

HWIP FAQ's

- **Can we change our proposed initiative(s) during the year?**
 - Yes – small changes to events or your original initiative are fine but if you are changing the entire program or your new plan is actually a totally different toolkit, please clear your changes with program coordinator first (you)
- **Can we be reimbursed during this fiscal year?**
 - Yes –there are two reimbursement timelines, one if your department requires that you be refunded within the fiscal year and one final deadline at the end of March of 2021
- **Can we invite other departments to join our programs?**
 - Yes! This is a great way to help with sustainability and growth of new programs
- **Can we invite grad students or student staff to take part?**
 - Of course. The program is designed for staff and faculty but we recognise that student staff/grad students and post docs may also work in your department. They are more than welcome to join
- **Where do we access the participant surveys?**
 - In the toolkit (link provided)
- **What if one of our program organizers changes departments/leaves UBC?**
 - Please contact (you) with the name/contact details of the replacement organizer from your department before leaving.