

CO-OPERATIVE EDUCATION & WORK- INTEGRATED LEARNING (CEWIL CANADA) INNOVATION HUB (iHUB)*

Call for Project Proposals 2026 - R2



**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 Project 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 or English.

Please Note: This request for proposals (RFP) has limited funds available (\$5M), therefore we are prioritizing projects in the following order:

1. Projects in Quebec and / or French projects across Canada
2. Projects in northern or remote communities and / or Indigenous institutions or project supporting Indigenous students
3. Institutions that have never received iHUB funding
4. Institutions that have not yet received iHUB funding this year
5. Projects that focus on the [Government of Canada priorities](#)
6. All other Projects

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 unpaid types of WIL that highlight key goals of the iHUB. The iHUB supports the advancement and innovation of WIL, extends access and removes barriers 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 between September 1 and December 31, 2026 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:

- Expand access to WIL opportunities, particularly for under-represented and under-resourced students;
- Remove barriers for students to participate in work-integrated learning;
- Leverage technology to enhance programming or extend access, including the use of technology to support virtual or remote WIL experiences;
- Innovate 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, 2026
Application Deadline	May 30, 2026 at 11:59 ET
2026-R2 RFP Launch Presentation	<p>We encourage applicants to attend a presentation or office hours to learn more about the application process and available support.</p> <p>You are welcome to attend any of the following sessions (attendance is not restricted by region)</p> <ul style="list-style-type: none"> • May 4, 2026 12:00 pm to 1:00 pm ET - Host: Janet Register here • May 5, 2026 11:00 am to 12:00 pm ET - Host: Krista Register here • May 5, 2026 12:00 pm to 1:00 pm MT - Host: Joe Register here • May 5, 2026 1:00 PM to 2:00 pm ET - Host: Jennie Register here • May 6, 2026 12:00 pm to 1:00 pm ET - Host: Fatoumata Register here <p>Regional Associate Directors are also available to meet with or present to faculty and staff at your institution upon request.</p>
<p>Ask Us Anything - Weekly Open Office Hours</p> <p>Every Wednesday & Thursday</p>	<p>Wednesday – May 6th until the RFP closes</p> <ul style="list-style-type: none"> • 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 <p>Thursday - ongoing</p> <ul style="list-style-type: none"> • 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
<p>Successful applicants notified</p> <p><i>Please note: Unsuccessful applicants will also be notified, but no feedback will be provided.</i></p>	Early July

Contact Us

If you have any questions about this application process, send an email to iHUB@cewilcanada.ca or visit us during one of our weekly open office hours, every Thursday.

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 two (2): **iHUB General Project Stream** (includes new and previously funded projects) and the iHUB Bursary Program Stream. Please select the appropriate stream when starting your application. You may submit applications to more than one stream.

iHUB General Project Stream: This stream is for both previously funded projects and new projects. If the project was previously funded, you will need to explain how student and/or partner feedback helped to expand or evolve the new project. Previously funded projects will be adjudicated alongside new projects. Previous funding does not guarantee the new proposal will be approved.

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 can be no project costs associated with the iHUB Bursary Program. If you have project costs for your iHUB project, please apply in the iHUB General Project Stream.

Project Timelines

This call for proposals is for projects between September 1 and December 31, 2026. Applications may be submitted for projects that take place over a period of up to 4 months.

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: 2026-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 and 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) are eligible to apply. 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.

Funding Priorities

Please Note: This request for proposals (RFP) has limited funds available (\$5M), therefore we are prioritizing projects in the following order:

1. Projects in Quebec and / or French projects across Canada
2. Projects in northern or remote communities and / or Indigenous institutions or projects supporting Indigenous students
3. Institutions that have never received iHUB funding
4. Institutions that have not yet received iHUB funding this year
5. Projects that focus on the Government of Canada priorities
6. All other Projects

Indigenous Focus

This question helps CEWIL Canada better understand and appropriately support Indigenous-focused projects. Projects should select “Not applicable” unless Indigenous partners, communities, or learners are central to the project. Projects that include Indigenous students or Indigenous partners as part of a broader, non-specific group should select “Not applicable.”

Not applicable includes:

- Projects with less than 50% Indigenous partners;
- Projects where Indigenous students are one of many student groups;

- Projects that take place on Indigenous territory without a clearly defined Indigenous focus.

WIL Eligibility

The iHUB focuses on the following types of unpaid **curricular** WIL:

- [community and industry research & projects](#) (formerly applied research projects)
- [entrepreneurial WIL](#)
- [field placements](#)
- [mandatory professional practicum / clinical placement](#)
- [community service-learning WIL](#).

