

**Introduction**

The following handbook will outline key details of the Super Application, and the questions to be expected for each student group completing the Super Application.

The application encompasses student groups who fall under the following categories:

1. Engineering Design Teams
2. Student Clubs/Associations
	1. EUS affiliated, EUS Program Club, EUS Ex-Officio Club, Professional Chapter
3. Other:
	1. e.g. independent student projects

\*\*Graduate student groups and students seeking funding for [travel & conferences](https://paf.engineering.ubc.ca/apply-here/travel-conferences/) are not covered under this application\*\*

**Super Application**

***IMPORTANT:*** you will not be able to revise your application. Ensure each section is correct prior to moving on to the next section.

* For questions you do not have an answer for or think you have already answered the question in previous section, simply enter “N/A”.
* This is our first year using the Qualtrics survey, we are using it allows us to protect sensitive information. It is not perfect, but through this first iteration we are hoping to better the process for upcoming years.
	+ Any issues you run into, please contact the EDTC at team.engineering@ubc.ca
* The Super Application is a collection multiple applications and funds:
	+ Engineering Design Team Registration
	+ Competition Information
	+ Basic Student Group Information Collection
	+ 5 Funding Applications

**Funding Opportunities**

The following funds are available for student groups to apply to:

1. Professional Activities Fund

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. For more information visit [https://paf.engineering.ubc.ca/paf-101/eligibility/](https://paf.engineering.ubc.ca/paf-101/eligibility).

1. Student Competition Team Fund:

The Student Competition team fund provides funding for University of British Columbia engineering students to put into practice the engineering skills they learn in the classroom and to play a leading role in shaping the future of engineering. These funds are available for student competition teams within the Faculty of Applied Science. Please refer to the eligibility regulations available @ <http://pd.engineering.ubc.ca/professional-development/student-competition-team-fund/>.

1. Shell Experiential Learning Fund:

The Shell Experiential Learning Fund (SELF) provides funding for University of British Columbia students to participate in enhanced educational experiences. Types of activities eligible for funding include, but are not restricted to, student teams, conference sponsorship, and special projects and initiatives.

Key criteria considered by the SELF Selection Committee are:

* Applications are complete and applicant(s) deemed to be eligible
* Quality of enhanced educational experience to be realized for the student(s)
* Relevance to Shell Canada's business operations or employees
* Priority will be placed on projects related to the Oil and Gas industry and in the Faculties of Engineering and Science (Geosciences) and School of Business.

Please apply @<http://pd.engineering.ubc.ca/professional-development/shell-experiential-learning-fund/>.

1. Andre and Barbara De Leebeeck Engineering Student Teams Safety Enhancement Fund:

A portion of this funding supports both fixed and one-time costs associated with enhancing safety equipment, training and environment for student teams. However, depending on resources, some funding may be available to individual teams in order to reimburse specific safety-related expenses that they incur.

1. Program and Department Funding:

Programs and departments support various student organizations that are aligned with the program's mission. The funding is awarded based on a number of different criteria including:

* contributions to the program's community, collaborative activities, and student learning,
* diversity, inclusion, and membership policies,
* safety,
* organizational capacity – succession planning
* the size of the student group,
* the number of students participating in that respective program,
* the number of executive students in that respective program,
* the number of returning students in that respective program,
* fiscal responsibility, need and the estimated budget.

Each student group is eligible for a number of funding opportunities.

**Engineering Design Teams**

***Use this table to prepare for the application prior to the launch date.***

The following table outlines the order, the number and the type of questions each Engineering Design Team will have to answer. Since you are not able to revisit prior sections when completing the survey, use this handbook to prepare your answers; when the application opens, you can simply paste your answers in and complete the survey.

