

# Frequently Asked Questions

## GB Scholarships 2023-2024

### Application Process Questions:

#### Q: What are the steps in the scholarship process?

See the cool interactive process map [here](#) or read the boring text below.

1. Review our [LSS Scholarships](#) page for information and discuss the opportunity with your supervisor, and begin scoping a viable project.
2. Once the application period begins, login to IdeaWave.
3. Read the Overview page in the IdeaWave campaign.
4. Select "Submit Your Idea" at the top of the page. *Please note: All submissions are marked "Confidential" and only the evaluation team will review your application submission.*
5. Fill in all fields and attach your any relevant documents. Be sure to select "Submit Idea" once you are done!
6. Ask your supervisor to review and complete the Endorsement Form.
  - 6.1. Share your project idea with your supervisor. If you add your supervisor as a collaborator to the idea, he/she may login to view your submission in IdeaWave. Alternatively, you can create a PDF of your submission summary to send via email. *To PDF your summary: View your idea, scroll down to the bottom and select "details", and under "Further actions" select "Idea Summary PDF".*
  - 6.2. Ask your supervisor to fill out the [Endorsement Form](#) and email it to [osi@ucsd.edu](mailto:osi@ucsd.edu).
7. Upon receipt of your IdeaWave submission and supervisor endorsement form, your application is considered complete.

Scholarship evaluations will occur at the end of July and notifications of scholarship recipients will be sent out by November 13, 2023. If awarded a scholarship, you will then work with UC San Diego Division of Extended Studies to select your class dates, attend classes, and work on your project. It is expected that you will provide updates on your project progress regularly and final results to OSI (more instructions will be provided if you are a scholarship recipient).

#### Q: Is this only for Green Belts? Or can I apply and use the scholarship for a Black Belt?

A: You may use the scholarship funds toward a Black Belt if you are a current Green Belt practitioner. You will be responsible for any costs beyond what the scholarship covers for the Green Belt level course. We encourage you to work with your supervisor to determine whether department funds can be used to meet this need.

#### Q: Are Health System employees eligible?

A: Yes! This opportunity is available to all UC San Diego career staff with more than one year of service.

**Q: Can I apply for a scholarship if I have applied and/or received a scholarship in a previous year?**

A: Yes. If you applied but did not receive a scholarship, you may apply again. If you applied and did receive a scholarship, your new application must be applied towards a Black Belt level project.

**Q: Can I work with a partner on my project?**

A: If you are applying for a Green Belt, you may work with a partner, but each scholarship applicant must submit their own individual application packet through IdeaWave. As there are a limited number of awards available, individual submissions are preferred. If you intend to apply for a Black Belt project, you must work individually.

**Q: How long will it take to find out if I was selected?**

A: We anticipate all applicants will be notified by November 13, 2023, but this will also depend on the number of applications we receive.

**Q: If awarded, does the scholarship need to be used right away?**

A: The scholarship must be used within the 2023-2024 fiscal year.

**Q: If awarded, can the scholarship be used towards the online class?**

A: Yes, however, the scholarship must be used towards the project-based sessions (not the case-study course). We strongly recommend participating in the in-person format, based on past awardee feedback.

## **Project Selection Questions:**

**Q: How do I select a project?**

A: Generally speaking, you should look at a process which you can impact and measure within a few months. You should be aware of a “problem” with the process (errors, customer complaints, delays, etc.). Don’t focus on how you are going to fix the problem because the intent is for you to learn Lean Six Sigma methodology and apply the tools to identify and continuously improve your process.

**Q: Do I need to have process maps, data, SOPs to submit with my application?**

A: These and other resources are a helpful window to help the committee understand your process, but are not absolute requirements. The course will introduce process mapping and data gathering methods, but keep in mind that the overall project should be completed within three months, so having a solid understanding of the process beforehand will help you reach successful project outcomes.

**Q: How will I know if I can save \$40k annually with my project?**

A: Try not to worry too much about exactly how much savings you might achieve. Remember that your improvements will not be discovered until you are in the class. Instead, consider data you do have regarding the current state of the process.

Consider the bullets below when thinking about savings potential:

- How many times each month/year is the process used?
- How long the process takes each time it is used?
- What defects/errors arise along the way and how often do these occur?
- What are the material costs involved in the process?
- What are the impacts if we do not find a better way to move through this process?
- Are there any glaring areas of waste or rework?

## **Additional Resources:**

**Q: Do you have examples of previous projects?**

A: Yes! Lean Six Sigma projects helped campus staff to:

- Saved 2,000 hours a year in the employee onboarding process. Learn more about the project [in this video](#).
- Reduced event planning lead time by 81%. Learn about the project [in this video](#).
- A collection of awardees and project titles can be found at the bottom of our [scholarships page](#).

**Q: Do you have a completely fictitious example project I can look at so I can better understand how to fill out each section of the application?**

A: Yes! But remember that this is a completely fictitious example, and you should only reference it for inspiration. Access it [here](#).

**Q: Do you have a visual to help me understand the application process?**

A: Yes! You may review the process [map here](#). The map also is hyperlinked to the necessary internal resources such as IdeaWave, the Supervisor Endorsement form, and our email address.

**Q: Is there someone I can contact with specific questions or to discuss project ideas?**

A: Yes! OSI is here to support you. Reach us via email or we can meet in person or via Zoom to discuss project scoping, application requirements, or any other LSS questions. Please reach us at [osi@ucsd.edu](mailto:osi@ucsd.edu).