



Work Learn International Undergraduate Research Awards 2024 - 2025 Information Sheet 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.

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.

January 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.



Coordinators' Roles

- Act as the main liaison between your Faculty/School/Department's faculty supervisors, students, and the Career Centre
- 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 Career Centre 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 20, 2023 - January 30, 2024**.
2. The Career Centre will send research project proposals to you by **Friday, February 9, 2024**. 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 **Thursday, 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.
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 Career Centre:

| | Deadline |
|---|-------------------|
| <p>Research Project Proposal List</p> <p>A template will be provided by the Career Centre. Ensure all information requested on the spreadsheet is complete and accurate.</p> | February 29, 2024 |
| <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 13, 2024.</p> <p><i>Note: To avoid delay in reimbursement processing, it is recommended to have the hire BP submitted and approved before the student’s start date.</i></p> | May 10, 2024 |

Questions?

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| 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. |