CEWIL Canada iHUB

2024-R1

Reporting Instructions

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.

Contents

Key Dates

Ask Us Anything - Weekly Open Office Hours	**Every Thursday** • **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
Last day to request amendments or extensions	30 days before the **Project End Date.**
Project End Date	See your service agreement for the Project End Date.
Last day to issue payments to students and partners	Project End Date + 15 days.
Interim Report Due Date	If applicable, interim reports are due 4 months (120 days) after the Project Start Date. See your service agreement for the exact date.
Final Report Due Date	30 days after the **Project End Date.** Review your service agreement for the exact date. **Institutional processes may take time (i.e., issuing payments, transaction reports, access to demographic data, etc.). Please plan accordingly.**
Email reminder of Report Due Date	Sent 1 week prior to the Report Due Date.

iHub Report Documents

Collecting comprehensive data on project outcomes is crucial for demonstrating the success and impact of initiatives funded by CEWIL Canada's iHub. This practice not only allows us to provide evidence of the return on investment to the Government of Canada, but also supports our commitment to transparency in the use of taxpayer dollars.

Timely and complete reporting ensures that we all adhere to our service agreements, maintaining accountability and respecting the time of all folks involved. It is important for project leads to be proactive and ask questions early in the process if they need help or any clarification on expectations and requirements.

The following table lists all final reporting documents. Document templates are provided in the reporting toolkit, with exception to the Detailed Transaction Report.

Report Name	Document Type
Budget Report of Actual Spending AND Partner Contribution Confirmation	Excel template
Detailed Transaction Report	Finance system export
Student Data Report	Excel template
Final Activity Report	Fillable PDF
Attestation	Fillable PDF
Student Survey (with survey link)	Word document
Partner Survey (with survey link)	Word document

Interim Report Documents

Interim reports are due 4 months (120 days) after a project starts if the project is longer than a single term. The purpose of the interim report is to ensure the project is on track before any additional funds are issued. Interim payments are only issued after the interim report has been approved and more than 50% of the funds already distributed have been spent.

If the project is significantly underspent, reach out to your Regional Associate Director and/or Program Coordinator to find out if an interim report is still required. If we are not issuing an interim payment, you may not need to submit an interim report. If additional funds are required later in the project, the interim report can be submitted at that time. The final payment may be increased if an interim payment was not issued.

Report Name	Instructions
Budget Report	If the project is underspent or overspent, include an explanation in the budget details section. Please indicate if you do not expect to spend all funds.
Student Data Report	If students are continuing their WIL experience into the second term, only include funding that has been issued to students or expensed so far. This section will be finalized upon completion of the WIL experience and submitted as part of the final report.
Exit Surveys	Send these exit surveys to students and industry / community partners at the end of the WIL experience. If students are continuing their experience into the second term, send the links at the end of the second term.
Transaction Detail Report	Optional (required as a part of the Final Report).

Budget Report AND Partner Contribution Confirmation

This document is to tell us the amount of funds spent and how they were used during the project. The document also confirms the eligible partner contribution. You will want to refer to your service agreement / approved project budget to make sure you are reporting expenses in the correct funding categories.

There are two different budget report templates depending on the type of project: bursary or non-bursary (includes Innovation and Enhanced Projects). Please be sure to use the correct budget report template.

Notes to remember:

- The amount reported in the Budget Report **MUST** match what is reported in the Detailed Transaction Report and the Total Cost of iHub Opportunity in the Student Data Report.
  - Should the amounts differ across the three documents, you will need to provide a rationale in the Attestation.
  - Only funding that can be confirmed in all three documents will be eligible.
- Students must receive a minimum of $200 each in Direct Participant Costs.
- Students can receive a maximum of $2,000 per iHub WIL experience (includes the equal share of direct project costs and administrative costs, if applicable).
- Capital asset purchases of $1,000 or more are ineligible for funding.
- If your service agreement included administrative dollars, the maximum you can be reimbursed is 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.

