PAF PROJECT APPLICATION

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.

PAF collects fees from all undergraduate UBC Engineering students each fall. Only currently enrolled undergraduate UBC Engineering students may benefit from the fund.

All applications must meet the following eligibility criteria:

* Be student-run and organized, and have a clear goal
* The application must be separate from engineering curriculum but must be related to the profession of engineering. It must support the professional development of undergraduate UBC engineering students.
* 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.
* Applications for a single initiative may only be funded through one category of PAF (ex: cannot apply for both Travel & Conferences and Projects).
* PAF does not provide funding for initiatives outside of its fiscal cycle (Sept 1st – Aug 31st). PAF will not fund applications that project “carryover”, produce any profit, or intend to run a deficit.
* PAF does not fund organizations. PAF will provide funding for specific projects or travel, which may be applied on behalf of an organization.
* PAF does not accept applications for previous fiscal cycles.

PAF Projects are funded in three categories: Design Projects, Professional Development Opportunities, or Other. You need to complete both the general application section (first three pages) and the specific section for the application category.

Applications must be submitted online via the form on the [PAF website](http://paf.engineering.ubc.ca/apply-here/). You will need to submit two files: this document as a pdf, and the excel template for budget/roster. Do not modify the templates. Name each file with the following convention:

last name\_first name\_project title\_ 2019.pdf

last name\_first name\_project title\_ 2019.xlsx

Applicants are responsible for providing final reports on the progress of their application. All funding will be disbursed through the APSC Finance Office ([finance@apsc.ubc.ca](mailto:finance@apsc.ubc.ca)). Claims require itemized receipts and must be signed by the primary applicant.

For questions or clarification, please contact the PAF Coordinator ([paf@apsc.ubc.ca](mailto:paf@apsc.ubc.ca)) after reviewing the [PAF website](http://paf.engineering.ubc.ca/).

# Project Information:

Please supply all the information below. Please bold or highlight the relevant type of application, as it will determine how the project budget is evaluated for funding.

|  |  |
| --- | --- |
| Project Name: |  |
| Type of Application: | Design Project / Professional Development Opportunity / Other |
| Funding Request ($) |  |
|  |  |

# Applicant Information:

Please supply all the information below. All correspondence regarding this application will be addressed to the principal applicant.

|  |  |
| --- | --- |
| Principal Applicant’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Student Number: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Department/Program | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Secondary Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Primary Associated Group: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# PAF Information:

This section provides information on PAF eligibility. Please bold or underline Yes or No where relevant. Please note that only five PAF applications may be funded per year as a group or individual.

|  |  |  |  |
| --- | --- | --- | --- |
| Has this project been previously funded by PAF? | | Yes / No | |
| Did you collect the full amount of PAF funding for this previously funded project? | | Yes / No | |
| Have you and/or your associated group already applied for PAF funding in the 2019-20 year? | | Yes / No | |
| If yes, please list the other applications (Application Title – Applicant’s first and last Name): | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

# 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. (300 words recommended):

# 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? (300 words recommended):

# Organizational Structure:

Please outline the structure of your organization. What is the leadership structure? If parts of this project will be carried forward over a transition period, briefly outline your mechanisms for succession. (300 words recommended):

# Project Timeline:

Please briefly describe your project’s timeline. 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.

|  |  |
| --- | --- |
| Past milestones |  |
| September |  |
| October |  |
| November |  |
| December |  |
| January |  |
| February |  |
| March |  |
| April |  |
| May |  |
| June |  |
| July |  |
| August |  |
| Future milestones |  |

# Funding Criteria:

The following section provides information on funding eligibility. For PAF funding criteria please view the [PAF website](http://paf.engineering.ubc.ca/apply-here/projects/). Please bold or underline Yes or No where relevant. Please only fill out the relevant section.

## Design Project

Design Project PAF funding is intended for Engineering Design Teams.

