



**DFP CREATE (Designing for People Collaborative Research and Training Experience)
Program Requirements Checklist for DFP Students Cohort 7 (Academic Year 2023/24)**

Full Name: Student Number: Date:
UBC Email address: Non-UBC Email address:
Department, Degree and Program:
Status in Canada (if changed): Expected Graduation Date:

 **DFP PRIVACY NOTICE ON DATA COLLECTION**

The DFP CREATE program is funded by the National Science and Engineering Research Council (NSERC). Part of the reports CREATE programs are required to submit to NSERC include information on all DFP trainees, their participation in the program and the financial support they have received from this program. Please see below the NSERC Privacy Notice regarding the data we collect. If you have any concerns about this, please contact dfp-admin@dfp.ubc.ca.

CREATE Program NSERC Privacy Notice

This is to inform you that NSERC requires CREATE grantees (i.e., the CREATE Leader) to collect certain personal information from trainees, team members (co-applicants and collaborators) and other individuals participating in the CREATE program. The purpose of gathering this information is to generate statistics that enables NSERC to report on the CREATE program’s overall performance. Only information that is needed will be requested. The personal information that is collected, used and disclosed is in accordance with the federal Privacy Act will be shared with the CREATE program committee. The personal information may also be shared with contractors hired to conduct data analysis, surveys or interviews on NSERC’s behalf.

The Privacy Act gives individuals the right to access their personal information and request changes to incorrect information. For more information or to access your personal information or notify us about incorrect information, contact NSERC at CREATE@nserc-crsng.gc.ca.

I confirm I have read the NSERC Privacy Notice, and I agree with sharing my information with NSERC

 **CHECKLIST FORM OVERVIEW**

- Students are responsible for sending an updated Requirement Checklist to dfp-admin@dfp.ubc.ca **every year by the end of the second term.**
- Items in the “Additional Data Collection” section are not DFP program requirements. However, DFP is required to provide this information in our report to NSERC to obtain further funding to support the program. Therefore, we kindly request that you complete the section to the best of your ability.
- The **following format should be used** to write the term number: Sep-Dec 2022 or Jan-Apr 2023.

 DFP CORE COURSES (6 credits)

- Students are required to complete CPSC 544 (3 credits) and CPSC 554K (3 credits).
- Students exempted from CPSC 544 need to provide the approval as an attachment to this form.

Core 1: CPSC 544 Fundamentals in Designing Interactive Computational Technology for People:

Taken in Term: or Exempt

Core 2: CPSC 554K DFP Project: Taken in Term:

 DFP ELECTIVES COURSES (5 credits)

- Students are required to take elective courses totalling 5 credits from the set of DFP-approved 1-3 credit courses in **advanced research methods**, **prototyping**, and **advanced topics courses**. An updated list of eligible courses is accessible on the [DFP Website](#).

Course Code, Number, & Title:

Department: Credits: Taken in Term:

Course Code, Number, & Title:

Department: Credits: Taken in Term:

Course Code, Number, & Title:

Department: Credits: Taken in Term:

Course Code, Number, & Title:

Department: Credits: Taken in Term:

Course Code, Number, & Title:

Department: Credits: Taken in Term:

 DFP PROFESSIONAL DEVELOPMENT COMPONENTS

DFP@UBC Seminars:

- Students are expected to attend the DFP@UBC Seminar regularly for **at least two terms**. We encourage students to continue attending the seminars even after fulfilling this requirement.

DFP@UBC Seminar: Attended regularly in Term:and Term:

DFP Workshops:

- Students are required to participate in the DFP Workshops listed in the below box.
- Students are only required to **take either the e-Portfolio Workshop or the Literature Review Workshops (Part A and Part B)**. CREATE students are, of course, welcome to take both if they wish.
- Information about workshop dates can be found [here](#). Contact dfp-admin@dfp.ubc.ca if you missed a workshop.

