



Work Learn International Undergraduate Research Awards 2022 - 2023 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 **November 29, 2021 – January 28, 2022**.
2. CSI&C will send research project proposals to you by **Monday, February 7, 2022**. 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 **Friday, February 25, 2022**.
 - 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>	February 25, 2022
<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, 2022.</p>	May 13, 2022

Questions?

General program inquiries:	Please contact the 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 Selynn Yeap, Program Coordinator, Workplace Learning at selynn.yeap@ubc.ca .
Workday:	Please contact the UBC IRP team for further support.