Professional Activities Fund (PAF) Guidelines

Introduction

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

This document outlines the PAF governance structure and how funds are to be awarded in each of the funding categories.

Governance Structure

PAF is governed by a central PAF governance body, to be called the *PAF Governance Board*. This Board is responsible for the overall direction and funding of PAF, and for overseeing any structural changes to the Fund. In addition, the PAF Governance Board shall prepare an annual report about the activities of the fund for the Student Advisory Council (SAC). The Board comprises of:

- The Dean of Applied Science (ex-officio)
- The Associate Dean, Education and Professional Development (ex-officio)
- Two Applied Science Faculty members appointed by the Dean or designate
- The EUS President (ex-officio)
- The EUS VP Finance (ex-officio)
- Two student-at-large, to be appointed by the EUS
- The APSC Finance Manager (ex-officio, non-voting)
- The PAF Coordinator (ex-officio, non-voting)

All decisions of the Board shall be made with a majority (50%+1) vote.

Under the PAF Governance Board are four main funding areas:

Annual Faculty Requests
A budget for Annual Faculty Requests, which shall include any funding requests not made directly by students, excluding the salary for existing staff positions, shall be submitted to the PAF Governance Board for approval. Examples of Annual Faculty Requests include:

- APEGBC-MAPS
- The Engineering Mentoring Program

Travel and Conferences
This funding category is for travel and conference requests, including field trips. Approvals will be on an ongoing basis by the EUS VP Finance and PAF Coordinator. As long as the conference or travel request is related to the mission of PAF, applicants will receive up to the amount of funding as per the Travel and Conferences funding guidelines.

New Projects

Anything that has not been funded before, with the exception of Travel and Conferences, shall be considered a new project. Applications to run a new project shall be open twice a year, closing at the end of September in Term 1 and the end of September in Term 2. These applications are judged by an 8-member faculty-student *Funding Committee* which reviews the applications and recommends funding allocations to the PAF Governance Board. The Funding Committee is comprised of:

- The Associate Dean, Education and Professional Development (ex-officio)
- Three Faculty members, appointed by the APSC Dean's Office
- The EUS VP Finance (ex-officio)
- Three student-at-large, appointed by the EUS
- The PAF Coordinator (ex-officio, non-voting)

Diversity of experience should be considered when appointing members to the funding committee.

Recurring Student Requests
These are requests submitted annually on behalf of students groups such as student teams and student chapters of professional organizations. To be in this category the group must have received PAF funding before, run annually, and have over 15 members. Funding for this category will be based off past funding requests, reviewed by the EUS VP Finance, and forwarded to the Funding Committee for approval.

PAF Timeline

Time	Action
September	First day of school: Applications open. Travel and Conference applications begin to be approved on a rolling basis
	Last week: Recurring Student Requests and Term 1 New Project applications close
October	First week: Applications that closed in September processed, Annual Faculty request submitted to the PAF Governance Board
	Mid: Funding Committee reviews new projects and recurring student requests, forwards recommendation to PAF Governance Board
	Late: PAF Governance Board meets to approve funding requests and set funding envelopes
January	End: Applications for Term 2 New Projects close
February	Beginning: New Project are reviewed by the Funding Committee
March	PAF Funding Annual Report is provided at SAC for feedback
April	PAF Governance Board discusses feedback and provides recommendations for next year

Funding Criteria

For projects to be eligible for PAF funding, they must meet the following criteria:
- The project must be student-run and organized, and have a clear goal
- The project must lie outside the engineering curriculum
- Recipients must be enrolled in Engineering
- The project must be directly related to the field of engineering
- The project must support the professional development of engineering students
- Projects shall only apply to one category of PAF
- Groups must consist of at least 75% engineering students
- Must not budget for carryover into future years

The following restrictions apply to organizations:
- PAF does not fund organizations, only projects
- Organizations may only be granted funding for 5 PAF projects per year

In addition, the following criteria apply to Design Projects:
- Groups must have secured a Faculty Advisory
- Groups must be listed as an Engineering Design Team and be open to new members.

Travel and Conferences

Travel and Conference funding is available for individuals and groups attending conferences. Funding is awarded on a per-person basis, as per the guidelines below. If you are hosting a conference, please apply to the New Projects or Recurring Student Requests categories.

This funding category is divided into two sub-categories:

Representative: Students shall apply to this category if one of their key purposes is representing UBC Engineering in an independently organized event. Examples of funding which would fall under this category include participation in a competition, voting on behalf of UBC-Vancouver, or presenting research at a conference.

Non-Representative: This category is for students seeking professional development and learning opportunities as a participant, whether through trips, conferences, or other means. Examples include Graduation Field Trips and National Conferences.

	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

New Projects

New Projects are projects that have not received PAF funding in the preceding year, or do not have the 15 members required to meet the Recurring Request criteria. Applications for new projects close twice per year: once in September and once in January.

Funding for New Projects is to be awarded by the Funding Committee, based off the restrictions and guidelines outlined in this document. Decisions will be communicated to applicants no later than 30 business days following the application deadlines. The committee may modify requests as they see fit.

The New Projects category is comprised of the following sub-categories:

Design Projects
Projects are classified as Design Projects if they intend to produce tangible or non-tangible product(s). For projects to qualify, they must meet the following criteria:
- Groups must have secured a Faculty Advisor
- Groups must be listed as an Engineering Design Team and be open to new members

Funding for Design Projects shall be based on the lesser of 50% of the project's budget or the amounts stipulated below:
- $3,000 for groups with 10 or fewer members
- $6,000 for groups with more than 10 members
- Groups travelling for a competition may receive up to an additional $1,500 to subsidize transportation cost

PD Sessions

PAF funds Professional Development Sessions 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

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 shall use the following guidelines when awarding funding:
- Funding should be appropriate for the number of UBC Engineering benefitting from this professional development experience.
- Funding shall not exceed the lesser of 50% of the project's budget or $10,000.

Recurring Student Requests

Requests submitted annually on behalf of student groups such as student teams and student chapters of professional organizations. To be eligible for this category projects must run annually, have at least 15 members, have received PAF funding in the preceding year, and have submitted their PAF Reports on time. These requests are due by the first application date in September, are reviewed by the Engineering Undergraduate Society's Vice President Finance and forwarded to the Funding Committee for approval.

Multi-year Projects
Projects that operate on a multi-year timeline of up to three years may, provided the group received funding in the preceding year, apply for a modified funding timeline that meets the project's needs.

For example, a preexisting design team is building a robot with a team of 20 members on a three-year timeline. They are eligible for $18,000 (plus $1,500 travel) over the three years. They may apply for a modified funding for a modified funding timeline of $14,000 in year one and $2,000 in each of year and two and three.