**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 20, 2023 to January 30, 2024.**

**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 by **January 30, 2024.**

**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, 2024.**

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

If your position(s) is approved, it will be posted on UBC CareersOnline from **March 11 - 24, 2024.**
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 **May 10, 2024.**

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, Career Centre at worklearn.iura@ubc.ca.