Cost Per Student Calculation

- To determine the cost per student, the Direct Participant Costs associated with each student are added to the Direct Project Costs and Administrative Costs which are combined and divided by the number of eligible students.
  - 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.
- Costs above the maximum of $2,000 per student will not be eligible for reimbursement.

$$\text{Cost per student} = \text{Total Direct Participant Costs} + \left(\frac{\text{Total Direct Project Costs} + \text{Administrative Costs}}{\text{Number of Eligible Students}}\right)$$

To complete the Budget Report:

- Input your Institution's name, project name and project number as identified in your service agreement.
- Input the total number of eligible students served by this project.
- Include an itemized breakdown of all costs using the categories outlined in the service agreement.
  - Separate and enter expenses according to the period in which they will occur (where possible and if applicable)
  - Include an explanation if the amount spent differs from the amount contracted.
  - Any funds that were moved and do not meet the Contract Amendment & Flexibility Policy, and were not previously approved, may not be eligible.
- Complete the industry/community partner section by indicating the name of the partner, the contribution amount received, the type of contribution (in-kind or cash), the calculation used to arrive

at the amount (where applicable) and explain any differences between actual and expected as per the funding agreement.
  - We do not need proof of in-kind contribution at this time, but should the project be audited, proof may be required.

Detailed Transaction Report

The Detailed Transaction Report is required to verify any 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 can be sent in the format that works best for you. CEWIL Canada staff will verify each expense against the Budget Report and the Student Data Report to ensure alignment.

This report must include the following:

- Date of transaction
- Amount of transaction
- Name of vendor
- If the project provided stipends to students, this report must include student names and the amount each student received.

Please Note: The amount reported in the Detailed Transaction Report **MUST** match what is reported in the Budget Report and the Total Cost of iHub Opportunity in the Student Data Report.

- If the Detailed Transaction Report shows more than what was reported, please provide an explanation so that we can match expenses with the Budget Report and Student Data Report.
- If the Detailed Transaction Report shows less than what was reported, we will need additional documentation to confirm that funds were spent, or the funds will not be eligible.

Below is a simplified version that demonstrates the minimum requirements for the Detailed Transaction Report. Additional details can be provided in your report and your report may need to include several documents.

Accounting Date	Ledger Account	Journal ID	Debit/(Credit) Amount	Description
2024-06-21	1111: iHUB Project	AA: 123-456	$ 1,500.00	Student A Name
2024-06-21	1111: iHUB Project	AA: 123-456	$ 1,500.00	Student B Name
2024-06-21	1111: iHUB Project	AA: 123-456	$ 1,500.00	Student C Name
2024-05-10	1111: iHUB Project	AA: 123-456	$ 500.00	Lab materials
2024-08-12	1111: iHUB Project	AA: 123-456	$ 500.00	Administration
			$ 5,500.00	

Student Data Report

The Student Data Report contains information about the student (including self-reported demographic data), the WIL experience, funds issued, and details about the community/industry partner. **It is the responsibility of the Post-Secondary Institution to ensure that the required reporting is completed to receive full funding. Funds can only be issued for students for whom we have complete data.** Any funds allocated to a student that does not have full data will be deducted from the final total. Post-Secondary Institutions are also responsible for obtaining the consent of the student and industry/community partner to collect, use and disclose the information shared in the Student Data Report.

You are welcome to use the questionnaire template offered in Appendix A, or your own survey to collect the data. If your institution already collects the information required for iHub reporting, you may be able to create a single consent statement to use previously collected data internally. Please discuss this option within your institution. CEWIL Canada will not provide a sample consent statement.

Please note: Each round of funding has its own Student Data Report template. **You must use the correct Student Data Report template for your project.**

Example: Project numbers starting with "2024-R1" must use the Student Data Report template from the 2024-R1 Reporting Toolkit with "2024-R1 CEWIL iHub Reporting Template" indicated in the top left corner of the Excel document.

