Frequently Asked Questions
GB Scholarships 2021-22

Application Process Questions:

Q: What are the steps in the scholarship process?

1. Review our LSS Scholarships page for information, discuss the opportunity with your supervisor, and begin scoping a viable project.
2. Once the application period begins, go to IdeaWave
3. Read the Overview page in IdeaWave for useful information.
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 resume. Be sure to select “Submit Idea” once you are done!
6. Ask your supervisor to review and complete the Endorsement Form.

   submission in IdeaWave OR 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.
7. Upon receipt of your IdeaWave submission and supervisor endorsement form, your application is considered complete.

Scholarship evaluation will occur by the end of August and notifications of scholarship recipients will be sent out by September 1st. If awarded a scholarship, you will then work with UC San Diego Extension 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 apply and 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. 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 September 1\textsuperscript{st}, but this will also depend on the number of applications we receive. If you like process maps, we have one you can review here!

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

A: The scholarship must be used within the 21-22 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).

**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 into 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.

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 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:

- Significantly cut down the average time to process an invoice through UCSD’s Marketplace portal. Learn more about the project [in this video](#).
- Improved the employee onboarding process, and saved 2,000 hours a year. Read more [here](#).
- Reduced event planning lead time by 81%. Learn about the project [in this video](#).
- Reduced Training Preparation Time by 72%. Read more [here](#).

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 to get inspired. 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?

A: Yes! OSI is here to support you. Please reach us at [OSI@ucsd.edu](mailto:OSI@ucsd.edu).