Other forms of **unpaid WIL** that highlight the key goals of the iHUB grant may qualify. Please refer to the evaluation rubric for more information. While all types of WIL are eligible for funding, projects for unpaid forms of WIL will be prioritized.

This includes certificate, diploma, advanced diploma, post-graduate certificate, undergrad, graduate, PhD.

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

If you are interested in support for co-curricular experiences, we suggest keeping an eye out 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.

Student-PSI Agreement Requirement

Post-secondary institutions are required to use the iHUB Student-PSI Agreement template for all students participating in funded work-integrated learning (WIL) opportunities.

Institutions are responsible for collecting and retaining a completed and signed agreement for each participating student. Students must sign the agreement in order to be eligible to receive iHUB funding. **Failure to obtain a signed agreement may result in the experience being deemed ineligible for funding.**

Institutions may be required to submit copies of signed agreements as part of final reporting. In addition, agreements will be reviewed as part of audit processes to ensure compliance with program requirements.

To support eligibility and avoid delays or issues with funding, institutions are strongly encouraged to have students complete and sign the agreement at the time of registration or onboarding for the WIL opportunity.

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.** The following host / industry / community partners are eligible:

- **Private organizations**
 - Includes: businesses, bodies incorporated 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 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;
- *Finance 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.

***Finance sector employers includes those listed under 52-Finance and insurance on [Statistics Canada's website for North American Industry Classification System \(NAICS\)](#). This list includes:**

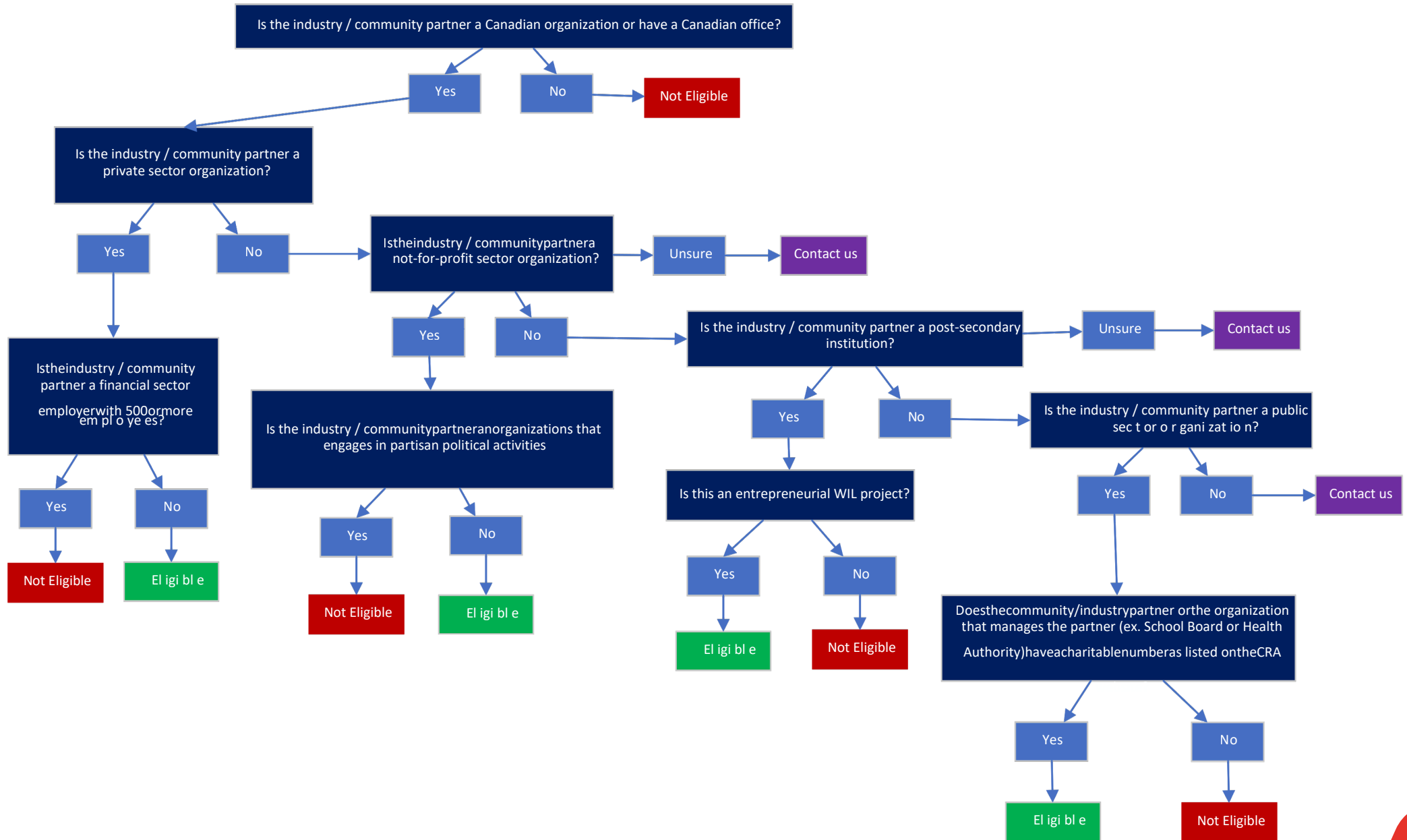
- Banks
- Insurance companies
- Trust and loan companies
- Credit union and Caisses populaires
- Securities dealers and exchanges
- Financial market Infrastructure
- Asset management companies
- Payment card network operators
- Finance and leasing companies
- Pension fund managers
- Mutual fund companies

