Work Learn International Undergraduate Research Awards 2020 - 2021
Information for Faculty/School/Department Coordinators

Step 1: Prepare for the cycle

ACTION #1: Review correspondence from Workplace Learning staff, Centre for Student Involvement and Careers.
- 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 Award 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 on November 18, 2019.

Step 2: Attend an information session

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

Step 3: Review project proposals

Faculty members will submit research project proposals to UBC CareersOnline by January 19, 2020.

ACTION: Research project proposals will be sent to you in the beginning of February 2020.
- 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 28, 2020.
- 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 March 6, 2020. Students can apply to these positions on UBC CareersOnline from March 9 - 23, 2020.

Step 4: Provide administrative support

ACTION: As Faculty/School/Department Coordinators, you may be required to support faculty supervisors with setting up student appointments (ePAF) 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, Centre for Student Involvement and Careers at worklearn.iura@ubc.ca.