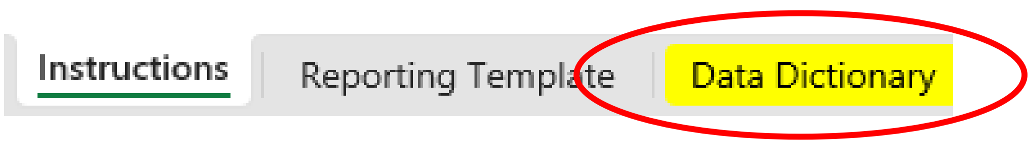
Failure to use the correct reporting template will require you to resubmit the data in the correct template.

To complete the Student Data Report:

- Complete all sections of a data row for each eligible, participating student. Please ensure a student only appears once per report.
- Input data into each field following the rules outlined in the Data Dictionary.
- Leave fields blank where not applicable. Refrain from inputting N/A.

Data Dictionary

The Student Data Report is broken down into five categories and each category must be completed in full to be eligible for funding. Many of the data fields only allow specific answers which are outlined with details in the Data Dictionary. The Data Dictionary can be found in the yellow tab at the bottom of the Student Data Report.



If data is collected using a survey, your institution is responsible for ensuring the data submitted in the Student Data Report follows the rules of the Data Dictionary. **Failure to follow the rules outlined in the Data Dictionary could result in needing to resubmit your Student Data Report.** If you are unsure what to enter in a field, contact us.

Data Categories

Student Information

Your institution may already have this information in your system. This section includes data such as student name, email address, year of birth, enrollment status, type of degree and program of study. This information is required for each eligible, participating student.

Student Information										
First Name	Last Name	Email Address	Year of Birth Format: YYYY	Gender Identity	Language first learned at home in childhood and still understands	Enrollment Status	Type of Degree	Program of Study first 2 digits Format: ##	Postal Code Format: A1A 1A1	Year of Study Format: #
Sample	*Student*	*samplestudent@cewilcanada.ca*	*2001*	*Female*	*English*	*Full-Time*	*College/CEGEP certificate or diploma*	*11*	*N2R 0A6*	*1*

Data Collection of Underrepresented Groups

Funding through CEWIL Canada's iHub prioritizes students who are members of particular social groups that face equity and inclusion barriers. We recognize that our reporting includes questions that may be sensitive for some individuals. **While all these questions are mandatory, it is important to note that "prefer not to say" is always an option. Please see Appendix A – Sample Data Collection Questionnaire.**

For the purposes of this funding, questions include:

- LGBTQ2S+
- Living in remote or rural locations
- Low socio-economic status
- Mature Students
- Indigenous Peoples
- Black Canadians
- Racialized Students / Person of Colour
- Persons living with a disability
- Student from refugee pathways
- Female-identifying or non-binary person studying in STEM
- Newcomer to Canada (new immigrant to Canada within 5 years)
- Official Language Minority Communities

Does the student identify with any of the following demographic groups? Indicate "Yes" for all that apply.												
LGBTQ2S+	Living in remote or rural location	Low socioeconomic status	Mature Student	Indigenous (including non-status), First Nations, Aboriginal, Métis, or Inuit	Black Canadian	Racialized person / Person of Colour	Newcomer to Canada *(within the last 5 years)*	Student from refugee pathways	Student with disability	Female-identifying or non-binary person studying STEM	None	Prefer not to say
yes		*yes*		*yes*		*Yes*				*Yes*		

iHub Experience Details

This section includes the WIL type, where the experience took place, how long the experience was and how much funding was allocated to each student.

iHub Experience Type and Location

- Input the WIL type. The WIL type must match one of CEWIL Canada's nine types of WIL.
- If the experience was fully or partially in-person, you can use the industry / community partner's city, province and postal code in this section. If the position was remote, you will need to determine the student's location (i.e., home address).

