members of the PAF Advisory Committee. Applications assigned to each subgroup will all fall under one general category (field trip, industry night, etc.). Each subgroup of five will be responsible for reviewing their assigned applications in order to make funding recommendations to the larger group. When applicable, a maximum of one internal reviewer will be allowed to review his/her application or an application that may pose a conflict of interest; all precautions will be taken to avoid assigning an internal reviewer, but this may not be entirely avoidable.

The PAF Coordinator should be alerted to possible conflicts at least one week in advance of the PAF Committee Meeting to aid in the organization of subgroups.

Prior to the annual meeting, each subgroup will review their applications according to the outlined *Guidelines for Application Review* (as listed in Section VI Process for Application) and an overall average ranking for each application will be calculated.

Each subgroup should meet in person to discuss their respective applications prior to the PAF Advisory Committee Meeting. Faculty members are responsible for providing support for the booking of meeting spaces, and one student representative is responsible for chairing the meeting.

In the event a review team is unable to meet beforehand, time will be scheduled immediately before the Advisory Committee Meeting.

Each team will share funding recommendations and proposed amounts of funding of each application at the PAF Advisory Committee Meeting.

IX. Student Team Funding Award Process

The PAF Student Team Subcommittee recommends the distribution of these funds to the PAF Advisory Committee, for which there is a single application process each year.

IX.1 Funding Guidelines

Student applicants MUST meet eligibility regulations as listed in Section VI Process for Application. If awarded PAF funds specific to working in the designated ESTC workshop or other faculty-provided space, student team members must ensure they follow appropriate safety measures and partake in the training required to utilize that space. If no training is available, the student team captain, faculty advisor, and ESTC Chair must be notified immediately for appropriate training to be provided.

The *Introduction to Health, Safety and Environmental Protection for UBC Engineering Student Design Teams Manual* is located on the WebCT Vista [APSC-CPSD - Professional Development](#) course site for student team perusal.

IX.2 Examples

Funding via this category is available only for student teams recognized by the UBC Engineering Student Design Team Council (ESTC). A list of these teams can be found at the ESTC website: www.ubcestc.wordpress.com.

IX.3 Application Review

The PAF Student Team Subcommittee members are responsible for reviewing all student team applications. Applications will be reviewed according to the outlined *Guidelines for Application Review* (as listed in Section VI Process for Application) and an overall application average will be calculated at the PAF Student Teams Subcommittee meeting.

A representative from each student team will be invited to attend the PAF Student Teams Subcommittee meeting the first Tuesday in October. This representative will have a total of two minutes to speak to his/her project.

The Student Team Subcommittee will share funding recommendations and proposed amounts of funding of each application at the PAF Advisory Committee Meeting. This will include a summary of the ranking scores.

X. Travel & Conferences Funding Award Process

The PAF Travel & Conferences Subcommittee is responsible for recommending funds to support student participation in conferences and appropriate student travel. This subcommittee meets three times a year.

X.1 Funding Guidelines

Student applicants MUST meet eligibility regulations as listed in Section VI Process for Application.

Based on historical application levels, the allocations for available funds for travel and conferences that occur throughout the year are as follows:

- The maximum amount of money allocated in the first meeting of the year shall be 50% of the available funds for the T&C Subcommittee for the year.
- The maximum amount of money allocated in the second meeting of the year shall be 30% of the remaining funds for the year.
- The maximum amount of money allocated in the third meeting of the year shall be 20% of the remaining funds for the year.

Please note: These percentages will be revisited periodically based on the need and recommendations made by the T & C Subcommittee.

X.2 Examples

Some examples of travel eligible for funding include the following:

- Travel to a professional conference as a presenter on behalf of the Faculty/Department
- Attendance at a local conference as a UBC delegate

X.3 Timeline

Second Tuesday in September (Sept 14th): The PAF Coordinator and EUS President will host a PAF Information Session for prospective applicants.

First Round:

Second Tuesday in October (Oct 12th): First of three deadlines for submission of T&C applications. Applications will not be accepted after the deadline.

Last Tuesday in October (Oct 26th): First meeting of the T&C Subcommittee to review and adjudicate new travel and conferences funding allocations.

First Tuesday in November (Nov 2nd): Announcement of PAF funding allocations occurs by this date.

Second Round:

Third Tuesday in January (Jan 18th): Second of three deadlines for submission of T&C applications. Applications will not be accepted after the deadline.

Last Tuesday in January (Jan 25th): Second meeting of the T&C Subcommittee to review and adjudicate new travel & conference funding allocations.

First Tuesday in February (Feb 1st): Announcement of PAF funding allocations occurs by this date.

Third Round:

Third Tuesday in March (March 15th): Third of three deadlines for submission of T&C applications. Applications will not be accepted after the deadline.

Last Tuesday in March (March 29th): Third meeting of the T&C Subcommittee to review and adjudicate new travel & conference funding allocations.

First Tuesday in April (April 5th): Announcement of PAF funding allocations occurs by this date.

August 31st: Last day for expenditure claims & Final Report due.