*Note: questions with ‘\*’ are optional for the completion of the survey.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Block** | **Question #** | **Question Content** | **Question Type** |
| **EDT Basics** | 71 | Team Selection | Drop List  |
| 76 | Team Summary | Text Entry, One Sentence  |
| 77 | Team Logo | File Upload |
| 5 | Leads Contact Information*Captain, Co-Captain, Safety Officer, Treasurer, Outreach & Sponsorship, Other* | Matrix |
| 6 | Social Media Information\**Website, Facebook, Twitter, Instagram, Youtube, LinkedIn, Other.*  | Text Entry |
| 8 | Program Association *Primary Program, Other Program Associations (optional)* | Text Entry  |
| **Faculty Advisor** | 12 | Who is your faculty advisor? *Name, email and program for each advisor.*  | Matrix |
| 10 | How often do you meet?  | Multiple Choice |
| 11 | When was the last time?  | Multiple Choice |
| 72 | Did they attend competition? | Multiple Choice |
| **Finances** | 36 | Funding and Speedchart Accounts*Please select all the programs and associations your team has historically received funds from (multiple selections permitted). Write down your four-letter SpeedChart code beside the name of the program you have a SpeedChart with (you should only have one SpeedChart).* | Multiple Choice & Text Entry |
| 73 | Finances (previous year)*Please upload an Excel document containing the previous year's actual finances using the template.* | Template & File Upload |
| 75 | Budget/Revenue (current year)*Please create a budget for the Sept 2019 - Sept 2020 year using the following template.*  | Template & File Upload |
| **Sponsorship** | 80 | How many monetary sponsors do you currently have? | Number Entry |
| 254 | How many in-kind (non-UBC) sponsors do you currently have?  | Number Entry |
| 68 | Please upload your sponsorship package (in PDF format) for the future year. | File Upload |
| 79 | Please create a list of your current sponsors. | Template & File Upload |
| **Space Allocation** | 38 | What spaces does your team use?  | Multiple Choice & Text Entry |
| **IT Resource Utilization**  | 27 | Which UBC resources do you use?\* | Multiple Choice  |
| 69 | ANSYS License Request\* | Template & File Upload |
| 70 | IT Requests\* | File Upload |
| **Team Planning and Learning** | 47 | Team Structure*Please outline the structure of your team? Are there sub-teams? What is the leadership structure?**Max length: 625 characters* | Text Entry |
| 250 | Organizational Chart\**Please attach an organization chart for your team structure.* | File Upload |
| 85 | Membership Policies*Please list all membership policies pertinent to your group, including but not limited to:** *Requirements for joining;*
* *Classes of membership, if applicable;*
* *Limitations on number of members;*
* *Membership selection criteria, if applicable;*
* *Organization leadership selection;*
* *Minimum participation requirements.*