DFP Research Ethics Workshop (Lecture and Panel):	Date:
DFP NDA, IP and License Workshop (Lecture):	Date:
DFP Project Video Workshop Part A (Narrative):	Date:
DFP Project Video Workshop Part B (Technical):	Date:
DFP Literature Review Workshop Part A:	Date:
DFP Literature Review Workshop Part B:	Date:
DFP E-Portfolio Workshop:	Date:

Pathway Workshops/MITACS Trainings:

→ Students are required to attend a **minimum of 16 hours** (20 hours recommended) of [Graduate Pathways to Success workshops](#) or [MITACS trainings](#), covering **at least three** of the five offered **competence themes**:

- Self-Management (Pathways) / Personal & Professional Management (MITACS)
- Professional Effectiveness (Pathways) / Communication & Relationship Building (MITACS)
- Career Building (Pathways) / Entrepreneurialism (MITACS)
- Constructive Leadership (Pathways) / Leadership & Management (MITACS)
- Graduate School Success (Pathways)

Graduate Pathways to Success Workshops / MITACS Trainings attended:	
Title:	(..... hours)
Competence category:	Date:
Title:	(..... hours)
Competence category:	Date:
Title:	(..... hours)
Competence category:	Date:
Title:	(..... hours)
Competence category:	Date:
Title:	(..... hours)
Competence category:	Date:
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Competence category:	Date:
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Competence category:	Date:
Title:	(..... hours)
Competence category:	Date:

Title: (..... hours)
 Competence category: Date:

Title: (..... hours)
 Competence category: Date:

Title: (..... hours)
 Competence category: Date:

Title: (..... hours)
 Competence category: Date:

 RESEARCH THESIS OR MAJOR PROJECT

- Students are required to have a DFP related topic for their home program research thesis/major project.
- If all other DFP CREATE Program requirements are met but the research thesis/major project is not yet complete, you may still be eligible to graduate from the DFP CREATE Program. Please fill out the box below for your on going research thesis/major project and email the completed form to dfp-admin@dfp.ubc.ca.

Research Thesis or Major Project
 Completed or Ongoing
 Graduation Date (Conferred or Expected Date):
 Title:
 Link to the Thesis/Project (if available):

 ADDITIONAL DATA COLLECTION

- Students are not required to have research outputs or do internships in DFP CREATE Program. However, if you have done any during your involvement in this program, please provide the details.
- For **date details, only year and month** are needed.
- **All checkboxes that apply** should be selected

Research Outputs (Article, Presentation):
 Title:
 Journal/Conference:Published/Submitted Date:
 All Authors/Presenters/Collaborators:

Published or accepted in a refereed journal or conference proceeding
 Submitted to a refereed journal or conference proceeding
 Conference presentation
 Conference poster

Title:
Journal/Conference:Published/Submitted Date:
All Authors/Presenters/Collaborators:

- Published or accepted in a refereed journal or conference proceeding
- Submitted to a refereed journal or conference proceeding
- Conference presentation
- Conference poster

Title:
Journal/Conference:Published/Submitted Date:
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- Conference presentation
- Conference poster

Internships:

Job Title: Organization:Duration:
Job Title: Organization:Duration:
Job Title: Organization:Duration:
Job Title: Organization:Duration:

Awards and Scholarships:

Awards/Scholarship Name:
Organization:Received Date:
All Recipients:

Awards/Scholarship Name: Organization: Received Date: All Recipients: Awards/Scholarship Name: Organization: Received Date: All Recipients: Awards/Scholarship Name: Organization: Received Date: All Recipients:
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Patents: Name: Associated Organization: Filed/Issued Date: All Recipients: Name: Associated Organization: Filed/Issued Date: All Recipients:

Complete the following section when you are ready to graduate from the DFP CREATE Program

 **DFP CREATE GRADUATION**

I certify that I have fulfilled all DFP requirements, and I am ready to graduate from DFP

Student

Name: Signature: Date:

Academic Supervisor

Name: Signature: Date:

DFP Management Committee Completion Confirmation

Name: Signature: Date: