



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

*Call for Project Proposals*

*3rd Call*

*\*This program is funded in part by the Government of Canada's Innovative Work-Integrated Learning Initiative (I-WIL). The opinions and interpretations in this publication are those of CEWIL Canada and do not necessarily reflect those of the Government of Canada.*

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## Call for Proposals

CEWIL Canada is pleased to announce the second call for project proposals as part of its new CEWIL Innovation Hub (iHub), funded in part by the Government of Canada's Innovative Work-Integrated Learning Initiative (I-WIL). Please review the following document before preparing your submission.

Applications will be accepted from May 10 – June 15, 2021 at 11:59PM EST.\*

\*NOTE: The CEWIL iHub will be using a cloud system to accept applications. You may use the application questions as a guide to prepare your submission; however, please note that we will **NOT** be accepting any applications via email for this round.

## Key Dates

<b>Date</b>	<b>Description</b>
<b>April 26, 2021</b>	Call for Proposals Released
Every Thursday (April 29 - June 10, 2021) from 1:00-3:00PM EDT* *EXCEPTION: June 3's session will be from 2:30-4:30PM EDT	Ask Us Anything (Open Hours)- bilingual  <i>*Please visit our website for an entire listing of office hours and regional- specific presentations.</i>
<b>June 15, 2021 at 11:59 PM EDT</b>	Application submission deadline
<b>Mid-July (dates to be determined)</b>	Successful applicants notified. <i>Please note: Unsuccessful applicants will also be notified, but no feedback will be provided.</i>

## Contact Us

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

## iHub Team

All general questions should be directed to [iHub@cewilcanada.ca](mailto:iHub@cewilcanada.ca). You are welcome to contact your Regional Associate Director as well.



**Charlene Marion (She/Her)**  
Director, WIL/Directrice, AMT  
Email: [charlenem@cewilcanada.ca](mailto:charlenem@cewilcanada.ca)  
819.434.1545



**Natalie Chaumont (She/Her/They/Them)**  
Associate Director, Operations  
Email: [nataliec@cewilcanada.ca](mailto:nataliec@cewilcanada.ca)  
289.213.0934



**Sean Elliott (He/Him)**  
Regional Associate Director (Central)  
Email: [seane@cewilcanada.ca](mailto:seane@cewilcanada.ca)  
705.848.1956



**Jennie Nilsson (She/Her)**  
Regional Associate Director (West)  
Email: [jennien@cewilcanada.ca](mailto:jennien@cewilcanada.ca)  
250.858.9664



**Kim Bracken (She/Her)**  
Regional Associate Director (Quebec & French-speaking Canada)  
Email: [kimb@cewilcanada.ca](mailto:kimb@cewilcanada.ca)  
250.998.3155

## iHub Background

The CEWIL iHub will operate as a centre of expertise that provides grant-based funding to enable and promote \***curricular** work-integrated learning (WIL) focusing primarily on four types of WIL: [applied research/industry projects](#), [entrepreneurial WIL](#), [field placements](#), and [service-learning WIL](#). The iHub supports the advancement of, and innovation in, 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 third call for proposals seeks to fund work-integrated learning experiences in the September – December 2021 semester with a minimum cost per opportunity of **\$200\*** and a maximum cost per opportunity of **\$1800 CAD**. 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 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 in response to COVID-19
- Innovating work-integrated learning through new partnerships and new models for curricular WIL

As one of the core goals of the program is expanding access to WIL to under-represented populations, a minimum of 20% of the funded iHub opportunities will be for under-represented students.

\*Please note that exceptions may be considered, but must be approved in advance of submission by CEWIL Canada.

## Steps to Apply

1. Before submitting your proposal online, ensure that you have thoroughly answered all the questions. Not doing so could result in your application being deemed ineligible.
2. Please ensure that your budget template is accurate and complete, including explicitly indicating the 20% contribution (in-kind or direct) from the industry/community partner. Note: PSI contributions are typically not calculated in 20% unless they are the host organization.
3. When attaching your budget template, it should remain as an Excel file.
4. Please ensure that you have reviewed the rubric and all the details of the grant.