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.



Project Period and Eligible WIL Activities

The project period is the timeframe between the start and end dates entered in your application and represents the contracted period during which iHUB funding is applicable. You must design your project and budget around this period, as only the portion of the work-integrated learning (WIL) experience that occurs within the project period is eligible for funding.

You must ensure that the iHUB-funded portion constitutes a complete, high-quality curricular WIL experience, including appropriate integration with the curriculum, student support, assessment, and reflection. All activities and costs included in your application must directly support the WIL experience taking place within this timeframe.

As a general rule, you must only include expenses incurred during the project period. Expenses outside of this timeframe are not eligible, with the exception of direct student supports (e.g., materials or resources) that students retain beyond the project period and that contribute to their ongoing educational or employment outcomes.

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.

Approximately 50% of iHUB opportunities are aimed to include under-represented and under-resourced students.

Budget Information

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

Funding is allocated on a per-student basis and is tied to each student who receives direct compensation and completes all required student data. **It is the responsibility of the post-secondary institution to ensure that all reporting requirements are fulfilled in order to receive full project funding. Funds can only be issued for students with complete and submitted documentation.** Please refer to the Reporting Requirements section for additional details.

An estimated number of students is acceptable if the exact number is not yet known; you may base your estimate on previous enrollment. CEWIL Canada will provide a portion of the funding at the start of the project. If fewer students participate than anticipated, the final payment will be adjusted accordingly, and significant overestimation may require a return of funds at the end of the project.

If your project has more or less students than originally expected, please review our Contract Flexibility & Amendment Policy as early as possible to discuss options.

All eligible expenses must be incurred within the approved project period. A short grace period is permitted to allow for final transactions, up to the final report due date and no later than January 31.

Expenses incurred after this date may not be eligible for reimbursement.

To avoid delays or ineligible expenses, institutions are strongly encouraged to:

- Set up any new vendors as early as possible (ideally upon project approval or earlier, if known), as vendor onboarding timelines can vary by institution;
- Submit and process invoices promptly; and
- Work closely with their finance department to ensure payments are completed within the eligible timeframe.

Failure to process expenses within these timelines may result in costs being denied.

Expense Types

The main goal of this funding is to provide direct benefits to eligible students; however, some direct project costs incurred by the PSE may be submitted. Proposals emphasizing direct student benefits will be given preference. Expenses are broken down into 4 categories and targets have been set for each. Apart from Administration (type D), budgets may still be accepted if targets are not met, as long as direct student benefits make up the majority of the budget.

Expense Type	Target
Type A: Most Important, Direct Student Benefit	50% or higher
Type B: Partial Direct Student Benefit, Partial Direct Project Benefit	20% or lower
Type C: Direct Project Benefit	20% or lower
Type D: Administration	10% or lower

When filling out the budget, ensure that you provide a detailed breakdown in the **Detailed Budget Description** column. Some budget categories require additional information, such as an explanation of how the cost directly supports the WIL experience. Please review the budget template carefully and respond to all required questions to ensure completeness and accuracy.

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.