*Max length: 1250 characters* | Text Entry |
| 49 | Recruitment Plan*Please briefly outline how you attract new members and help them make an informed decision about joining your group.  For new groups, please provide an in-depth plan to attract a sufficient base of members. We are interested in how you plan to recruit new members initially, but also what plans you have made to help foster a strong commitment from them throughout the year.**Max length: 1250 characters* | Text Entry |
| 51 | Diversity*Please provide a plan of how your group will promote and support diversity and inclusion both within your group and within the profession. Groups are expected to promote professionalism and create a welcoming, supportive, and inclusive environment for everyone who is in contact with them.  Groups should have clear expectations on respectful and appropriate behaviour and have a policy for dealing with inappropriate behaviour as well as bullying, discrimination and harassment. Note that we are looking for diversity in various ways including, but not limited to – gender, ability, engineering discipline, year level, faculty, etc.**Max length: 1250 characters* | Text Entry |
| 50 | Membership Management/Sustainability Strategy/Succession Plan *Please provide a plan of how your group will manage its membership over time, and ensure that your group has plans for succession.  Please also discuss what measures your group takes to ensure sustainability of your activities over time – maintaining people, tools, space, and knowledge base.**Max length: 1250 characters* | Text Entry |
| 83 | Long-Term Learning Goals for the Team*Please list the overall objectives of your group.**Max length: 1250 characters* | Text Entry |
| 86 | Current Year Learning Goals for the Team *Please detail the specific objectives you will be targeting this year – your priority areas.**Max length: 1250 characters* | Text Entry |
| 87 | Collaboration Plans*Please provide a list of the types of collaboration you take part in, and with which groups.  We are interested in all types of collaborations, but are particularly interested in cross-group collaborations, cross-institution collaborations, and industry collaborations (include industry associations).  Details are appreciated.**Max length: 1250 characters* | Text Entry |
| 88 | New Group Member Training and Mentorship Plan*Please outline the training process for new members, and how you support their development during their first year in the group.**Max length: 1250 characters* | Text Entry |
| 89 | Senior Member Continuing Professional Development Plan *Please outline how your senior members continue to develop and benefit from being part of your group.**Max length: 1250 characters* | Text Entry |
| 90 | Academic Success Plan*Please detail any policies or programs that help ensure your group members do not experience academic difficulty as a result of their commitment to the group.**Max length: 1250 characters* | Text Entry |
| **Safety** | 53 | Safety Training Plan*Please provide a detailed outline of your safety training requirements for new members, and refresher requirements for returning members.**Max length: 1250 characters* | Text Entry |
| 92 | Safe Working Environment Plan*Please discuss how your group will ensure that all of the environments it undertakes activities in will be managed for a safe working environment, including enforcement.**Max length: 1250 characters* | Text Entry |
| 93 | Supervision Rules*Please detail any policies about how and when members can work on group activities, or what types of supervision or environment must be present, and how you will enforce that.**Max length: 1250 characters* | Text Entry |
| 94 | PPE Rules*Please specifically specify your PPE rules, and how you communicate them to your group.**Max length: 1250 characters* | Text Entry |
| 95 | Safe Work Procedures*Please attach a zip file of your team's updated Safe Work Procedures.* | File Upload |
| 96 | Chemical Inventory*Please attach a spreadsheet of your team's updated chemical inventory.* | File Upload |
| **Competition Information** | 13 | Competition Previous Year*Yes or no* | Multiple Choice |
| 29 | Competition #1*Only will appear if answered yes to question 13. Competition name, organizing body, website, start & end date, city, country, competition category, overall placement, other placements, prize won (if applicable), number of competing teams, number of team members that attended, registration cost, travel & accommodations cost, how often do you attend this competition.*  | Text Entry |
