



Intro & Requestor Info

IRP Student - Transition + Beyond Community Support Fund - New Application

It is recognized that Faculties and units directly affected by the transition to Workday Student may require support beyond the end of IRP Student. As such, a new fund – the Transition + Beyond Community Support Fund (Transition + Beyond CSF) - will be introduced for eligible roles commencing December 2024. The Transition + Beyond CSF provides funds for approved short-term resources for Faculties and units that would benefit from continued support during the ongoing transition to Workday Student. **The Transition + Beyond CSF is available for positions with end dates no later than November 30, 2025.**

All submitted applications will be treated as new applications (regardless of whether the position being requested was previously approved by the IRP Student CSF Fund). Once you have received internal approvals from senior leadership (AVP/Dean) for your funding request, please complete the online form below to submit your final application. Please note funding is limited and will go through a review process.

Review Process

All Transition + Beyond CSF applications must be **received by October 3, 2024**. All applications will be reviewed by the Transition + Beyond CSF committee and Governance committees by October 18, 2024, and decisions will be sent shortly thereafter. There is only one review process for Transition + Beyond CSF-funded positions, with no extension application process. Please take note of this when deciding the end date of the requested position.

Transition + Beyond CSF positions must meet one (or more) of the three eligibility criteria below. Applicants will need to demonstrate in their applications how the requested position is relevant to the eligibility criteria.

Eligibility Criteria

To be eligible for the Transition + Beyond CSF, applications for positions within Faculties and units needed to support:

- Workday Student capabilities that have been delivered, but have not yet been used within the academic cycle (e.g. graduation capabilities)
- Workday Student capabilities that have been delivered with a short-term workaround and longer-term resolutions in progress (e.g. the current approach for managing duplicate student identities has manual workarounds that may require continuing support)
- Processes related to the transition to Student Completion (e.g. Learner Financial Support Automation processes; to learn more about student completion scope, [click here](#))

This fund is not eligible for resources needed to support Workday Student capabilities that have already been delivered and are already in use by the community. For example, registration activities have taken place in Workday Student, so supports related to these capabilities are not eligible for the Transition + Beyond CSF.

How to Complete this Form

- Please fill in all the fields below to the best of your ability. If information is missing from your application, it may delay your application, and/or your application may be denied.
- Submit information for all the roles that you are applying to in one form. If you are applying for more than 10 roles, please resubmit another form with additional role information.
- **You MUST click "submit" at the end of the application for the survey to be completed.**
- You must use a "...@ubc.ca" email address for the email field.
- A [PDF Version](#) of this form can be viewed online for initial internal discussion and review purposes.

If you have any questions about filling out the application form, please contact your [Primary Transition Lead \(PTL\)](#) or [Community Engagement Partner \(CEP\)](#).

New Application Questions

Faculty / Unit Information

Name of Requestor

Job Title of Requestor

Contact Phone Number of Requestor

Requested format: xxx-xxx-xxxx

Contact Email of Requestor

You must submit this form from a registered UBC email address.

Main Questions

Name of Approver (s)

Please provide name of AVP / Dean, or designate.

Title of Approver(s)**Has this application been internally approved by the approver noted above?**

**Please Note: This request must be internally approved by the AVP or Dean prior to submission. Selecting 'No' will not permit you to move forward in your application.*

- Yes
 No

Name of Faculty / Unit**Are you submitting an application for multiple faculties/units?**

- Yes
 No

Please list all faculties you are submitting this application for:

Indicate relevant Community Engagement Partner (CEP)

If you are unsure of the name of your Community Engagement Partner, please visit the [IRP Student website: Transition Network Assignments](#) to locate this information.

Name of Primary Transition Lead (PTL)

If you are unsure of the name of your Primary Transition Lead, please visit the [IRP Student website: Transition Network Assignments](#) to locate this information.

Request Overview

Role Titles & Work Information (Name, FTE, & Quantity)

Please submit a list of requested roles, FTE for each role, and quantity of the position

Position Title: Name of Role (e.g., "Workday Support Assistant")

Quantity of Position: How many of these roles are you requesting?

FTE: Total working hours (full time = 1.0, part-time = 0.5, etc)

Example:

1. ROLE NAME, 1.0 FTE, 2x Positions

2. ROLE NAME, 0.5 FTE, 1 Position

Description of need and intended benefits/outcomes for the requested position(s).

Please list the role title first and then answer the question. For a more streamlined review, it is recommended that answers are succinct and to the point. You must provide an answer to this question for every role listed above in the following format:

1. ROLE TITLE #1

The intended benefits for this positions are A, B, C.

2. ROLE TITLE #2

The intended benefits for this positions are A, B, C.

etc...



What is the potential risk/impact of not hiring these resources?