iHub Experience Type	Is the iHub opportunity occurring remotely/virtually?	iHub City	iHUB Province	iHUB Postal Code
Field Placement	*Yes - fully remote*	*St. John's*	*Newfoundland*	*A0A 1V0*

iHub Experience Start Date, End Date and Duration

- Please ensure that the dates are entered in the correct format and fall within the project period, outlined in the service agreement.
- Ensure that the duration of the WIL experience, in total hours, makes sense (i.e. the number of hours reported are possible within the given project period).

iHub Experience Start Date (yyyy-mm-dd)	iHub Experience End Date (yyyy-mm-dd)	iHub Experience Duration (in total hours)
2022-07-15	*2022-08-31*	*75*

Remuneration, Material Benefits, Legacy Materials and Other Project Costs

- A total of at least $200 must be issued as "Total Remuneration" or "Total Material Benefits" for each eligible student. Failure to provide at least $200 in direct benefit to a student makes the participant ineligible for funding. The amount reflected in this field(s), should directly match the approved Project Budget and Detailed Transaction Report.
- Briefly describe the costs for each category, in the applicable fields. A comprehensive list is not required.
- If project costs apply to all eligible students, simply divide the total project costs by the number of students (actual) in the project.
- Remember to separate the legacy costs from the other project costs (see below). Legacy costs refer to items that will be retained by your institution after the project ends.
- Administrative costs should be included in the "Other Project Costs ($)" fields.

iHub Experience Total Remuneration ($)	iHub Remuneration List	iHub Experience Total Material Benefits ($)	iHub Experience Material Benefits List	iHub Total Legacy Materials ($)	iHub Legacy Materials List	Other Project Costs ($)	Other Project Costs Description
$900.00	Stipend	$200.00	Transportation voucher; hospitality	$320.00	iPads, microscope	$300.00	presenter honorarium, project support, administrative costs

Total Cost of iHub Opportunity and Confirmation of Payment

- Ensure no student has received more than $2,000. Any amount above $2,000 will be deducted from the total eligible funding.
- The last column of this section asks to confirm that the student has been paid. It is expected that all students will be paid by the time the final report is due. If a student has not been paid, please send a note explaining why and when you expect the student to be paid.

Total Cost of iHub opportunity ($) Calculated for You	Confirm iHub experience is fully paid
$1,720.00	Yes

- Ensure the "Total iHub Project Cost" indicated above the "Total Cost of iHub Opportunity" column matches what you are submitting in the Detailed Transaction Report and the Budget Report. If the amount does not match, you must revise the reports until they do. Reports that do not have matching Detailed Transaction Report, Budget Report and Student Data Report may need to be resubmitted. **You will be asked to confirm all this information in the Project Attestation, as a part of the Final Report.**

Employer/Host Organization Details

This section is used to provide details about the employer/host organizations including the organizations' name, GST number and address. **The employer/host organizations are the same as the industry/community partners.**

Employer/Host Organization Name and Contact Information

- Only experiences with [eligible organizations]() can be funded. Any funds used for a WIL experience with an ineligible organization will be deducted from the total project cost.

- Whenever possible, use the legal name of the organization associated with the GST/HST/charitable/business number, not the operating name. Be consistent throughout the report with spelling and do not use an acronym unless it is the organization's legal name.
  - Example: If "St. Peter's Elementary School" is operated by the "Catholic School Board of Northern Ontario" and are using the school board's charitable number, write "Catholic School Board of Northern Ontario" as the host name. The address will be the address of St. Peter's Elementary School.
  - Example: If the "Sunshine Clinic of West Niagara" is part of the "Niagara Health System" and you are using the Niagara Health System's charitable number, use "Niagara Health System" as the host name and the address for the Sunshine Clinic of West Niagara.
- Include a single employer/host organization for each student.
  - If there is more than one employer/host organization per student, please indicate the organization where the student spent the most time. However, please include the total number of hours spent in the WIL experience with all partners in the iHub Experience Details section.
  - If the entire class partnered with many organizations, simply split the number of students by the number of organizations so that all employer/host organizations are represented.
    - Example: a class works with 3 different host organizations, include each organization as the employer/host organization for a third of the students.

