Co-operative Education & Work-Integrated Learning (CEWIL) Innovation HUB (iHub)*

Call for Project Proposals

2024-R2

Projects starting & ending between September 1, 2024 – December 31, 2024

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Call for Proposals

CEWIL Canada is pleased to announce a call for project proposals as part of its CEWIL Innovation Hub (iHub), funded in part by the Government of Canada's Innovative Work-Integrated Learning Initiative (I-WIL). The CEWIL iHub application can be found online at: Good Grants - CEWIL Canada. Applications can be submitted in either French of English.

iHub Background

The CEWIL iHub operates as a center of expertise that provides grant-based funding to enable and promote **curricular*** work-integrated learning (WIL) focusing primarily on four types of WIL: community and industry research & projects (formerly applied research projects), entrepreneurial WIL, field placements, and community service-learning WIL. The iHub supports the advancement and innovation of these forms of WIL, extends access to WIL, and ensures WIL projects are delivered with appropriate quality and learning standards for students.

Curricular WIL refers to experiences counting for academic credit or towards degree, diploma, academic certificate, or professional designation requirements.

This call for proposals seeks to fund work-integrated learning experiences that start and end between September 1, 2024 and end by December 31, 2024 with a minimum direct benefit to each student of **$200 CAD** and a maximum cost of **$2,000 CAD** per opportunity. As the iHub is designed to support innovation in work-integrated learning, particularly innovation that leverages technology and expanding access to WIL, all project proposals must address one or more of the following key outcomes:

- Expanding access to WIL opportunities, particularly for under-represented and under-resourced students;
- Removing barriers for students to participate in work-integrated learning;
- Leveraging technology to enhance programming or extend access, including the use of technology to support virtual or remote WIL experiences;
- Innovating work-integrated learning through new partnerships and/or new models for curricular WIL.

Key Dates

Description	Date
Launch of the call for proposals	**May 1, 2024**
2024-R2 RFP Launch Presentation You are welcome to join the launch for your region or any other region.	**Atlantic Canada** Tuesday, May 7th 1pm AT **Join Zoom Meeting** **Central Canada** Tuesday, May 7th 2pm ET **Join Zoom Meeting** **Québec & Franco- Canada (Français)** Tuesday, May 14th, 10am ET **Join Zoom Meeting** **Western Canada** Thursday, May 16th, 12pm MT **Join Zoom Meeting**
Ask Us Anything - Weekly Open Office Hours	**Every Wednesday & Thursday** **Wednesday - until the RFP closes** • **English: 12:30 PM to 1:30 PM ET** Click here to join the meeting • **French: 1:30 PM to 2:30 PM ET** Click here to join the meeting **Thursday - ongoing** • **English: 12:30 PM to 1:30 PM ET** Click here to join the meeting • **French: 1:30 PM to 2:30 PM ET** Click here to join the meeting
Application deadline	**June 14, 2024, at 11:59 PM ET**
Successful applicants notified *Please note: Unsuccessful applicants will also be notified, but no feedback will be provided.*	**Late-July**

Contact Us

If you have any questions about this application process, send an email to ihub@cewilcanada.ca. Frequently Asked Questions (FAQ's) are available on our website.

CEWIL Team

All general questions should be directed to ihub@cewilcanada.ca. You are welcome to contact your Regional Associate Director as well.

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Funding Streams

This call for proposals is separated into three (3) streams: **Innovative Stream**: new projects, **Enhanced Stream**: previously funded projects, and the **Bursary Program Stream**. Please select the appropriate stream when starting your application. You may submit applications to more than one stream.

Enhanced Stream: Previously Funded Projects: You will need to explain how the project has expanded or evolved from the previously funded project (e.g.: expansion of discipline or cohort, altered selection process, enhanced program development, revised program, added focus group, added mentorship, innovative ideas, skill development, learning design, improved reflection, different partners, added train the trainer, etc.). This streamlined application does not guarantee funding.

Bursary Program Stream: This stream is for barrier reduction bursaries for students participating in a curricular WIL experience that is typically not remunerated. This program normally supports a high percentage of students who are from equity deserving groups in order to increase access to WIL opportunities. NOTE: There are no project costs associated with the iHUB Bursary Program. If you have project costs for your iHUB project, please apply in the Innovative Stream.

Innovative Stream: New Projects: This stream is for new projects or projects that do not fit into the other two streams.