## General Information

### Eligibility to submit proposals

Canadian post-secondary institutions with degree/diploma granting status are eligible to submit proposals.

### Eligible students

For the purposes of iHub funding, students are defined as:

- registered students in PSE institutions, with no age limit;
- 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/Visa students are not eligible to receive iHub funding.**

### Underrepresented students

The iHub project has a specific focus on supporting Indigenous students, racialized Canadians, and persons with disabilities. Other under-represented groups for the purposes of the iHub project include women in STEM, newcomers, and rural and remote students.

### General Funding Details

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

Successful projects will receive 75% of funding upfront, with the remainder distributed upon reporting requirements received. Any projects that follow a “bursary style” fund, will receive 50% upfront, with the remainder distributed upon reporting requirements received.

## Maximum Funding

Funding will generally be capped at **\$500,000** CAD per institution per call for proposals. A post-secondary institution may submit multiple projects totaling above this amount. The top ranked proposals will be selected for funding.

## Per Student Funding Minimums and Maximums

While post-secondary institutions can receive a total of \$500,000 for this funding round, the funding request *per eligible student* must be between **\$200** and **\$1800**. These limits include all direct project costs (i.e., costs directly related to running the program such as staffing, supplies, project materials, curriculum development, event costs) as well as a **required** direct student benefit. Further details on the direct student benefit requirement are provided below. Typical administrative costs (i.e., faculty salaries, benefits, processing fees, overhead costs, project administration) are not eligible.

## Minimum Proposal Requirements

- Funding must be used to create **new and innovative** WIL experiences, enhance existing WIL experiences and/or expand access to WIL experiences. Project proposals must clearly articulate how the funding meets these core objectives.
- All iHub experiences must provide some direct student benefit (e.g., salary, stipend, fee reimbursement or other direct benefit). Student compensation will depend on the nature of the opportunity (length, duration, intensity, and output) and should be clearly explained in detail in the application and the budget template. However, iHub experiences **must** involve some remuneration or benefit with attached monetary value to the student.
- All project proposals require a Canadian community or industry partners. For the purposes of entrepreneurial WIL, industry and community partners can include guest speakers, student mentors, and community or industry partners judging pitch competitions, etc.
  - Participating host organizations/community/employer partners are required to contribute a minimum of 20% of the total project cost in cash or in kind (e.g., supervision, mentoring, equipment, hosting events, etc.).
- 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.

- To the greatest extent possible, applicants are encouraged to indicate how their project supports the participation of under-represented students. Projects that have specific activities to support under-represented students or that are designed specifically for under-represented students will be given priority for funding. Demographic data on under-represented student participation will be collected through self-identification.
- All funded projects must agree to participate in iHub program evaluation. Students and host organizations are required to fill out standardized experience and outcome assessments for the experience to be funded.
- All funded participants (students and community/industry partners) will be required to provide basic demographic data, including a self-identification option for under-represented populations, as part of the funding agreement. Project funding will be limited to the number of eligible students who complete the required reporting.

## Eligible Expenses

Examples of eligible expenditures, which can be included in participant costs:

### Direct Participant Costs:

- **Direct compensation** (wages, stipend) provided to the student(s) in recognition of their participation in the iHub experience
- **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.)

### Direct Project Costs:

- **Materials, supplies, or resources** provided to students to enhance their iHub experience (e.g., software license to allow for virtual experiences/simulations; paint and other art supplies for fine arts WIL experience, soil sample kits for science students doing soil testing, etc.)



