



Work Learn International Undergraduate Research Awards 2021 - 2022 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 to the CSI&C and set up the appropriate Hire business processes (BP) via Workday 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 members can [download](#) a step-by-step guide on how to submit a research project proposal.
 - The Call for Research Project Proposals open from **January 4 – February 10, 2021**.
2. CSI&C will send research project proposals to you mid-February 2021. 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 experiences.
 - 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 **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.
3. As Faculty/School/Department Coordinators, you may be required to support faculty supervisors with setting up the appropriate Hire BP via Workday and addressing student inquiries relating to the start of their award.



4. Submit to the CSI&C:

	Deadline
<p>Research Project Proposal List</p> <p>A template will be provided by CSI&C. Ensure all information requested on the spreadsheet is complete and accurate.</p>	March 1, 2021
<p>Submitting Hire BPs via Workday</p> <p>The appropriate Hire BP should must be submitted via Workday. Please contact the UBC IRP team should you have any questions about submitting a BP on Workday.</p> <p>The student’s official start/end dates should match the start/end dates on the Hire BP. The latest a student can start working on their award to meet the minimum 16-week requirement is May 12, 2021.</p>	April 16, 2021

Questions?

General program inquiries:	Please contact Selynn Yeap, Senior Program Assistant, Workplace Learning at worklearn.iura@ubc.ca or phone 604.827.2937.
Student study/work permit inquiries:	Please have the student speak with an International Student Advisor .
Urgent/complex inquiries:	Please contact Sandra Wan, Program Coordinator, Workplace Learning at sandra.wan@ubc.ca or phone 604.822.0498.
Workday:	Please contact the UBC IRP team for further support.