# Work Learn International Undergraduate Research Awards 2021 - 2022

**Information for Faculty Supervisors**

## Step 1: Review the website

**ACTION:** Review the Work Learn International Undergraduate Research Awards [website](#) for information.
- 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.

## Step 2: Submit your research project proposal(s)

**ACTION:** You must submit the research project proposal on [UBC CareersOnline](#).

- 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.
  - If you have a student in mind for this position, select “internal candidate” on your application form.

All research project proposals must be submitted to UBC CareersOnline by February 17, 2021.

## Step 3: Await for funding decision

Your research project proposal will be reviewed. You will receive a decision on your proposal(s) by March 5, 2021.

## Step 4: Students apply for position(s)

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**.

## Step 5: Begin the hiring process

**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.

## Step 6: Submit a HIRE BP.

**ACTION:** Submit the appropriate Hire BP via Workday by April 16, 2021.

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.

## Step 7: Student(s) start their research award

**ACTION:** Student(s) can begin work as per the agreed upon start date. Consider resources for onboarding and orientation available on the [website](#).

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.