- **Materials, supplies, or resources** that extend access to WIL for underrepresented iHub participants including adaptive technologies, disability related supports, and specialized programming.
- **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 stipends/tokens of appreciation for community/industry partners involved in supporting the iHub experience
- **Direct project costs** incurred by the post-secondary institution in supporting the operation of the iHub project including a percentage of staffing costs, materials, technology, etc.
- Other expenses associated with meeting the outcomes specified in this call for proposals may be eligible. If you have a question about an eligible expense, please email [iHub@cewilcanada.ca](mailto:iHub@cewilcanada.ca).

## Ineligible Expenses

The following expenses are not eligible for funding:

- **Capital asset** purchases **\$1000 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.**

- **Alcohol, cannabis, or any other hospitality expenses** not directly used to support iHub participants in their WIL experiences
- **Administrative overhead** for expenses such as IT support, processing fees, utilities, office space, equipment, etc.

## Stacking/Combining Funding

It is important to note that iHub funding cannot be combined with any other federal funding source. Funding can be stacked with provincial, municipal, or institutional funding up to a maximum of 100% of the total project cost.

## Additional Information

- **\$1800** is the maximum funding that can be provided per **completed** student experience. **\$200** is the minimum funding that must be requested. The per student funding is tied directly to each student that receives direct compensation and who completes the required demographic/program evaluation surveys. It is the responsibility of the Post-Secondary Institution to ensure that the required reporting is completed to ensure projects are fully funded.
- For further information and illustrative examples, please see our Frequently Asked Questions.
- Specific questions about this call for proposals can be sent to [iHub@cewilcanada.ca](mailto:iHub@cewilcanada.ca)

## Attestation to Application

Each submitted application includes an attestation, which confirms the following:

- o *Canadian Post-Secondary Institution*
- o *Unit Head Approval\**
- o *Evaluation and Publication of Project Outcome*
- o *COVID-19 Safety*
- o *Records of Expenditures*
- o *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 Vice-Provost, 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. Please note the updated weighting:

<b>Criteria</b>	<b>Weighting (%)</b>
Quality	20%
Impact	20%
Budget	10%
Partnerships	15%
Innovation	15%
Access	10%
Leverage Technology	10%

## 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 software.

# Appendix 1 – Application questions

The following questions are meant to serve as a resource to guide your application process. Please note that all applications must be submitted on the Good Grants platform. The application questions below are for reference only.

1. Project Title

2. Contact Information

Post-Secondary Institution Name:

Post-Secondary Institution Legal Name (if different):

Province/Territory:

Faculty/unit/department:

Project lead's name:

Project lead's title:

Project lead's email address:

Project lead's phone number:

Additional Contact: This person could be an institutional WIL/EL/EE Director or Primary Contact Person. This contact will receive all communication sent to the Project Lead.

Additional project contact name (if needed):

Additional project contact's Title:

Additional project contact's email:

Second Binding Authority (if needed):

**IMPORTANT NOTE:** We require the name and contact information for your institution's **BINDING AUTHORITY** that will be signing your contract, should your application be successful. This person has the authority to bind your institution to a contract – usually the Provost, Legal Counsel, etc..

(NOTE: if you are unsure who this person is, we ask that you confirm internally before submitting your application)

Binding Authority name:

Binding Authority title:

Binding Authority email:

Second Binding Authority name (if needed):

Binding Authority name:

Binding Authority title:

Binding Authority email:

### 3. Key proposal details

PLEASE NOTE: the amounts listed here must match the budget you submit.

Total amount of funding requested\*

Has your institution received iHub funding for this project in the past? If yes, how will the proposed project expand on or be different than the previously iHub funded project?

Total estimated number of students who will participate in this project\*:

Cost per eligible student\*:

\*numbers must align with project budget

Estimated # of students from under-represented groups who could/will likely participate in this experience:

Academic discipline(s) involved in project:

I Confirm that the project will start during the September - December 2021 academic semester.