Employer / Host Organization Name	Employer / Host Contact Name	Employer / Host Contact Email
Sample Organization		

Employer/Host Organization GST/HST/Charitable Number

- The first 9 digits of the GST/HST number is required for **every employer/host organization**. This number is the same first 9 digits of an organization's charitable number, payroll number and any other number they use to communicate with the Canada Revenue Agency.
- In the iHub Reporting Toolkit you will find a GST/HST Resource that can be shared with employer/host organizations to help explain why the number is needed.
- All private, public and non-profit businesses have a GST/HST number if they have any employees or an annual revenue greater than $30,000. There are very few organizations that do not have one.
- When asking for this number, you can let the employer/host organization know that there are no tax implications in providing this number. It is simply being used to identify unique employers/host organizations across the country.
- If you are unable to obtain the number from the employer/host organization, you can often find the number on a charity's website, you can use the online Canada Revenue Agency's Charity List or try Canada's Business Registries.
- Please note that some organizations operate under a different name than the one they are registered under. Please use the legal name of the organization in the Student Data Report.
- Be aware that the charitable number should not be for a foundation, unless students completed a WIL experience with the foundation.
  - Example: if a student completed a WIL experience for a hospital that operates under a health authority, provide the number for the health authority, not the number for the hospital's foundation.

Employer / Host Organization GST / HST Number Format: "######### RT ####"	If you did not provide the GST/HST, please specify a reason from the list in the data dictionary	If "Other" was selected, please specify
123456789 RT 0001		

Employer/Host Organization Size and Address

- Input the size of the organization, address, city, province, and postal code. Ensure you use the full name of the province, not abbreviations (e.g. Alberta not AB). Ensure the town's name is spelled correctly.

Employer / Host Organization Size	Employer/ Host Organization Address Line 1	Employer/ Host Organization Address Line 2	Employer / Host Organization City	Employer / Host Organization Province/Territory	Employer / Host Organization Postal Code Format: A1A 1A1
Small (10-99)	*100 IloveWIL Way*	*Unit #16*	*WILville*	*Alberta*	*T1J 0P6*

Post-Secondary Institution Details

This section provides information about the student's post-secondary institution. The institution must be listed in the list of designated educations institutions to be eligible for funding. Please use the full name of your institution and not acronyms.

Post-Secondary Institution Details			
Post-Secondary Institution Name	Post-Secondary Institution Type	Post-Secondary Institution City	Post-Secondary Institution Province/Territory
Sample School	*College*	*St. John's*	*Newfoundland*

Final Activity Report

The Final Activity Report provides details about the project's successes and challenges. We want to know from your institution's perspective how the project impacted students and the community/industry partners. We are also looking for lessons learned and testimonials.

Please Note: The Final Activity Report must be submitted in the fillable PDF format. If you submit the PDF and it is no longer fillable, you will be required to resubmit the report.

Attestation

This document is to confirm that the reports submitted are completed in full, accurate and true. There is also a section to input the totals from the Budget Report, Student Data Report and Detailed Transaction Report. All three numbers should match. If the numbers are different, please provide an explanation.

Student Survey

This exit survey asks students to rate their WIL experience and to describe how the funding impacted their experience. Student can also rate their skill, competency, and ability development throughout the WIL experience. We do not expect 100% of students will participate but we do require that the survey is sent to students. If you would like to see all the survey questions, please feel free to click through the survey.

Please note: The survey is provided as a link in a Word document. The Word document can be used as an email to send to students.

Partner Survey

This exit survey asks industry/community partners to rate the student's or class's performance during the WIL experience. The partner can describe how the experience impacted their organization and future hiring practices. Partners can also identify barriers to offering WIL opportunities. We do not expect 100% of organizations will participate but we do require that the survey is sent to all industry/community partners. If you would like to see all the survey questions, please feel free to click through the survey.

Please note: The survey is provided as a link in a Word document. The Word document can be used as an email to send to industry/community partners.

