



## Work Learn International Undergraduate Research Awards 2025 - 2026 Information for Faculty/School/Department Coordinators

November/December 2024

### 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](mailto:worklearn.iura@ubc.ca) of these updates to ensure the [program website](#) successfully links to your pages.

January 2025

### 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 25, 2024 to January 29, 2025.](#)

### Step 2: Attend an information session

Date and time: January 9, 2025, 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 2025

### Step 3: Review project proposals

Faculty members will submit research project proposals to [UBC CareersOnline](#) by **January 29, 2025**. The step-by-step submission guide can be found [here](#).

ACTION: Research project proposals will be sent to you by **February 11, 2025**.

- 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](mailto:worklearn.iura@ubc.ca) by **February 28, 2025**.
- 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, 2025.](#)  
[Students can apply to these positions on UBC CareersOnline from March 10 - 26, 2025.](#)

April/May 2025

### Step 4: Provide administrative support

Submit the appropriate Hire BP via Workday by **May 13, 2025**.

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