| 31 | Competition #2\* *Same format* | Text Entry |
| 32 | Competition #3\**Same format* | Text Entry |
| 15 | Competition Upcoming Year*Yes or no* | Multiple Choice  |
| 40 | Competition #1*Only will appear if answered yes to question 15, same format* | Text Entry |
| 41 | Competition #2\**Same format*  | Text Entry |
| 42 | Competition #3\**Same format*  | Text Entry |
| **File Uploads** | 40 | Current Roster *Please upload an Excel document containing the most recent team roster. We understand that many teams recruit new students in the fall and that this information will change.* | Template & File Upload |
| 45 | Team Photo*Please upload photos of your team throughout the past year in a zip file. This could be from competition to everyday operation.* | File Upload |
| **Funding**  | 17, 18 | NOTE: The following branch determines which of the funding blocks appear for the remaining of the survey. The remaining question blocks will only appear if you select them.  | Multiple Choice |
| **SCTF** | 97 | Amount of Funding Requested | Number Entry |
| 273 | Number of Students on Team | Number Entry |
| 98 | What will be the primary use of the funds? Be brief.*Max length: 500 characters* | Text Entry |
| 275 | Check Box*If my application is successful, I will submit a final report by August 31st using the* [*Student Competition Team Fund Final Report*](http://pd.engineering.ubc.ca/student-competition-team-final-report-form/) *in order to be eligible for funding the following academic year.* | Multiple Choice  |
| **SELF** | 99 | Application via External Link[*http://pd.engineering.ubc.ca/professional-development/shell-experiential-learning-fund/*](http://pd.engineering.ubc.ca/professional-development/shell-experiential-learning-fund/) | Description |
| **Safety Fund** | 19 | List of Safety Items*Quantity on hand & request for: Nitrile Gloves (S,M,L), safety glasses, safety glasses (over glasses), goggles, face shield, N95 dust masks, respirators, respirator cartridges, lipo battery bags.* | Matrix |
| 20 | Special Requests\**Please only request items available on*[*uline.ca*](http://uline.ca/) | Matrix |
| **Program Funding** | 269, 304, 91  | Application Type/Affiliation | Multiple Choice |
| 270, 92  | Space | Multiple Choice |
| 194 | Safety | Multiple Choice |
| 93 | Accounting Assistance | Multiple Choice |
| 257 | Speedchart | Text Entry |
| 206, 256 | Summary Accomplishments\**If you obtained Program support in the previous year, please provide a high-level summary of milestones, events and activities and their corresponding dates. Please upload a PDF file if needed.* | File Upload & Text Entry |
| 90 | Student Profile | Matrix |
| 89 | Support Options | Matrix |
| **PAF Branching** | 59, 261, 262, 263, 272, 295, 296 | Number of Applications | Multiple Choice & Matrix |
| Documentation | File Upload |
| **PAF: Design Project** | 56 | Has your organization submitted other applications in the 2019-2020 funding cycle?*Yes or no* | Multiple Choice |
| 57 | What were the application titles? *Up to 5 applications* | Text Entry |
| 58 | Project NameFunding Request $ | Text Entry |
| 60 | Funded by PAF in previous years?Did you collect the full amount of PAF funding for this previously funded project?*Yes or no* | Multiple Choice |
| 61 | Project Summary*Please describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals.**Max length: 625 characters* | Text Entry |
| 62 | Impact on UBC Engineering Student Learning*What is the impact on student learning? How will this project contribute to or continue to ensure the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?**Max length: 625 characters* | Text Entry |
| 97 | Organizational Structure*If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.**Max length: 625 characters* | Text Entry |
| 264 | Project Timeline*Please briefly describe your project’s timeline* ***month by month****. Note that PAF can only fund activities from September 1st – August 31st, but please do provide detail if your project will extend past that timeline.* | Text Entry |