### 4. Partner Organizations

If known, please indicate the names of the community organizations or employers who will be involved in your project as well as their sector and/or industry. (max 100 words)

\*Note: Institutions are only considered partners when it is clearly defined as the industry partner. Service or product providers are generally not considered industry partners in a WIL experience unless work or a deliverable is being completed for them.

Community organization or employer partner(s)

Confirm that partners are contributing at least 20% of your overall project cost (in kind or cash contributions).

Confirm that partners are willing to complete the community/industry experience and outcomes survey that CEWIL iHub will require at the end of the project?

### 5. Project Summary

Summarize the project's structure and goals (max 150 words).

## 6. WIL Experience Type

Please identify the curricular\* WIL type supported by your proposal:

- Applied research/community and industry engaged projects
- Entrepreneurial WIL
- Community Service Learning
- Field Placements
- Other

\*curricular WIL refers to experiences counting for academic credit or towards degree, diploma, academic certificate, or profession designation requirements.

Please describe how this experience meets curricular WIL requirements. Ie: is it a credit course, a program requirement, or other type of curricular WIL?

## 7. Learning Design

- a) Briefly describe the nature of the WIL experience and how it is meaningful and substantial for the student. Please provide an estimate of the length (e.g., number of hours) of the WIL experience.
- b) Briefly describe the ways in which students will engage with community/industry partners in the WIL experience. (max 250 words)

## 8. WIL Innovations

Please identify how the iHUB Grant funds will help evolve and/or expand work-integrated learning [select all that apply]:

- Increase access for students, particularly under-represented students
- Remove barriers for students to participate in work-integrated learning
- Leverage technology to increase access or enhance programming
- Innovate work-integrated learning through new partnerships and new models for curricular WIL

Please elaborate on your selections above:

## 9. Project Impact: Skills Development

Briefly describe the main skills students are expected to develop by participating in the WIL experience. (max 250 words)

## 10. Project Impact: Regional/Labour Market Outcomes

Briefly describe how the project supports students' development of skills that align with specific labour markets in Canada or addresses labour market challenges in your post-secondary institution's region. (max 250 words)

## 11. Project Impact: Outcomes

- What are the short-term outcomes or benefits for students, community/industry partners, work-integrated learning practitioners and instructors, and/or the PSI?
- What longer-term changes or impacts could occur as a result of this project? (max 250 words)

## 12. Evaluation Plan

The CEWIL iHub will require students, faculty/staff, and community partners involved in this project to complete a standardized experience and outcomes survey at the end of the project. What additional metrics will you use to evaluate project success? What data/indicators will be used to evaluate the project's success and to inform improvements? (max 250 words)

## 13. Project Budget

Please complete your project budget using the Excel template provided – See Appendix B for Budget Project Template.

## Attestation

In order for your application to be eligible for funding, you must attest the following:

- **Canadian Post-Secondary Institution:** The applicant is a Canadian, degree/diploma granting post-secondary institution (institutions who are eligible for federal funding under the Student Work Placement Program, are equally eligible within this application).
- **Unit Head Approval:** The Head of the unit (e.g., Head of academic department; director of WIL at the institution or other) has been consulted on the project, is aware of potential resource commitments, and supports the project.\*;
- **COVID-19 Safety:** Confirm that the safety of students, community partners, and other stakeholders will be ensured by following government regulations and public health guidelines to be followed at all times during the IWIL experience(s), including adapting if government regulations change.
- **Evaluation and Publication of Project Outcome:** Agreement to participate fully in any evaluation process regarding the initiative (for example, interview, survey) and publication of the results of the programs funded; could also involve showcasing of project through CEWIL Resource Hub, etc.;

- Records of Expenditures: Funded projects will require successful applicants to maintain appropriate records of expenditures (e.g., project costs, purchases, records of salaries, expenses, etc.);
- Report on Project: Agreement to report on all areas required by the project (e.g., student information, self-disclosure of under-represented students, host organization information, disclosure of paid/unpaid and outcomes).

I confirm all of the above statements to be true.