Project Timelines

This call for proposal is for projects that begin and end between **September 1, 2024 – December 31, 2024** only. Projects can only be funded for a single term.

Steps to Apply

1. To access the application, visit our Good Grants Platform.

2. Create or log into your account. When creating your account, ensure you agree to receive notifications and communications from CEWIL so that you are notified of project decisions after adjudication. If you are unsure if you have agreed, you can check your preferences in your profile.

3. Once logged into your account, select submission: 2024-R2 iHub Funding and select the appropriate funding stream. A link to a blank PDF with all application questions will appear for you to download and review prior to starting.

4. You will need to name your application before you can save the answers to project questions.

5. You will need to download a budget template in Excel format, complete it and then upload it to the Budget tab. Please ensure you are using the correct budget template and that you include the required partner contribution. Templates used in previous rounds will not be accepted.

6. Before submitting your proposal online, ensure that you have reviewed the application guidelines, rubric and thoroughly answered all the questions. Not doing so could result in your application being deemed ineligible.

Eligibility

Eligibility to submit proposals

Canadian post-secondary institutions with degree/diploma granting status that appear in the list of designated educational institutions (where students are eligible to receive Canada Student Loans). Consult the list of eligible institutions [here](#).

Faculty members, professionals from Career / WIL / Co-op in the PSE institution or in the research office can apply for funding. The applicants should consider adding other contacts to the application if they want to keep other departments informed of the project.

WIL Eligibility

CEWIL Canada and the iHUB focuses on **curricular** WIL opportunities only. iHUB focuses primarily on four *types of WIL:* [community and industry research & projects](#) (formerly applied research projects), [entrepreneurial WIL](#), [field placements](#), and [community service-learning WIL](#). This includes certificate, diploma, advanced diploma, post-graduate certificate, undergrad, graduate, or PhD level WIL experiences. Other forms of WIL that highlight the key goals of the iHub grant may qualify. Please refer to the evaluation rubric for more information. The goal of the funding is to support unpaid or traditionally underpaid forms of WIL. Students who receive compensation in the form of wages or salary as part of their WIL experience will typically not be eligible for iHUB funding.

WIL experiences must clearly identify three partners demonstrating reciprocal relationships that highlights reflection and integration with (1) academic department issuing the curricular notation, (2) community host partner, and (3) student participants registered in the applicable academic area.

If you are interested in support for co-curricular experiences, we suggest you keep your eyes open for other potential funding opportunities.

The iHub program seeks to promote the use of technology to support innovation in work-integrated learning, particularly in providing students opportunities to develop work-ready skills without necessarily being in a physical work location. All project proposals should indicate how technology will be utilized to

support the WIL experience and priority will be given to projects that leverage innovative technologies or existing technologies in innovative ways.

A separate application is required for every proposed project. In some cases, when projects can be clustered (same course code, common learning outcomes, learning design), a single application may be submitted. For these cases, applicants are encouraged to contact their Regional Associate Director to discuss the best approach.

Eligible students

For the purposes of iHub funding, students must meet **all** the following criteria:
- Registered students in PSE institutions, full-time or part-time (no age limit); and,

- Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,

- Are legally entitled to work in Canada in accordance with the relevant provincial or territorial legislation and regulations.

*NOTE: International students with student visas or work visas are not eligible to receive iHub funding. Programming and services provided to domestic students may be extended to international students only if there is **no incremental cost incurred for the international students**. For example, if a software program has been purchased for use by an entire class (not a per student cost), both international and domestic students could use this software.

Eligible Host / Industry / Community Partner

All project proposals require a **Canadian community or industry partner** providing a 20% in-kind or cash contribution. If the industry / community partner is an international organization, the partner **must** have a Canadian office to be eligible. **The WIL experiences must take place in Canada.**

Eligible Host / Industry / Community partners
- **Private organizations**
  - Includes: businesses, bodies incorporate or unincorporated, for-profit band councils.

- **Not-for-profit organizations**
  - Includes: local community, charitable, voluntary organizations, unions, not-for-profit band councils, Provincial or Territorial Non-governmental organizations.

  - If the organization has a charitable number, even if it is mostly funded by the government, the organization is eligible as a host / industry / community partner. To confirm that the

organization has a charitable number, please verify on the [Canada Revenue Agency charitable listing website](#).

