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.
- Call for research project proposals will open on November 18, 2019.

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 CareersOnline by January 19, 2020.

Step 3: Await for funding decision

Your research project proposal will be reviewed. You will receive a decision on your proposal(s) by March 6, 2020.

Step 4: Students apply for position(s)

If your position(s) is approved, it will be posted on UBC CareersOnline from March 9 - 23, 2020.
If you have an internal candidate, the position will not be posted. Proceed to Step 6: Submit a student appointment.

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 student appointment(s) (ePAF)

ACTION: Submit a student appointment (ePAF) form via the HRMS by April 14, 2020.

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, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.