

**PAF (Professional Activities Fund) Guidelines and Information****Important Notes**

- This document refers to PAF Guidelines and Information at the School of Engineering on UBC's Okanagan campus ONLY.
- Please direct all PAF-related questions to PAF Coordinator: [marie.reid@ubc.ca](mailto:marie.reid@ubc.ca)

**1. PAF Background**

A professional activities fee (\$100 per student per academic year) was introduced to enhance professional development activities in the School of Engineering's undergraduate program. The Professional Activities Fund (PAF) is used to support projects and activities that enhance the professional development of undergraduate engineering students.

The purpose of PAF is to support co-curricular activities and projects that lie outside, but yet are complimentary to, the engineering curriculum. This may include: (1) core, sustainable activities, and (2) student-initiated, short-term activities (ex. student projects, student teams, and student conferences). PAF is not intended to replace university-level or school-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 PAF, and to outline relevant roles and responsibilities in recommending projects.

**2. PAF Administration and PAF Committee**

Administrative support for PAF is provided by the PAF Coordinator, Engineering students, and the Engineering Society President.

The PAF Coordinator:

- Ensures that the PAF website is up-to-date
- Attends meetings of the PAF Committee
- Notes comments on unsuccessful applications
- Maintains a database of applications and the status of each
- Communicates with the PAF Committee and with applicants
- Coordinates reimbursements to PAF recipients

The PAF Committee has been established to adjudicate student-initiated, short-term activities for funding, and is comprised of the following members:

- Associate Director, School of Engineering
- Engineering Society President
- PAF Coordinator (non-voting member)
- Academic Advisor, School of Engineering (non-voting member)
- 6 student representatives:
  - 1 – Year One
  - 1 – Year Two
  - 1 – Year Three
  - 1 – Year Four, Civil
  - 1 – Year Four, Electrical
  - 1 – Year Four, Mechanical

**3. PAF Website**

The PAF website is used to provide information on PAF, membership of the PAF Committee, PAF Guidelines and Information, criteria and procedures, and all relevant application forms.

Shortly after the end of each PAF cycle, the PAF website is updated annually to list all awards and uses of PAF. The PAF website will also contain all reports submitted by successful applicants.

## 4. Eligible Applicants and Expenses

### 4.1 Student Eligibility Regulations

1. All applicants and participants must be School of Engineering undergraduate students in good standing both at the time of the application and during the period of the project itself.
2. Applications will be accepted from undergraduate students or clubs affiliated with the School of Engineering. Applications will NOT be accepted from faculty members, staff, or off-campus organizations, or from UBC Okanagan students applying on behalf of off-campus organizations.
3. Students may submit multiple applications over the course of an academic year, but subsequent applications will not be approved if original applications are outstanding (ex. receipts / boarding passes not submitted).

### 4.2 Funding Eligibility Regulations

1. Student applications 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 complimentary to, the engineering curriculum. No curriculum-based activities are eligible for funding.
3. Applications should be received at least 4 weeks prior to the event, project, or eligible activity to enable the Committee to make a funding decision. Funding decisions will be announced soon afterward. Applicants may only submit applications for a particular event once in the academic year.
4. 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 the student body, directly or indirectly. Project examples of indirect benefit to students could include:
  - a. Those that establish relationships between the School of Engineering and other institutions or companies.
  - b. Those that represent the School of Engineering by giving a presentation at a conference.
  - c. Something that would result in positive media attention for the School of Engineering.
  - d. Giving a presentation at the School of Engineering to share what you have learned with other students.
5. It is expected that students will secure additional sources of funding. Additional funding solicited and secured must be noted in the completed PAF Application to support the proposal.
6. Please note the following restrictions on funding:
  - a. Meal costs can be eligible expenses, but cannot exceed standard UBC per diem rates.
  - b. No alcoholic beverages will be reimbursed through PAF.
  - c. Where vehicle mileage is claimed, standard UBC rates will apply (refer to UBC Policy 83).
7. Travel, conference, and field trip funding should be allocated based on the region of travel with the following limits as guidelines:
  - a. \$200/student within 150 kms
  - b. \$500/student within 600 kms
  - c. \$1000/student within North America / International
8. Large group applications (including single applicants belonging to a larger group) and conference funding will be considered on a case-by-case basis.

## 5. Criteria for Application Review and Awarding of Funding

Applications submitted will be evaluated using the following criteria:

1. Quality and rationale of PAF Application
2. Thoroughness, clarity and transparency of budget. Clear efforts in securing or attempting to secure outside funding via sponsorships, donations, etc.
3. Impact of project on UBC student learning.
  - a. Ex. How many UBC students are involved directly and indirectly? How engaged are students in learning?
4. Articulation of student/team/group's role in the School, including purpose, history, achievements to date, and short/long term goals.

Based on discussion of the PAF Committee, each application will receive one of the following ratings: Approved, Approved with Conditions, or Denied.

## 6. Notification

All successful applicants will be issued an email regarding the amounts awarded along with the instructions for accessing the funds. Emails to unsuccessful applicants will also be issued indicating the reasons why the application was not successful.

It is the applicant's responsibility to ensure that the email contact information listed on their application is current.

## 7. When Funding is Approved

Successful applicants are required to meet with the PAF Coordinator immediately following PAF funding approval. The following topics will be discussed:

1. Travel Arrangements
2. Consent Forms
3. Expense Reporting
4. Submission of Receipts / Boarding Passes

All payment reimbursements are receipt-based and must be accompanied by a properly completed and compiled expense claim form (found on the PAF website). Submit these receipts along with the claim form to the PAF Coordinator (note contact information on Page 1).

**All receipts and claim forms must be submitted within one month of project / travel completion. In addition, all receipts and travel documents are required before reimbursements are issued.**

**To apply, fill out a PAF application (found in the forms database of the School of Engineering's website**