Contract Flexibility and Amendment Policy

We know things change and adjustments to budgets and timelines are sometimes needed to ensure a project's success. The earlier we are notified about any changes, the more options there are to help you.

The Contract Flexibility and Amendment Policy outlines when your institution can reallocate funds without approval and when prior approval is required. Requests to reallocate funds and/or request an extension should be submitted at least 30 days before the project end date to ensure there is enough time to provide the approval. Approvals will be sent to you by email to ensure the approval is documented. If a request is made while talking with CEWIL staff, ensure they follow-up with an approval email. **Any funding reallocations that were not approved in advance and do not meet the conditions to reallocate funds without prior approval may be denied.**

Submitting the Report

For confidentiality reasons, reports must be submitted using our SecureDocs.ca portal which is encrypted both in transport and in storage. Please follow the directions below to securely upload your reports. Failure to follow the directions may result in needing to re-upload your documents. You must upload all 5 documents at the same time for your report to be considered submitted.

1. Please visit our Portal Link
2. Enter your full name
3. Enter your email address
4. **In the Comments section, input your institution's name and your project number** (ex. Brock University 2023-R3-C654). Your project number is located on your service agreement.
5. To upload files, select "click here to add files" or drag files to the "drag your files here" area. Upload the following completed documents:
   - ✓ Student Data Report including data for ALL funded participants (Excel)
   - ✓ Final Activity Report (Fillable PDF)
   - ✓ Transaction Detail Report (in your preferred format)
   - ✓ Budget Report of Actual Spending AND Partner Contribution Confirmation (Excel)
   - ✓ Project Attestation (Fillable PDF)
6. Once ALL 5 of the required files have been uploaded, click "Send".

Final Report Approval Process

CEWIL staff will review the reporting documentation and may have questions or request additional information. It is important to respond within the given timeframe to ensure final payments are issued without delay and also to prevent the Notice of Default process.

Once the final report has been approved, you will receive an email that includes the total funds issued for the project, the amount approved as spent and funds remaining to be issued. You will then have two weeks to review the email and notify us of any discrepancies. After two weeks the project is locked, and no other changes can be made.

If the project was underspent, we will either recover the funds from other payments owed to your institution or send details on how to return funds to CEWIL.

Notice of Default

As specified under section 10.0 of the Funding Agreement, final reports are due 30 days after the project end date. As per section 12.1 (c) and 12.2, if we do not receive your report or requested documentation within the given timeframe, the institution will be in breach of performance and a written notice of default will be issued.

Upon receiving the notice of default, your institution has 30 days to remedy the breach of performance or submit a plan satisfactory to CEWIL to remedy the breach of performance within an approved timeframe.

If the breach of performance has not been remedied (or a plan approved to remedy) within 30 days of the notice of default, a notice of termination will be issued at which point we will have no obligation to make any further contributions to your institution for this project and may require that your institution return the funds issued in advance. This may also impact your institution's ability to secure funding in the future.

To ensure the institution has adequate notice of termination, the following outlines the notice of termination process:

1st Notice of Default Email
Automatically sent 2 days after the Report Due Date if all reporting documents have not yet been submitted or documents are incomplete.

2nd Notice of Default Email
Sent 2 weeks days after the Report Due Date if all reporting documents have not yet been submitted or documents are incomplete.

3rd and Final Notice of Default Email
Sent approximately 4 weeks after the Report Due Date if all reporting documents have not yet been submitted or documents are incomplete.

This email is also sent to the contract's binding authority since you will have less than a week to submit all required documentation or the project will be terminated due to a breach of contract.

Your institution may be required to return the funds issued in advance and this will impact your institution's ability to secure funding in the future.

Payment Schedule

- For projects with a Project Period of less than 4 months, we will advance seventy-five percent (75%) of funding in advance upon signing the Service Agreement.
- For projects with a Project Period of more than 4 months, we will advance fifty percent (50%) of funding in advance upon signing the Service Agreement and twenty-five percent (25%) of the funding will be issued after the successful completion of an interim report (if applicable).
- Upon the successful completion and review of the Final Report Documents, the balance of the funding will be issued.

