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. All PAF funded activities must be in support of this mandate.

This document is written to inform UBC students about funding allocations and to give direction on the use of PAF funding. It also 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, hence force referred to as the PAF Governance Board or the 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 is comprised 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.
# PAF Timeline

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mid-August</td>
<td>Application for <em>Round 1 Projects</em> open.</td>
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<tr>
<td>September 1st</td>
<td>All applications open. New funding cycle begins for <em>Travel and Conference</em> payments.</td>
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<tr>
<td>21st</td>
<td><em>Round 1 Project</em> applications due.</td>
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<tr>
<td>October</td>
<td><em>Round 1 Project</em> applications and <em>Annual Faculty requests</em> reviewed by the PAF Governance Board.</td>
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<td></td>
<td>• Project Applications reviewed by the Funding Committee.</td>
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<td>• Funding Committee forwards recommendations to the Board.</td>
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<td></td>
<td>• The Board meets to approve funding requests and set funding envelopes.</td>
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<tr>
<td>January</td>
<td><em>Round 2 Project</em> applications due.</td>
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<tr>
<td>February</td>
<td><em>Round 2 Project</em> applications reviewed by the Funding Committee and the PAF Governance Board.</td>
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<tr>
<td>March</td>
<td>PAF Funding Annual Report is provided at SAC for feedback.</td>
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<tr>
<td>April</td>
<td>PAF Governance Board discusses feedback and provides recommendations for next year.</td>
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<tr>
<td>August 31st</td>
<td>End of the Year Reports for <em>Round 1 &amp; 2 Projects</em> and <em>Travel and Conference</em>.</td>
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Travel and Conferences

Travel and Conference funding is available to individuals or groups attending conferences or attending field trips. If you are hosting a conference, please apply as a Project.

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 as long as there are funds in the Travel and Conferences PAF funding pool. Funding will be retrieved from the funding pool belonging to the year that the conference or trip takes place in, regardless of when applications are received.

Applications may be submitted after the conference or trip has taken place, however funding is never guaranteed until an application is process and approved. It takes approximately three weeks to process an application so an applicant must therefore apply three weeks prior to the conference or trip to know if they have received funding prior to spending. 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.

This funding category is divided into two sub-categories:

**Representative:**
Students apply as a representative 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 are Graduation Field Trips and National Conferences.
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<thead>
<tr>
<th></th>
<th><strong>Representative</strong></th>
<th><strong>Non-Representative</strong></th>
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<tbody>
<tr>
<td><strong>TRAVEL</strong></td>
<td>Funding is allocated based on the region of travel, up to the maximum amounts below:</td>
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<tr>
<td>Region 1 – BC and WA</td>
<td>$50/student</td>
<td>$25/student</td>
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<tr>
<td>Region 2 – Western Area*</td>
<td>$150/student</td>
<td>$75/student</td>
</tr>
<tr>
<td>Region 3 – North America</td>
<td>$300/student</td>
<td>$100/student</td>
</tr>
<tr>
<td>Region 4 - International</td>
<td>$500/student</td>
<td>$125/student</td>
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<tr>
<td><strong>ACCOMODATION</strong></td>
<td>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.</td>
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<tr>
<td></td>
<td>$20/student/night</td>
<td>$20/student/night</td>
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<tr>
<td><strong>CONFERENCE FEES</strong></td>
<td>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.</td>
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<tr>
<td></td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td><strong>MAXIMUM FUNDING</strong></td>
<td>PAF Funding shall not exceed the indicated percentage of the trip’s budget.</td>
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<tr>
<td></td>
<td>70%</td>
<td>40%</td>
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* The Western Area comprises of AB, SK, MB, OR, CA, MT, ID, WY, NV, UT, AZ
Projects

There are 3 types of Projects: Design Projects, PD Opportunities, and Other. The project category encompasses everything that falls outside of *Travel and Conferences*. Please read through each sub-section to determine which type of project you are conducting. All projects must meet the funding criteria outlined below. Design Projects have additional funding criteria.

Applications for projects are reviewed twice per year: once in September and once in January.

Funding for Projects is awarded by the Funding Committee, based on the restrictions and guidelines outlined in this document. The committee may modify requests as they see fit.

**Funding Criteria**

For projects to be eligible for PAF funding, they must meet the following criteria:

- The project:
  - Cannot receive funding through other categories of PAF.
  - Must be run and organized by students and have a clear goal.
  - Must lie outside the engineering curriculum.
  - Must be directly related to the field of engineering.
  - Must support the professional development of engineering students.
- Project members must consist of at least 75% current 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 up to 5 PAF projects per year.

**Design Projects**

Design Project PAF funding is intended for groups that meet, along with the aforementioned project criteria, the following additional criteria:

- Groups must be registered as an Engineering Design Team and be open to new members
- Groups must have secured a Faculty Advisor
- Groups cannot receive more than $20,000
- Groups cannot receive funding for more than 5 projects

Groups may apply for multiple PAF Design Project funding, however, each Design Project must be/contain a single distinct physical item. To remain distinct, the item **cannot** be a part of a final larger piece.

**Examples**

- **Not** separate projects:
  - A brake system and a chassis
  - Subsystems of a car going towards building the same car.
- **Accepted** separate projects
  - Two separate cars
  - Respiratory rate monitor and a phototherapy monitor

Updated: August 21, 2017
Funding for Design Projects shall be the lesser of the following:

1. 50% of the project’s budget OR
2. the amounts stipulated below:
   • $3,000 for projects with fewer than 15 members
   • $6,000 for projects with 15 or more members and a budget under $35,000.
   • $9,000 for projects with 15 or more members and a budget of $35,000 or greater
   • Groups travelling for a competition may receive up to an additional $3,000 to subsidize transportation cost. The additional amount cannot also exceed 50% of the competition budget.

Professional Development (PD) Opportunities

PAF funds Professional Development opportunities 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 per speaker

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 uses the following guidelines when awarding funding:

• Funding should be appropriate for the number of UBC Engineering students benefitting from this professional development experience.
• Funding shall not exceed the lesser of 50% of the project’s budget or $10,000.
Funding Divisions and Methods of Allocation

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 Student Memberships
- 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. To qualify for PAF, the conference or travel request must relate to the mission of PAF. Applicants will receive up to the amount of funding as per the Travel and Conferences funding guidelines.

Projects
Applications open twice a year, closing in September in Term 1 and in January 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 is considered when appointing members to the funding committee.
Appendix A: List of Changes from Previous PAF Guidelines

Summary of Changes Made to the Guidelines
- Projects will no longer be differentiated in terms of “New” vs. “Recurring” as there is no difference for funding allocation nor application for funding between the two
- Funding caps for Design Projects increased


Major changes
- Funding Divisions and Methods of Allocation section was moved to the end of the document
- A second and third paragraph was added to the Travel and Conferences section to clarify when applications can be received and which funding pool is used
- Updated language around Projects to eliminate the difference between New Projects and Recurring projects
- Deleted funding area subsection: Recurring Student Requests
- Deleted section: Recurring Student Requests
- Funding Criteria section moved to Projects
- Funding criteria specific to Design Projects moved to the Design Project subsection
- Design Project funding caps increased

Minor Changes
- Minor word choice in first paragraph of Introduction
- Minor word choice in funding area subsection: Travel and Conferences