



Work Learn International Undergraduate Research Awards 2021 - 2022 Information for Faculty Supervisors

December 2020	<p>Step 1: Review the website</p> <p>ACTION: Review the Work Learn International Undergraduate Research Awards website for information.</p> <ul style="list-style-type: none">• Students may contact you to submit a proposal for this award. You may work with the student to come up with a research project proposal.• Call for research project proposals will open on January 4, 2021.
January 2021	<p>Step 2: Submit your research project proposal(s)</p> <p>ACTION: You must submit the research project proposal on UBC CareersOnline.</p> <ul style="list-style-type: none">• Note: You will need a UBC CareersOnline EMPLOYER account to submit the research project proposal.• Download a step-by-step guide on how to submit a research project proposal. After reading the guide, please email worklearn.iura@ubc.ca if you have any questions.<ul style="list-style-type: none">◦ If you have a student in mind for this position, select “internal candidate” on your application form. <p>All research project proposals must be submitted to UBC CareersOnline by February 17, 2021.</p>
February 2021	<p>Step 3: Await for funding decision</p> <p>Your research project proposal will be reviewed. You will receive a decision on your proposal(s) by March 5, 2021.</p>
March 2021	<p>Step 4: Students apply for position(s)</p> <p>If your position(s) is approved, it will be posted on UBC CareersOnline from March 8 - 28, 2021. If you have an internal candidate, the position will not be posted. Proceed to Step 6: Submit a HIRE BP.</p>
April 2021	<p>Step 5: Begin the hiring process</p> <p>ACTION: Review student applications, interview students for the position, and choose a successful candidate. The program website offers resources and advice to assist you with the hiring process.</p>
April 2021	<p>Step 6: Submit a HIRE BP.</p> <p>ACTION: Submit the appropriate Hire BP via Workday by April 16, 2021.</p> <p>Review the Information Sheet for Appointing Students on the Work Learn International Undergraduate Research award website for guidance. Share this information with your departmental administrator or financial officer.</p>
May 2021	<p>Step 7: Student(s) start their research award</p> <p>ACTION: Student(s) can begin work as per the agreed upon start date. Consider resources for onboarding and orientation available on the website.</p>

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