Eligibility criteria:

* All of the general PAF eligibility criteria as described on page 2
* Applicants must be registered as an Engineering Design Team. This includes having a Faculty Advisor.
* It is preferred if there are overarching goals from an external party such as a competition. If there is no external organization imposing requirements, it must be clear how the success of the project will be measured and how the team intends to hold itself accountable for the completion of the project.
* A team may not apply to both Travel and Conference funding and Design Project funding.
* Design Teams may apply for multiple Design Projects; however, each Design Project must be demonstrably separate. Separate projects aim to create distinct physical items. The items cannot be part of a final larger piece. For example:

|  |  |
| --- | --- |
| Separate Projects:   * Two separate cars * Respiratory rate monitor and a phototherapy monitor | Not Separate Projects:   * A brake system and a chassis * Subsystems of the same vehicle |

Funding calculation:

* A team cannot receive more than $20,000 from PAF in one fiscal cycle and cannot receive funding for more than 5 projects (including PD applications).
* A contingency of up to 10% must be included in your application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 50% of Project’s Budget | OR |  | < 15 members | ≥ 15 members | |
|  |  | < $35,000 budget | ≥ $35,000 budget |
| Project | $2,500 | $5,000 | $7,000 |
| Competition | $2,500 | $2,500 | $2,500 |
| **Total Cap:** | **$5,000** | **$7,500** | **$9,500** |

Additional notes:

* If a Design Team is submitting multiple projects, any administrative expenses that will benefit the whole team (ex: posters, website hosting) are to be split over all projects.
* PAF will generally not fund capital purchases such as investments in equipment. Exceptions require a specific description and plan.
* PAF will not cover per diems during travel or alcohol-related expenses. These costs will be removed from your budget when considering the application.

|  |  |
| --- | --- |
| Faculty Advisor Name: |  |
| Faculty Advisor Contact Email: |  |
| Other Advisor Name: |  |
| Other Advisor Contact Email: |  |
| Number of Members in Design Team: |  |
| Number of People Working on this Project: |  |
| Are you traveling to a competition in the 2019-2020 PAF year? | Yes / No |

# Capital Purchases: (optional)

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. (300 words recommended):

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.

# Competition Description: (optional)

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. (300 words recommended):

## Professional Development Opportunities

PAF funds Professional Development Sessions that aim to advance students’ knowledge and skills. Examples of past sessions include networking nights, technical workshops, and seminar series. Note that Design Teams are eligible to apply for PD funding in the case of skill-building workshops; however, this counts towards their cap of number of applications.

Eligibility criteria:

* PAF shall not fund PD opportunities in which the main beneficiaries are not currently enrolled undergraduate UBC Engineering students (ex: youth outreach events).

Funding calculation:

* PAF Funding shall not exceed 70% of the project’s budget to a cap of $10,000.
* Food shall be subsidized at a rate of $7/expected engineering attendee (students, industry, faculty members, or alumni). Attendance numbers should be briefly justified.
* The lesser of $500 or 70% of the costs for venue and associate venue fees (table, chairs, etc.)
* Gifts for speakers will be subsidized up to $25 per speaker up to a maximum of $150.
* Other material costs such as workshop supplies can be funded up to $100.
* PAF will fund up to a [GTA1](https://cupe2278.ca/how-we-help/pay-rates/) salary (the rate for TAs who are enrolled in a Doctoral program or a Masters program and already holds a Masters degree in the discipline they are teaching in) for tutorial instructors.

Other notes:

* 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.

|  |  |
| --- | --- |
| Number of Expected Engineering Attendees[[1]](#footnote-1): |  |
| Number of Speakers |  |
| Will alcohol be provided at this event? | Yes / No |
| 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. (300 words recommended):

## Other Project

Other projects are those that do not fall into the above two categories. Examples of this would include hosting a conference or team-based competitions that are not aligned with Design Projects. 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.

Eligibility criteria:

* All of the general PAF eligibility criteria as described on page 2
* Funding should be appropriate for the number of UBC Engineering benefitting from this professional development experience.

Funding calculation:

* Funding shall not exceed the lesser of 50% of the project’s budget or $10,000.
* In the case that your project is deemed similar to a design team but does not qualify for the Design Project category, the committee will apply the Design Project funding principles to your application.

Other notes:

* PAF will not cover per diems during travel or alcohol-related expenses. These costs will be removed from your budget when considering the application.

Category Justification

If you are applying for an “other” project, 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 benefitting from the project. (300 words recommended):

# Budget & Beneficiaries:

Create a budget and roster of those who will benefit from the funding using the attached template spreadsheet. There are separate tabs for design teams, PD opportunities, and other projects. Use the one appropriate for your project. Only include costs specifically related to this project.

* Documentation for projected expenses needs to be provided (ex. links, or attach an appendix of invoices).
* Convert all costs to CAD and include the conversion rates in the appropriate table.
* Please note that the budget must balance (i.e. Income = Expenses) to be eligible for PAF.

This template will calculate your eligible PAF funding as per the PAF guidelines. You cannot apply for more PAF than you are eligible for; however, if may request less PAF.

1. students, industry, faculty members, or alumni [↑](#footnote-ref-1)