Please list the role title first and then answer the question. For a more streamlined review, it is recommended that answers are succinct and to the point. You must provide an answer to this question for every role listed above in the following format:

1. ROLE TITLE #1

The potential risks for not hiring these resources are A, B, C.

2. ROLE TITLE #2

The potential risks for not hiring these resources are A, B, C.

etc...



Please outline the rationale for each of the requested roles in how they align with the one (or more) of the eligibility requirements.

1. Workday Student capabilities that have been delivered, but have not yet been used within the academic cycle (e.g. graduation capabilities)
2. Workday Student capabilities that have been delivered with a short-term workaround and longer-term resolutions in progress (e.g. the current approach for managing duplicate student identities has manual workarounds that may require continuing support)
3. Processes related to the transition to Student Completion (e.g. Learner Financial Support Automation processes)

Please list the role title first and then answer the question. For a more streamlined review, it is recommended that answers are succinct and to the point. You must provide an answer to this question for every role listed above in the following format:

1. *ROLE TITLE #1*

This position aligns with _____ criteria because _____

2. *ROLE TITLE #2*

This position aligns with _____ criteria because _____

etc...

What measures does the department have in place to ensure operations will run smoothly after Transition + Beyond CSF-funded position(s) concludes?

Please list the role title first and then answer the question. For a more streamlined review, it is recommended that answers are succinct and to the point. You must provide an answer to this question for every role listed above in the following format:

1. *ROLE TITLE #1*

The department plans to A, B, C...

2. *ROLE TITLE #2*

The department plans to A, B, C...

etc...

Resource Overview

Anticipated Start Date and End Date for Each Position

Please list the proposed start and end dates for each requested role. No positions can go past November 30th, 2025.

Example:

- 1. ROLE NAME: December 1st, 2024 - November 30th, 2025*
- 2. ROLE NAME: December 1st, 2024 - January 1st, 2025*

Estimated Cost for Each Role

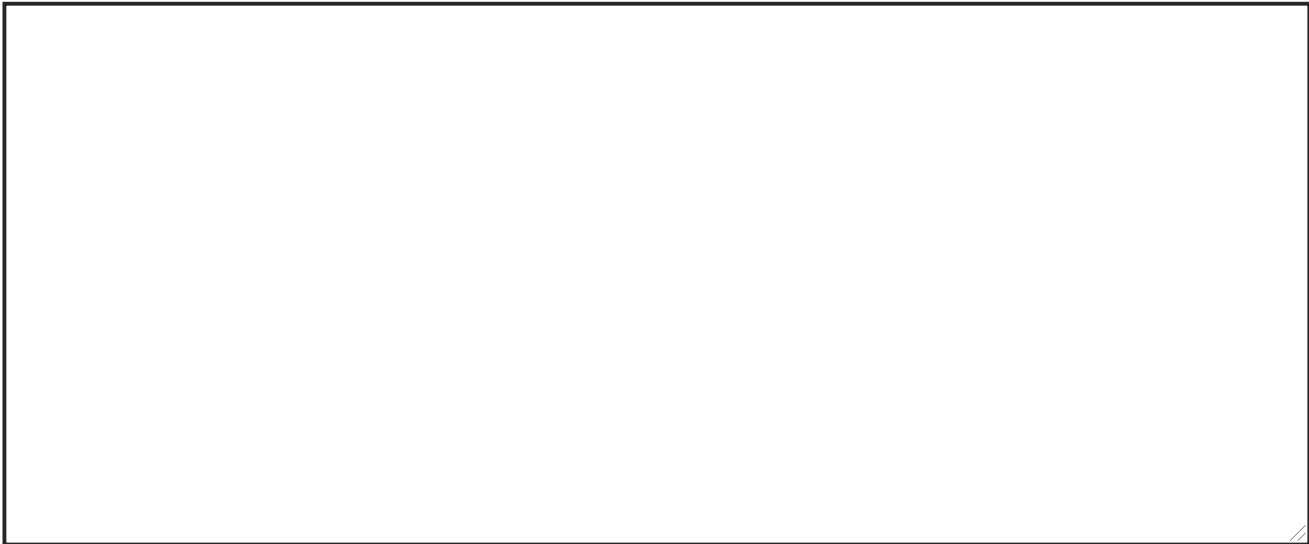
If possible, please indicate the corresponding salary grade + employment group for this position. Please include name of role and then estimated cost (e.g., workday coordinator; \$89,000)

Example:

- 1. ROLE NAME: \$89,000 (Salary Grade XX)*



Please note any additional comments for your application



Submission

This concludes the application form.

Thank you for completing the Transition + Beyond CSF application. **By selecting 'Submit' below, you will submit your completed application.**

Once received, the IRP Student program team will review and be in contact with the requestor to provide an update on the status of their request.

If you have any questions in the meantime, please direct them to irp.transition.network@ubc.ca or visit irp.ubc.ca.

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