Please note: It is CEWIL's policy to not issue funds to an institution where funds are owing to CEWIL. If your institution owes funds to CEWIL for an iHUB project that was underspent, we may reduce the next payment to be issued to your institution to recover the funds, even if it is for a different project.

Additional Information

Eligible students

For the purposes of iHub funding, students must meet **all** the following criteria:

- Registered students in post-secondary 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.

- **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.
- A school foundation or hospital foundation is not the same as a 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
- 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)
- 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 institution's responsibility to ensure the host/industry/community partner is eligible.

Audit

CEWIL Canada iHub funds are subject to audit by CEWIL Canada staff, the Government of Canada, or its representative for up to 6 years following the project end date.

Contact Us

If you have any questions about the reporting process, send an email to your Regional Associate Director, Program Coordinator, or you can reach out to iHub@cewilcanada.ca.

Appendix A – Sample Data Collection Questionnaire

PARTICIPANT INFORMATION FORM

The information you provide on this form is collected for the purposes of confirming your participation in the CEWIL Canada iHub innovative work-integrated learning funding program.

The information you provide will be shared with CEWIL Canada and the Government of Canada. It may be used and/or disclosed for policy analysis, research and/or program evaluation purposes. However, individual names will not be used in the aforementioned purposes.

Completion of this questionnaire is mandatory in order to receive funding. Refusal to provide information will unfortunately result in you not being eligible to receive iHub funding or benefits from the funding.

Funding through CEWIL Canada's iHub prioritizes students who are members of social groups that face equity and inclusion barriers. While all questions are mandatory, participants may choose to select "prefer not to answer" to any question pertaining to gender and/or identifying with a social group.

***Refers to a mandatory field and must be answered or checked.**

Please confirm the following:
[ ] Be a current student registered in a post-secondary institution in Canada.
[ ] Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.
[ ] I consent to release information to CEWIL Canada and the Government of Canada.*

***Name (First Name):**
***Name (Last Name):**
***Email (institutional):**
***Postal Code:**
***Year of birth (4 digits):**

***Please select the gender that best represents you.**
[ ]: Woman
[ ]: Man
[ ]: Non-binary
[ ]: Prefer to self-describe (please specify)
[ ]: Prefer not to respond

***Please indicate the language you first learned at home in childhood and still understand.**
[ ]: English
[ ]: French
[ ]: Other (please specify)
[ ]: Prefer not to say

***Please indicate your enrollment status at your institution.**
[ ]: Part-Time
[ ]: Full-Time

***Please indicate the type of degree for which you are enrolled.**
[ ]: Bachelor's degree
[ ]: College/CEGEP certificate or diploma

[ ]: Earned doctorate
[ ]: Master's degree
[ ]: University certificate or diploma
[ ]: Other (please specify)

***Program of Study:**
We recommend that the PSI fill in this information for the student. Indicate student's field of study, at the 2-digit level, as per the Classification of Instructional Programs (CIP), Canada 2016:
https://www150.statcan.gc.ca/n1/en/catalogue/12-590-X

***What is your year of study?**
[ ]: First year
[ ]: Second year
[ ]: Third year
[ ]: Fourth year
[ ]: Fifth year
[ ]: Sixth year
[ ]: Seventh year
[ ]: Other (please specify)

***Please indicate if you belong to or identify with any of the following social groups. Please select all that apply:**
[ ] LGBTQ2S+
[ ] Living in remote or rural location
[ ] Low socioeconomic status
[ ] Mature Student
[ ] Indigenous (including non-status), First Nations, Aboriginal, Métis, or Inuit
[ ] Black Canadian
[ ] Racialized Person / Person of Colour
[ ] Newcomer to Canada (new immigrant to Canada within the last 5 years)
[ ] Student from refugee pathways
[ ] Student living with Disabilities
[ ] Female-identifying or non-binary person studying STEM
[ ] Not applicable
[ ] Prefer not to say