



## Work Learn International Undergraduate Research Awards 2021 - 2022 Information for Faculty/School/Department Coordinators

December 2020

### **Step 1: Prepare for the cycle**

**ACTION #1:** Review correspondence from Workplace Learning staff, Centre for Student Involvement and Careers.

- This correspondence includes your Faculty/School award allocation numbers, competition cycle deadlines, student eligibility information, and project proposal requirements.
- Further information and a guide for School/Faculty/Department Coordinators are available on the Work Learn International Undergraduate Research Awards [staff and faculty-facing website](#).
- Information for students will be updated on the [student-facing program website](#).

**ACTION #2:** Update all information on any of your Faculty/School/Department's webpages regarding the award. Notify [worklearn.iura@ubc.ca](mailto:worklearn.iura@ubc.ca) of these updates to ensure the [program website](#) successfully links to your pages.

January 2021

### **Step 2: Promote opportunity**

**ACTION:** Promote the program to students and faculty members in your Faculty/School/department.

[Call for Research Project Proposals will open on January 4, 2021.](#)

### **Step 2: Attend an information session**

**ACTION:** Attend the information session delivered by Workplace Learning staff, Centre for Student Involvement and Careers. Please bring any questions you have about the proposal process and your role as a Faculty/School/Department Coordinator.

February 2021

### **Step 3: Review project proposals**

Faculty members will submit research project proposals to UBC CareersOnline by February 10, 2021.

**ACTION:** Research project proposals will be sent to you in mid-February 2021.

- You and/or your Faculty/School/Department will review the proposals and choose which projects should receive the award (limited to Faculty/School award allocation numbers) by submitting an "A-list" to [worklearn.iura@ubc.ca](mailto:worklearn.iura@ubc.ca) by **March 1, 2021**.
- 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.

[Faculty members will receive a decision on their research project proposal\(s\) by March 3, 2021.](#)  
[Students can apply to these positions on UBC CareersOnline from March 8 – 28, 2021.](#)

April 2021

### **Step 4: Provide administrative support**

**ACTION:** As Faculty/School/Department Coordinators, you may be required to support faculty supervisors with setting up the appropriate Hire BPs via Workday and addressing student inquiries relating to the start of their award.

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](mailto:worklearn.iura@ubc.ca).