| 99 | Capital Purchases\**If you are requesting funding for equipment that will be available for long-term use for your organization, please provide justification. Generally, this cost will be counted as a project expense, not a competition expense.**1. Explain the need for this equipment and demonstrate that the need for this is not currently fulfilled through any of the equipment presently available to your organization.**2. Demonstrate that this cannot be funded through other sources, such as the EDTC referenda.**3. Provide a plan for storage, safe usage, and maintenance.**Max length: 625 characters* | Text Entry |
| 289 | Competition Description\**If you are going to a competition, please clarify the goals of the competition, and logistics (when, where, and how many people will be attending). Provide a link to the website of the competition if possible.**Max length: 625 characters* | Text Entry |
| 64 | *Is this project competing in a competition in 2019/2020? If so, please state the name of the competition.* | Text Entry |
| 294 | Are you travelling to the competition in the 2019-2020 PAF year?*Yes or no* | Multiple Choice |
| 67 | How much money are you requesting for travel?  | Text Entry |
| 65 | How much money are you requesting for this project?  | Text Entry  |
| 146 | Beneficiaries*Number of members in this Design Team, number of people working on this project* | Matrix |
| **PAF: Professional Development Opportunity**  | 150 | Has your organization submitted other applications in the 2019-2020 funding cycle?*Yes or no* | Multiple Choice |
| 172 | What were the application titles? *Up to 5 applications* | Text Entry |
| 164 | Project NameFunding Request $ | Text Entry |
| 170 | Funded by PAF in previous years?Did you collect the full amount of PAF funding for this previously funded project?*Yes or no* | Multiple Choice |
| 166 | Project Summary*Please describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals.**Max length: 625 characters* | Text Entry |
| 156 | Impact on UBC Engineering Student Learning*What is the impact on student learning? How will this project contribute to or continue to ensure the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?**Max length: 625 characters* | Text Entry |
| 160 | Organizational Structure*If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.**Max length: 625 characters* | Text Entry |
| 267 | Project Timeline*Please briefly describe your project’s timeline* ***month by month****. Note that PAF can only fund activities from September 1st – August 31st, but please do provide detail if your project will extend past that timeline.* | Text Entry |
| 137 | General Details\**Note: an engineering attendee is considered engineering students and/or industry. Please note that PAF does not fund alcohol or count it in the budget.**Number of expected engineering attendees, venue cost, cost of thank you gifts, will alcohol be served (yes or no).*  | Matrix |
| 290 | Guest Speakers\**If you are inviting speakers or guests, please provide a brief description of how many speakers, their areas of expertise, and the benefit they will provide attendees.**Max length: 625 characters* | Text Entry |
| **PAF: Other** | 123 | Has your organization submitted other applications in the 2019-2020 funding cycle?*Yes or no* | Multiple Choice |
| 145 | What were the application titles? *Up to 5 applications* | Text Entry |
| 137 | Project NameFunding Request $ | Text Entry |
| 143 | Funded by PAF in previous years?Did you collect the full amount of PAF funding for this previously funded project?*Yes or no* | Multiple Choice |
| 139 | Project Summary*Please describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals.**Max length: 625 characters* | Text Entry |
| 129 | Impact on UBC Engineering Student Learning*What is the impact on student learning? How will this project contribute to or continue to ensure the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?**Max length: 625 characters* | Text Entry |
| 133 | Organizational Structure*If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.**Max length: 625 characters* | Text Entry |
| 266 | Project Timeline*Please briefly describe your project’s timeline* ***month by month****. Note that PAF can only fund activities from September 1st – August 31st, but please do provide detail if your project will extend past that timeline.* | Text Entry |
| 292 | Category Justification*Please explain why this does not fit into the other PAF categories. Provide a rationale for the amount of funding per currently enrolled UBC Engineering student benefiting from the project**Max length: 625 characters* | Text Entry |