- o **Please note:** In some cases, the host / industry / community partner may be managed by a larger organization (ex. Schools and hospitals). In these cases, you will need to search for the school board / division name or health authority name in the [CRA Charitable listing website](#).

- o A school foundation or hospital foundation is not the same as the school or hospital. Do not use the foundation in place of the school or hospital.
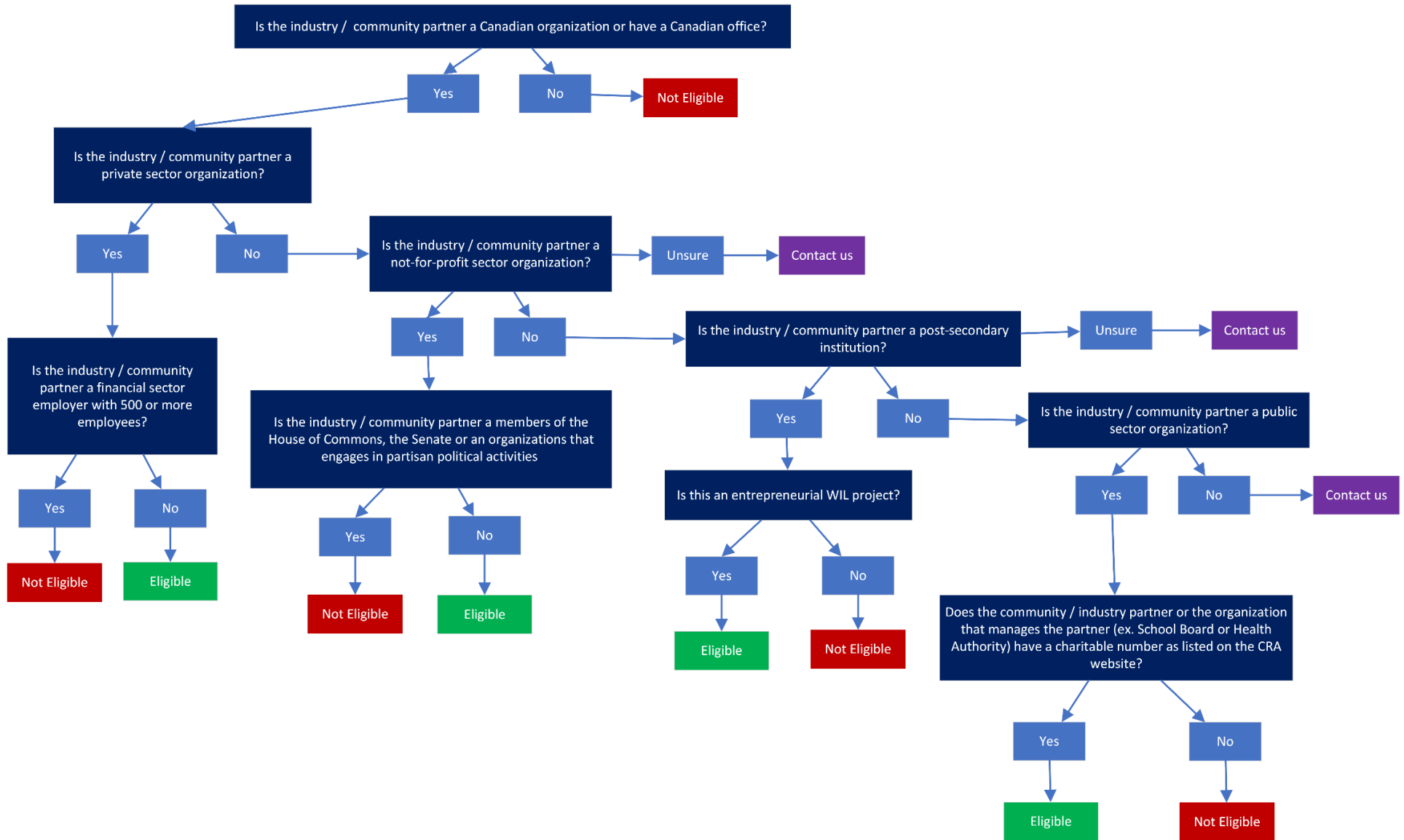
Ineligible Host / Industry / Community partners

- Post-secondary institutions are not eligible with the exception of entrepreneurial WIL only.

