



Work Learn International Undergraduate Research Awards 2024 - 2025 Information for Faculty/School/Department Coordinators

November/December 2023

Step 1: Prepare for the cycle

ACTION #1: Review correspondence from Workplace Learning staff, Career Centre.

- This correspondence includes your Faculty/School award allocation numbers, competition cycle deadlines, student eligibility information, and project proposal requirements.
- Further information and a guide for School/Faculty/Department Coordinators are available on the Work Learn International Undergraduate Research Awards [staff and faculty-facing website](#).
- Information for students will be updated on the [student-facing program website](#).

ACTION #2: Update all information on any of your Faculty/School/Department's webpages regarding the award. Notify worklearn.iura@ubc.ca of these updates to ensure the [program website](#) successfully links to your pages.

January 2024

Step 2: Promote opportunity

ACTION: Promote the program to students and faculty members in your Faculty/School/department.

[Call for Research Project Proposals will open from November 20, 2023 to January 30, 2024.](#)

Step 2: Attend an information session

Date and time: January 11, 2024, at 1:00pm – 2:00pm

ACTION: Attend the information session delivered by Workplace Learning staff, Career Centre. Please bring any questions you have about the proposal process and your role as a Faculty/School/Department Coordinator.

February/March 2024

Step 3: Review project proposals

Faculty members will submit research project proposals to [UBC CareersOnline](#) by **January 30, 2024**. The step-by-step submission guide can be found [here](#).

ACTION: Research project proposals will be sent to you by **February 9, 2024**.

- You and/or your Faculty/School/Department will review the proposals and choose which projects should receive the award (limited to Faculty/School award allocation numbers) by submitting an "A-list" to worklearn.iura@ubc.ca by **February 29, 2024**.
- 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.

[Faculty members will receive a decision on their research project proposal\(s\) by week of March 6, 2024.](#)
[Students can apply to these positions on UBC CareersOnline from March 11 – 24, 2024.](#)

April/May 2024

Step 4: Provide administrative support

Submit the appropriate Hire BP via Workday by **May 10, 2024**.

ACTION: As Faculty/School/Department Coordinators, you may be required to support faculty supervisors with setting up the appropriate Hire BPs via Workday and addressing student inquiries relating to the start of their award.

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.