



# **CEWIL Research Grant**

## **Submission Guidelines**

**2026**

# 1 CONTENTS

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|       |  |   |
|-------|--|---|
| 1     | OVERVIEW .....   | 3 |
| 1.1   | Type of Grant.....                                     | 3 |
| 1.2   | Eligibility .....                                      | 4 |
| 1.3   | Grant Amount.....                                      | 4 |
| 1.4   | Research Priorities.....                               | 4 |
| 2     | CRITERIA AND REQUIREMENTS.....                         | 6 |
| 2.1   | Evaluation Criteria.....                               | 6 |
| 2.2   | Submission Requirements .....                          | 7 |
| 2.2.1 | Cover Document.....                                    | 7 |
| 2.3   | Applicant and Recipient Responsibilities.....          | 8 |
| 2.3.1 | Applicants.....  | 8 |
| 2.3.2 | Recipients .....                                       | 8 |
| 3     | DEADLINE AND CONTACT INFORMATION .....                 | 9 |
| 3.1.1 | Submission Deadline.....                               | 9 |
| 3.1.2 | Forward Proposals to .....                             | 9 |
| 3.1.3 | For questions, comments or additional information..... | 9 |

# 1 OVERVIEW

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Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada) supports research that advances co-operative education and work-integrated learning (WIL) across Canada. As part of this mandate, CEWIL Canada established the Co-operative Education and WIL Research Grant in 2006. By establishing this grant, CEWIL Canada is better able to:

- Identify, promote, and support co-operative education and WIL research activity.
- Connect practitioners' needs to potential research opportunities.
- Link co-operative education and WIL researchers both in Canada and internationally.
- Mentor those conducting co-operative education and WIL research projects and inspire others to consider such projects.

CEWIL Canada's commitment is to sector development, equity, and cross-institutional collaborations. The research grant guidelines encourage:

- Multi-institutional and cross-sector collaboration.
- Integration of Equity, Diversity, and Inclusion (EDI) principles.
- Alignment with CEWIL Canada's Strategic Plan.
- Innovative methodology, methods, and partnerships.
- Research that generates new knowledge and mobilization.

## 1.1 TYPE OF GRANT

This grant is funded in part by the Government of Canada's Innovative Work-Integrated Learning Initiative program (I-WIL). Proposals must demonstrate alignment with iHub's four key priorities:

- Increase Access: Expand access to WIL opportunities, particularly for under-represented students.
- Remove Barriers: Remove barriers for students to participate in work-integrated learning.
- Leverage Technology: Enhance programs or extend access, leveraging technology to support virtual or remote WIL experiences.
- Innovation & Partnerships: Advance WIL through new partnerships and new models for curricular WIL.

The CEWIL Canada Co-operative Education and WIL Research Grant(s) will be awarded based on quality, feasibility, and alignment with CEWIL Canada's iHub strategic priorities.

## 1.2 ELIGIBILITY

Members of CEWIL Canada are eligible to apply. We encourage:

- Multi-institutional collaboration including domestic and international partners. At least one collaborator must be a CEWIL Canada member employed at a Canadian post-secondary institution.
- Proposals that demonstrate cross-campus or cross-sector partnership that enhance national research capacity.

Proposals that have been reviewed and accepted by institutional ethics review boards will be given preference, where applicable.

## 1.3 GRANT AMOUNT

Total funding available: \$20,000 (two awards of \$10,000).

Important information about the funds:

- Must be used for research expenses only.
- Primary investigators are not eligible to be paid/reimbursed
- Overhead may not exceed 10%.
- Researchers may not use funds for personal compensation.
- Capital asset purchases of \$1,000 or more are ineligible for funding.

Please note that grant funds may be subject to monitoring and/or audit.

Grant recipients will receive the grant in two halves to encourage completion of the research project as well as the dissemination of the results. Half the amount will be granted immediately and the final half after the researcher(s) disseminate their findings.

## 1.4 RESEARCH PRIORITIES

The CEWIL Canada Co-operative Education and WIL Research Grant(s) will be awarded to research that helps to strengthen the development of Canadian co-operative education and WIL. Priority will be given to studies that:

- Are aligned with the iHub initiative's key priorities:
  - **Increase Access:** Expanding access to WIL opportunities, particularly for under-represented students.
  - **Remove Barriers:** Removing barriers for students to participate in work-integrated learning.
  - **Leverage Technology:** Enhance programs or extend access, leveraging technology to support virtual or remote WIL experiences.
  - **Innovation & Partnerships:** Innovating work-integrated learning through new partnerships and new models for curricular WIL.

- Are aligned with CEWIL Canada's strategic goals:
  - **Systems Influencer:** Championing policies and practices to strengthen the work-integrated learning ecosystem across Canada
  - **Convener & Relationship Builder:** Membership driven; Voices that represent the full system; Goal is listening, learning, and building community.
  - **Knowledge Broker & Expert:** Elevating standards and practices in work-integrated learning to ensure exceptional educational experiences and outcomes for all engaged parties.
  - **Capacity Builder:** Expanding resources, partnerships, and support to enhance and sustain work-integrated learning programs in Canada. Revisiting the governance structure of the association to ensure alignment with aspirations and activities.
- Integrate EDI throughout, including the research question, participant recruitment, methodology, impact, and knowledge mobilization.
- Make reference to and address the significance of findings to the Canadian context.