- Federal, Provincial, Territorial and Municipal Government

- Members of the House of Commons and the Senate;

- Organizations that engage in partisan political activities;

- Financial sector employers with 500 or more employees (includes all branches); and

- Organizations for which you are paying for a service (i.e., software or training) are typically not considered as eligible partners in a WIL experience.

CEWIL will not fund any student experiences with ineligible host / industry / community partners. It is the applicant's responsibility to ensure the host / industry / community partner is eligible.

Please note: that as part of reporting requirements, at the end of the project, successful applicants are required to submit the first 9 digits of the GST/HST numbers for every host / industry / community partner involved in the project. This number can also be found as the first 9 digits of an organization's charitable number or payroll number. This 9-digit number is required to accurately capture the number of unique partners across the country. For Entrepreneurial WIL, the GST/HST number of the institution's business incubator / accelerator can be provided. Please contact your Regional Associate Director if your project partner will not have a GST/HST number.

Partner Eligibility Decision Tree

This diagram is intended to help determine the eligibility of your application's host / industry / community partner.   For the full list of eligible and ineligible partners, please view the application guide. If you are unsure about the organization's eligibility, please contact us.

Is the industry / community partner a Canadian organization or have a Canadian office?

Yes → No → Not Eligible

Is the industry / community partner a private sector organization?

Yes → No

Is the industry / community partner a not-for-profit sector organization? → Unsure → Contact us

Yes → No

Is the industry / community partner a post-secondary institution? → Unsure → Contact us

Is the industry / community partner a financial sector employer with 500 or more employees?

Yes → No

Not Eligible   Eligible

Is the industry / community partner a members of the House of Commons, the Senate or an organizations that engages in partisan political activities

Yes → No

Not Eligible   Eligible

Yes → No

Is the industry / community partner a public sector organization?

Is this an entrepreneurial WIL project?

Yes → No

Eligible   Not Eligible

Yes → No → Contact us

Does the community / industry partner or the organization that manages the partner (ex. School Board or Health Authority) have a charitable number as listed on the CRA website?

Yes → No

Eligible   Not Eligible

Under-represented and Under-resourced students

The iHub project has a specific focus on supporting Indigenous students, racialized Canadians, persons living with a disability, female-identifying or non-binary persons studying STEM, newcomers to Canada (within 5 years), official language minorities, LGBTQ2S+ students, students living in remote or rural locations, students with low socioeconomic status, mature students, and students from refugee pathways.

Budget Information

A budget template in Excel format is required for each application. Bursary projects have a different budget template than Innovation and Enhanced projects. Please be sure to use the correct template for your application or it will be returned to you and could impact adjudication.

The main goal of this funding is to provide a direct benefit to the student; however, some direct project costs incurred by the PSE may be submitted. Proposals emphasizing the direct student benefit will be given preference. **The direct student benefit must be a minimum of $200 per student to qualify and at least 60% of the overall budget.**

Please note that detailed student information is required for every student participating in the project to be eligible for funding.   Please review the reporting section of this document for more information.

After the project starts, any changes to the budget or timeline must follow the Contract Flexibility & Amendments Policy. Changes to the budget that do not follow the policy will be denied.

Maximum Funding

Institutions are encouraged to submit as many proposals as they wish. It is important to note that projects will be funded according to the score they receive through the adjudication process. CEWIL may also prioritize under-served areas and new institutions.

Per Student Funding Minimums and Maximums

The funding request *per eligible student* must be between **$200** and **$2,000**.

All costs and expenses are included in the $2,000 per student maximum. To determine the cost per student, combine the total direct participant costs, total direct project costs and administrative costs and divide by the number of eligible students.

$$= \text{Total Direct Participant Costs} + \frac{\text{Total Direct Project Costs} + \text{Administrative Costs}}{\text{Number of eligible students.}}$$

Students may receive different direct student benefits (e.g.: different bursary, prize amounts or stipend amounts). Unless specific to a portion of students, the Direct Project Costs are spread evenly across the number of eligible students. Administrative Costs are always spread evenly across the number of eligible students.

It is important to consider the full cost when calculating the per student costs since **no student can receive more than $2,000. Costs above the maximum of $2,000 per student will not be eligible for reimbursement.**

Direct Participant Costs

Students must receive **a minimum of $200** from this section. Direct Participant Costs must be at least 60% of the overall budget. Projects that do not meet this requirement will not be funded. Examples of eligible expenditures, which can be included in participant costs:

- **Direct compensation** (wages, stipend) provided to the student(s) in recognition of their participation in the iHub experience. If funds are posted to a student's account, students must be able to request the cash be released and deposited to their personal account, if they choose.

