



## Work Learn International Undergraduate Research Awards 2023 - 2024 Information for Faculty Supervisors

November/December  
2022

### **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.
- If you would like to hire an international undergraduate student to work on your research project but do not have a candidate in mind, you can submit a proposal as well.

**Call for Research Project Proposals will open from November 28, 2022 to January 27, 2023.**

January 2023

### **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](mailto: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 by **January 27, 2023**.

March 2023

### **Step 3: Await for funding decision**

Your research project proposal will be reviewed. You will receive a decision on your proposal(s) by the week of **March 6, 2023**.

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

If your position(s) is approved, it will be posted on UBC CareersOnline from **March 13 - 26, 2023**  
If you have an internal candidate, the position will not be posted. Proceed to **Step 6: Submit a HIRE BP**.

April 2023

### **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 **May 12, 2023**.

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.

May 2023

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