## 2 CRITERIA AND REQUIREMENTS

### 2.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all proposals. Please address each of the criteria in your submission.

| Criteria   | Weight | Required Evidence   |
|--|--------|---|
| Relevance to CEWIL Canada and iHub strategic goals | 25%    | Clear linkage to both iHub priorities and CEWIL Canada's four strategic goals; demonstrated sector impact across multiple institutions. |
| Appropriateness & Innovation of Methodology        | 15%    | Methods aligned to research questions; methodological rigor; justification of approach; inclusion of novel or innovative methods.       |
| Originality & Creativity                           | 10%    | Generates and contributes new knowledge or approaches to WIL  |
| Equity, Diversity, and Inclusion (EDI) Integration | 10%    | EDI principles embedded throughout the proposal (topic, methodology, data collection, analysis, budget, dissemination).                 |
| Collaboration & Partnerships                       | 10%    | Multi-institutional collaboration; meaningful roles for partners; cross-sector alignment.   |
| Clarity of Research Purpose & Objectives           | 10%    | Well-formulated research questions; clear objectives; alignment to methodology.   |
| Plan for Dissemination & Knowledge Mobilization    | 10%    | Multi-institutional dissemination plan; accessible formats; strategies for sector-wide reach.   |
| Qualification of Researcher(s)                     | 5%     | Relevant experiences, demonstrated capacity to carry out research.  |
| Budget   | 5%     | Clear, feasible budget demonstrating equitable compensation and ethical resource allocation.  |

## 2.2 SUBMISSION REQUIREMENTS

Applicants must submit:

- A Cover Document (max. 5 pages)
- A Résumé/CV for all principal researchers
- A Narrative of the Research Project (max. 5 pages)
- References
- Appendices

All information obtained from the applicant(s) in connection with this Request for Proposals is the intellectual property of the applicant(s). It will not be used for any other purpose than replying to the Request for Proposal and fulfilling any subsequent contract, if awarded. However, the information in the proposal will be disclosed to all members of the CEWIL Research Committee for the purposes of adjudication, therefore, Under the Freedom of Information and Protection of Privacy Act, CEWIL Canada cannot guarantee the confidentiality of submitted information. Any proprietary or confidential information should be identified as such and any desired treatment indicated in the submission.

### 2.2.1 Cover Document

The cover document, not to exceed 5 pages (12 point font, single spaced) must include:

1. Title of research
2. Brief abstract (100 words)
3. Name(s) of principal researcher(s)
4. Name of post-secondary institution(s) / organization(s) of individual(s) submitting the proposal
5. Address, phone and e-mail
6. Statement of qualifications of the researcher(s)
7. Projected timetable
8. Plan for dissemination of results
9. Budget plan<sup>1</sup>
10. Résumé/ CV

**<sup>1</sup>Note:** As part of the budget plan, a description on how the funds will be spent must be included.

Examples of allowable budget expenses include personnel (clerical support, student assistance, etc.), postage, printing, photocopying, and travel for conference presentation, telephone and fax costs, and office supplies. Items must be directly related to achieving the research project.

Examples of non-allowable budget expenses include salary for the researcher, indirect institutional expenses, institutional overhead greater than 10%, capital purchases.

### ***Narrative of the Research Project***

The narrative of the research project, not to exceed 5 pages (12 point font, single spaced), must include:

1. **Statement of the problem.** Purpose and objectives of the research should be clearly stated including research questions or hypotheses.
2. **Relevance of the research.** How the research will meet the stated priorities, and contribute to the broad field of co-operative education and WIL and, where possible, its relationship to co-operative education and WIL in Canada
3. **Background information.** Include a review of the relevant research and literature.
4. **Research methodology.** Describe:
  1. How the data for the project will be collected and provide a timetable,
  2. The research instruments and, if possible, attach a sample, and
  3. Methods for data analysis.

### ***Addenda***

The submission should also include:

1. Reference List (one page)
2. Appendices (not to exceed 10 pages)

## **2.3 APPLICANT AND RECIPIENT RESPONSIBILITIES**

### **2.3.1 Applicants**

Applicants are required to submit a complete research proposal demonstrating that the project is in keeping with the aforementioned strategic priorities. Please ensure you closely follow the submission criteria and submit your application on time, via email. In general, applicants must clearly demonstrate that the research project is appropriate, ethical, and feasible.

### **2.3.2 Recipients**

**Sign research grant agreement:** Grant recipients are required to sign an agreement confirming their commitment to meet CEWIL Canada's expectations. To fulfill funding obligations, recipients must submit a draft report by March 31, 2027. The research project does not need to be completed by that date; rather, recipients have up to two years to complete the research, submit the full report, and disseminate the results through a conference presentation and publication in a juried journal. The purpose of this document is to clearly outline these expectations so recipients can understand, plan for, and successfully meet CEWIL Canada's requirements.

**Email the signed agreement back to CEWIL Canada:** Grant recipients are required to sign and email the grant agreement to CEWIL Canada and retain a copy for themselves.

**Send photo and brief overview of research project:** In order to better promote the research grant, recipients are asked to submit a photo as well as brief overview of their research project (no more than 500 words) to be placed on the CEWIL Canada website.

**Fulfill research objective and disseminate results:** Grant recipients must complete their research and present their findings at a CEWIL Conference or AGM and publish within a two-year timeframe.

## 3 DEADLINE AND CONTACT INFORMATION

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### 3.1.1 Submission Deadline

The CEWIL Canada Co-operative Education and WIL Research Grant is an annual award. The deadline for proposal submissions is **FRIDAY, May 8<sup>th</sup> @ 4PM EST.**

### 3.1.2 Forward Proposals to

[ihub@cewilcanada.ca](mailto:ihub@cewilcanada.ca)

### 3.1.3 For questions, comments or additional information

Please contact [ihub@cewilcanada.ca](mailto:ihub@cewilcanada.ca)