- **Financial support** to students to assist in participation in iHub experiences (e.g.: costs associated with transportation/travel to the iHub experience, childcare expenses, providing or subsidizing technology costs to allow students to participate in WIL experiences, reimbursement of program fees or fees associated with mandatory police checks, vaccinations, costs students would otherwise have to pay for, etc.)

- **Materials, supplies, or resources** provided directly to students to extend access to WIL for underrepresented students (e.g.: adaptive technology, disability related supports, specialized programming) or enhance their iHub experience (e.g.: PPE, software, equipment, and supplies that are either consumed by the end of the project or that the student can retain at the end of the project).

Direct Project Costs

These costs must be directly associated with the project.

- **Materials, supplies, or resources** to be used by students but not provided directly to students to enhance their iHub experience (e.g.: software license shared by the class to allow for virtual experiences/simulations; equipment, materials and supplies either consumed by the end of the project or retained by the institution at the end of the project)

- **Program enhancement** including skills training content to support students in completing their iHUB experiences

- **Event costs** associated with running iHub qualified events (e.g.: pitch competitions, project showcases, curricular innovation jams/hackathons, etc.) including hospitality expenses within [Government of Canada guidelines](#)

- **Professional fees** associated with delivering the iHub experience including appreciation for community/industry partners involved in supporting the iHub experience. Please note that PSE staff do not qualify as professional fees.

Optional – Administrative Costs

- Up to 10% of the budget can be used to support administrative activities. This includes the cost for staff to directly/indirectly support the project, overhead costs and costs related to central administrative functions directly related to this project (e.g.: reporting, evaluation, scheduling, issuing stipends, copying, and head office support). This 10% is included in the calculated maximum of $2,000 per student.

- Please note that administrative costs will be reimbursed at 10% of funds spent at the end of the project. Should your project spend less than expected, the allowable administrative funding will be reduced accordingly.

Ineligible Expenses

The following expenses are not eligible for funding:

- **Faculty salaries.**

- **Staff costs** other than the allowable 10% administrative costs.

- **Capital asset** purchases **$1,000 and more**. For the purposes of the iHub project, capital assets are defined as tangible assets that are purchased, constructed, developed, or otherwise acquired and have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis.

- **Any expenses associated with the operation of an existing curricular WIL experience** including faculty, teaching assistants, staff, general program development costs and/or any supplies or expenses which are not directly used to benefit/enrich the student experience through iHub.

- **International travel.**

- **Top-up salaried WIL experiences are not typically funded.** However, funding expenses that are helping to enhance the experience, decrease barriers or leverage technology may be considered (e.g.: a student requires a wireless internet stick to complete a WIL experience in a rural area with limited internet capacity).

- **Alcohol, cannabis**

- **Any other expense** not directly used to support iHub participants in their WIL experiences.

Host / Industry / Community Partner Contribution

All projects require partner contributions of at least 20% of the total budget as cash or in-kind. **Please note that the host / industry / community partner MUST be Canadian or have a Canadian office to qualify.**

If you know the host / industry / community partner names, include them in this section, but they are not required. It is important that you verify the host / industry / community partner's eligibility. Include the amount, whether in-kind or cash and how you arrived at the amount (e.g.: 5 hours per week of mentorship per student for 12 weeks at $40/hr).

It is the PSE's responsibility to monitor partner contributions. Confirmation of the name of the organization(s), type of contribution, amount of contribution and details explaining the amount will be required as part of final reporting. Proof of hours is not required.

Additional Information

- An estimated number of students is acceptable if you do not know the exact number. You may consider estimates based on previous enrollment. CEWIL will provide a portion of the funding at the start of your project so if less students participate than expected, the final payment amount will be adjusted. However, if there are more students, we cannot necessarily fund the additional students. Additionally, overestimating the number of students by too many, may require needing to return funds at the end of the project.

- The per student funding is tied directly to each student that receives direct compensation and who completes the required student data details. **It is the responsibility of the Post-Secondary Institution to ensure that the required reporting is completed to ensure projects are fully funded**. **Funds can only be issued for students who have completed the required documentation.**

- After the project starts, any changes to the budget or timeline must follow the Contract Flexibility & Amendments Policy. Changes to the budget that do not follow the policy will be denied.

