



IRP Student - Community Support Funding Application - New Applications

IRP Student is committed to supporting the UBC community through their transition to Workday Student. One support being offered during this transition includes Community Support Funding, which aims to provide funds for short-term resources within faculties and units to directly impact capacity to facilitate the successful readiness, training, transformation, and adoption of Workday Student at UBC. These resources can be used to create new positions or to extend previously approved positions.

Once you have received internal approvals from senior leadership (AVP/Dean) for your funding request, please complete the [online form](#) to submit your final application.

- For new applications, where possible, faculties are asked to consider shared resources and consolidate these into one application.
- If this is a request for an extension of a previous CSF-approved positions, [see the Extension form](#).
- Once received, the IRP Student program team will review the application and be in contact with the requestor to provide an update on the status of their request.

Please note: The CSF is available for positions with end dates no later than November 30, 2024 (the end of the IRP Student Program).

If you have questions, please contact your [Primary Transition Lead \(PTL\)](#) who has access to IRP Student resources to best support and answer your questions.

Q1 Are you applying for a new position, or an extension to a previously approved position? *Selecting "extension" will take you to the end of the survey.*

- [New Position](#)
- [Extension](#)

Q2 Name of Requestor _____

Q3 Job Title of Requestor _____

Q4 Contact Phone Number of Requestor Requested format: xxx-xxx-xxxx _____

Q5 Contact Email of Requestor. *You must use a registered UBC email address* _____

Q6 Name of Approver Please provide name of AVP / Dean, or designate. _____

Q7 Title of Approver _____

Q8 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.*

- Yes
- No

Q9 Name of Faculty / Unit _____

Q10 Indicate Community Engagement Partner (CEP) *If you are unsure of your Community Engagement Partner, visit [the IRP Student website: Transition Network Assignments](#) to locate this information*

Q11 Name of Primary Transition Lead (PTL) *If you are unsure of the name of your Primary Transition Lead, visit [the IRP Student website: Transition Network Assignments](#) to locate this information*

Q13 Role Title _____

Q14 Description of need and intended benefits/outcomes for the requested position. *Maximum character count: 2000. Point form is preferred*

Q15 What is the potential risk/impact of not hiring this resource? *Maximum character count: 1500*

Q16 How much of your own staff / resources have you committed? *(if able) e.g. people who are working on this as part of their jobs? Maximum character count:1500*

Q17 Scope/type of work. *Please include direct relevance to assisting with the IRP Student Transition project. Maximum character count: 2000. Point form is preferred*

Q18 Length of Term. Maximum 12 months. *No positions can go past November 30th, 2024 as this is the end of the IRP Student Program* _____

Q19 What is the full-time equivalent (FTE) for the requested position? Example: 1.0 FTE, 0.5 FTE, etc

Q20 Anticipated Start Date. *Please enter in date format mm/dd/yyyy* _____

Q21 Anticipated End Date. *Please enter in date format mm/dd/yyyy* _____

Q22 Estimated Cost. If possible, please indicate the corresponding salary grade + employment group for this position. _____

Q23 Is this a new position, backfill and/or involved in IRP Student work? Select all that apply

- New position
- Backfill
- Position is directly involved in IRP Student work
- Position will create capacity in roles needed to be involved in IRP Student work

Q24 Will this resource be shared across multiple faculties/units? If yes, please include the faculty/unit

Yes _____

No

Q25 Funding amount requested. Please include the total amount requested for partial funding requests.

Full

Partial _____

Q26 Please list sustainability considerations. If the position is directly involved in IRP Student work, what strategies will be implemented for knowledge transfer prior to the end of the position's term? *Maximum character count: 2000. Point form is preferred.*

This concludes your application.

To complete the IRP Student Community Support Funding application please visit
irp.ubc.ca/communitysupportfunding