Work Learn International Undergraduate Research Awards 2020 - 2021
Information Sheet for Faculty/School/Department Coordinators

Coordinators’ Roles

- Act as the main liaison between your Faculty/School/Department’s faculty supervisors, students, and the Centre for Student Involvement and Careers (CSI&C)
- Determine how the awards will be distributed and promote this program within your Faculty/School/Department
- Ensure that all faculty supervisors and students who apply meet the program eligibility criteria. We are able to verify eligibility of students if necessary.
- Forward your funded research project proposal list and student appointment forms to the CSI&C by the deadline dates provided

Procedures

1. Promote the program within your Faculty/School/Department, advise students and potential supervisors of the research project proposal process, directing faculty supervisors to submit their proposal on UBC CareersOnline.
   - Faculty supervisors can download a step-by-step guide on how to submit a research project proposal.

2. CSI&C will send research project proposals to you in the beginning of February 2020. Faculty/schools/department offices may allocate awards within the quota distribution using their own internal processes, with the expectations that funded research project proposals offer students meaningful research-oriented workplace experience.
   - Determine which projects should receive the award (limited to Faculty/School award allocation numbers) by submitting an “A-list” to worklearn.iura@ubc.ca by February 28, 2020.
   - You can submit a “B-list” of research project proposals, should more funding become available or an “A-list” research project fails to recruit an eligible student.

3. As Faculty/School/Department Coordinators, you may be required to support faculty supervisors with setting up student appointments (ePAF) and addressing student inquiries relating to the start of their award.
4. Submit to the CSI&C:

<table>
<thead>
<tr>
<th>Research Project Proposal List</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>A template will be provided by CSI&amp;C. Ensure all information requested on the spreadsheet is complete and accurate.</td>
<td>Friday, February 28, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Appointments (ePAFs)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All appointments must be submitted as an <a href="#">ePAF in HRMS</a>. Please contact your payroll rep if you have any questions about submitting ePAFs in HRMS. The student’s official start/end dates should match the start/end dates on the appointment. The latest a student can start working on their award to meet the minimum 16-week requirement is May 12, 2020.</td>
<td>Tuesday, April 14, 2020</td>
</tr>
</tbody>
</table>

5. The CSI&C will arrange to transfer $4500 (per student) to Faculty/School accounts at the end of the work term (October/November).

**Questions?**

If you have any questions about the Work Learn International Undergraduate Research Awards, please contact Workplace Learning staff, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.