



Work Learn International Undergraduate Research Awards 2024 - 2025 Information for Faculty Supervisors

November/December
2023

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.**

January 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.**

March 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.**

April 2024

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.

May 2024

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](#).