Funding Distribution

- Successful projects of up to 4 months will normally receive 75% of funding upfront with the final 25% upon the successful completion of the final report.

- Successful projects of more than 4 months will normally receive 50% of funding upfront, 25% issued after an interim report is submitted, and the final 25% upon successful completion of the final report. Should the project be significantly underspent at the interim report, the interim payment may be held back until we can confirm the funds will be spent.

- All funding details referred to are, or equivalent to, Canadian funds.

Stacking/Combining Funding

It is important to note that iHub funding cannot be combined with any other federal funding source (e.g.: the Student Work Placement Program, Mitacs, other I-WIL funded projects). Funding can be stacked with provincial, municipal, or institutional funding up to a maximum of 100% of the total project cost.

Attestation to Application

Each submitted application includes an attestation to indicate that the project lead has consulted with the proper signing authority at their institution and that they are aware of the project. Individuals with appropriate binding authority will be required to sign the contract for successful applicants. Signature is not required to submit the application. The attestation confirms the following:

- Canadian Post-Secondary Institution
- Eligibility of Students
- Eligibility of Host / Industry / Community Partners
- Unit Head Approval*
- Evaluation and Publication of Project Outcome
- COVID-19 Safety
- Records of Expenditures
- Report on Project

*Applicants are advised to determine who has binding authority in their institution based on institutional practices in order to expedite once funding is confirmed. This is normally an individual at the Provost, Vice-Provost, Legal Counsel, or similar level.

Evaluation Process

Following receipt of applications, evaluators will score each submission against the rubric, which will be posted on our website.

Evaluators are being called upon from across the WIL community, with specific attention to regionality, diversity and multi-stakeholder perspectives.

Having a member of your post-secondary institution on the adjudication committee will not affect the institution's ability to receive funding. No adjudication committee member will adjudicate a program with which they have an affiliation, nor be a part of evaluation discussions from their institution.

All applications will be assessed according to the Evaluation Rubric provided at the high-level weightings below.

Criteria	Weighting (%)
Quality	20%
Impact	20%
Partnerships	15%
Budget	0% Reviewed but not scored
Innovation	20%
Leverage Technology	10%
Access	15%

Confirmation of Application

You will receive an acknowledgement of receipt of your application to the email address you used to submit your application via the Good Grants platform. Please ensure you have "Notification emails" selected in your profile preferences to receive notification emails about adjudication decisions. **If you do not receive an email within an hour of submission, contact ihub@cewilcanada.ca.**

Reporting Requirements

If your application is successful, you will be required to submit reports to show project outcomes and confirm spending. Reports are due 30 days after the project's end date.

All reports below must be submitted in full to meet contractual obligations and receive the final payment.

Student Data Report: This report is essential for funding approval. Participant information must be fully completed to receive funding. This report contains information such as name, year of birth, postal code, WIL experience type, host details including HST/QST number, remuneration, degree information, and inclusion as part of an underrepresented group. Students may choose to select "prefer not to answer" with respect to gender or belonging to a particular social group facing inclusion and barriers.

Budget Report: This report outlines the spending for the project. This usually matches the budget included in your contract with the exception of changes as outlined in our Contract Flexibility & Amendments Policy. Changes that do not meet this policy will be denied.

Final Report: Mostly qualitative questions related to the project impact and outcomes from the PSE's perspective.

Attestation: This document verifies that all reporting documents are submitted accurately to the best of your knowledge.

Exit Surveys: There are two separate surveys that must be sent to students and industry/community partners. These surveys ask questions about project outcomes and project impact. You are required to send the survey to participants, but we do not expect 100% compliance.

Export of transaction details: This document is required to verify all transactions that took place during the project. It will tell us that funds have left your institution and where they went. This report must be exported from your institution's accounting system and indicate the date and amount of each transaction that took place (e.g.: if the project provided stipends, this report would include student names and the amount they received). You are welcome to send this report in whatever format works best for you (we don't have a specific required format). Unless your project overspent, the total in this report must match the amount in the Budget Report as well as the total Cost of iHub Opportunity in the Student Data Report. Please refer to the Reporting Toolkit for detailed reporting instructions.