**Clubs, Professional Chapters and Other**

***Use this table to prepare for the application prior to the launch date.***

The following table outlines the order, the number and the type of questions each club/professional chapter/other projects will have to answer. Since you are not able to revisit prior sections when completing the survey, use this handbook to prepare your answers; when the application opens, you can simply paste your answers in and complete the survey.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Block** | **Question #** | **Question Content** | **Question Type** |
| **Basic Information** | 142 | Group Summary *Please give a brief, general overview of your group.**Max length: 500 characters* | Text Entry |
| 302 | Team Structure*Please outline the structure of your team? Are there sub-teams? What is the leadership structure?**Max length: 625 characters* | Text Entry |
| 301 | Organization Chart\*Please attach an organization chart for your team structure.  | File Upload |
| 191 | Leadership & Membership\**Please provide a summary of any leadership/membership policies such as roles and responsibilities of the leadership; criteria for the selection of leadership and members; recruitment approaches; training and orientation; size limitations; etc.**Max length: 1250 characters* | Text Entry |
| 303 | Current Year Learning Goals for the Team*Please detail the specific objectives you will be targeting this year – your priority areas.**Max length: 1250 characters*  | Text Entry |
| 193 | Collaboration & Marketing\**Please summarize the group's forms of collaboration (eg. Imagine Day, APSC Open House, etc.), sponsor interactions, promotion and outreach, as may be relevant.**Max length: 1250 characters* | Text Entry |
| 203 | Professionalism\**Groups are expected to promote professionalism and create a welcoming, supportive and inclusive environment for all participants.  Please summarize how your group will do so, and how it will deal with inappropriate behaviour and harassment.**Max length: 1250 characters* | Text Entry  |
| 141 | Social Media Information\**Website, Facebook, Twitter, Instagram, Youtube, LinkedIn, Other.* | Matrix |
| **Finances & Timeline** | 202 | Finances (previous year)*Please upload an Excel document containing the previous year's actual finances using the template.* | Template & File Upload |
| 204 | Budget/Revenue (current year)*Please create a budget for the Sept 2019 - Sept 2020 year using the following template.*  | Template & File Upload |
| 268 | Project Timeline*Please briefly describe your project’s timeline* ***month by month****. Note that PAF can only fund activities from September 1st – August 31st, but please do provide detail if your project will extend past that timeline.* | Text Entry |
| **Funding**  | 207, 208 | NOTE: The following branch determines which of the funding blocks appear for the remaining of the survey. The remaining question blocks will only appear if you select them. | Multiple Choice |
| **Program Funding** | 298, 306, 299  | Application Type/Affiliation | Multiple Choice |
| 300, 301  | Space | Multiple Choice |
| 302 | Safety | Multiple Choice |
| 303 | Accounting Assistance | Multiple Choice |
| 304 | Speedchart | Text Entry |
| 305, 306 | Summary Accomplishments\**If you obtained Program support in the previous year, please provide a high-level summary of milestones, events and activities and their corresponding dates. Please upload a PDF file if needed.* | File Upload & Text Entry |
| 307 | Student Profile | Matrix |
| 308 | Support Options | Matrix |
| **PAF Branching** | 259, 258, 297, 298 | Number of Applications | Multiple Choice & Matrix |
| Documentation | File Upload |
| **PAF: Professional Development Opportunity**  | 186 | Has your organization submitted other applications in the 2019-2020 funding cycle?*Yes or no* | Multiple Choice |
| 187 | What were the application titles? *Up to 5 applications* | Text Entry |
| 188 | Project NameFunding Request $ | Text Entry |
| 189 | Funded by PAF in previous years?Did you collect the full amount of PAF funding for this previously funded project?*Yes or no* | Multiple Choice |
| 190 | Project Summary*Please describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals.**Max length: 625 characters* | Text Entry |
| 191 | Impact on UBC Engineering Student Learning*What is the impact on student learning? How will this project contribute to or continue to ensure the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?**Max length: 625 characters* | Text Entry |
| 192 | Organizational Structure*If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.**Max length: 625 characters* | Text Entry |
| 195 | General Details\**Note: an engineering attendee is considered engineering students and/or industry. Please note that PAF does not fund alcohol or count it in the budget.**Number of expected engineering attendees, venue cost, cost of thank you gifts, will alcohol be served (yes or no)*  | Matrix |
| 291 | Guest Speakers\**If you are inviting speakers or guests, please provide a brief description of how many speakers, their areas of expertise, and the benefit they will provide attendees.**Max length: 625 characters* | Text Entry |
| **PAF: Other** | 174 | Has your organization submitted other applications in the 2019-2020 funding cycle?*Yes or no* | Multiple Choice |
| 175 | What were the application titles? *Up to 5 applications* | Text Entry |
| 176 | Project NameFunding Request $ | Text Entry |
| 178 | Funded by PAF in previous years?Did you collect the full amount of PAF funding for this previously funded project?*Yes or no* | Multiple Choice |
| 177 | Project Summary*Please describe the project and how it meets PAF’s long term goals of supporting professional development activities. Describe where and how you will conduct this project. Include your short- and long-term goals.**Max length: 625 characters* | Text Entry |
| 179 | Impact on UBC Engineering Student Learning*What is the impact on student learning? How will this project contribute to or continue to ensure the development of the professional skills of engineering students? What are the direct, short-term, and long-term benefits?**Max length: 625 characters* | Text Entry |
| 180 | Organizational Structure*If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. Ensure to mention how your leadership structure (eg. subteams) contributes to this.**Max length: 625 characters* | Text Entry |
| 293 | Category Justification*Please explain why this does not fit into the other PAF categories. Provide a rationale for the amount of funding per currently enrolled UBC Engineering student benefiting from the project**Max length: 625 characters* | Text Entry |