✳ **Type A - Direct Student Benefit**

Students must receive a **minimum of \$200** from this section and it must make up the majority of the budget. Examples of eligible expenditures, which can be included in participant costs:

Remuneration: Stipend, honorarium, bursary

Funds given directly to students or deposited into student accounts as recognition of their participation in the iHUB experience. Amount must be commensurate with the experience. This includes funds given directly to a student with an intended purpose. Ex. internet costs, transportation, or childcare.

If remuneration amounts differ between participants, please group students into tiers, and provide a rationale along with the number of students and the amount each group will receive.

If funds are added to a student account, the student must be able to withdraw funds and not have them automatically applied to debt.

Materials, supplies, gift cards and resources

Materials, supplies, gift cards and resources **given directly to the student** that they will either keep after the project or will be fully used up at the end of the project. (May or may not normally be paid by students)

Technology licenses or subscriptions

Individual licenses or individual subscriptions that end at the end of the project or extend beyond the project period.

Fees: workshops, training, event entrance, certification, membership

Fees for workshops, training, event entrance fees / admission, certification, record checks, or memberships **normally paid by students or fees that are new to the WIL experience.**

Transportation, food and accommodation

Individual transportation, food and accommodation costs **for students only.**

This could be bus passes, gas cards, mileage, hotel room, Uber. All travel, food, accommodations must follow the [Directive on Travel, Hospitality, Conference and Event Expenditures as established by the Government of Canada](#).

* Type B - Partial Direct Student Benefit, Partial Direct Project Benefit

Materials, supplies, gift cards and resources

Materials, supplies, gift cards and resources **shared by the class** (not individual use), will be fully used, retained by the institution, or not entirely used by the end of the project. These expenses are not normally paid by students.

Technology licenses and subscriptions

Technology licenses and subscriptions that are **shared by students in a class or a group**. The license or subscription must be directly related to the WIL experience. If there are indirect components (ex. WIL prep, mock interviews), only the cost for the direct components can be included here.

Licenses and subscriptions should only cover the project period. If the license or subscription extends beyond the project period, you will need to explain why in the budget template. Supporting documentation may be requested before approving the project for funding.

Fees: workshops, training, event entrance, certification, membership

Fees **not normally paid by students** for workshop registration, training registration, event entrance fees, certification, record check, or membership fees.

Transportation, food and accommodation

Group transportation, food and accommodation that include faculty traveling with students in the same vehicle or faculty sharing an Airbnb rental with students. Only use this section if the cost cannot be split into student and faculty/staff. Ex: bus, van rental, group Airbnb where both student and staff stay. All travel, food, accommodations must follow the [Directive on Travel, Hospitality, Conference and Event Expenditures as established by the Government of Canada](#)

* Type C - Direct Project Benefit

Transportation, food and accommodation

Individual transportation, food and accommodation **costs for faculty, staff, community members and others**. Cost must be directly related to the project. Ex. Gas, flight, mileage. All travel, food, accommodations must follow the [Directive on Travel, Hospitality, Conference and Event Expenditures as established by the Government of Canada](#)

Events

Costs to hold an event such as hospitality, event food, event space, event-related costs. All hospitality and event costs must follow the [Directive on Travel, Hospitality, Conference and Event Expenditures as established by the Government of Canada](#).

Mentor, Subject-Matter Experts, Community Members

Costs associated with **mentors, subject-matter experts and community members** directly involved in the WIL experience. Includes gifts, gift cards and honouraria. Ex: peer mentor, Elders, speakers.

If the mentor/subject-matter expert is employed at your post-secondary institution, they must be in a role outside of the field of the curricular WIL experience. Excludes any administrative or indirect costs.

Module or tool development

Cost associated with developing modules or tools. The content of the module or tool must be directly related to the WIL experience. If there are indirect components or pre-WIL experience services (ex. resume review, interview preparation, sourcing partners, collecting data), only the cost of the direct components can be included here. Costs for module or tool development cannot be for post-secondary staff. You will need to explain in the budget template why this cost is needed for the WIL experience. Supporting documentation may be requested before approving the project for funding.

Other

Only use this section if the expense does not fit into any other category. Explain why the cost is needed for the WIL experience.

* Type D – Administrative - Optional

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 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.

Per Student Funding Minimums and Maximums

The funding request per *eligible student* must be between **\$200** and **\$2,000**. If a student completing a WIL experience is also paid to provide administrative support or act as a mentor, the amount given to the student still cannot exceed the \$2,000 maximum including all other costs.

All costs and expenses are included in the \$2,000 per student maximum. To determine the cost per student, find the sum of Expense Type B, C and D and divide by the number of eligible students and then add the amount the student will receive from Expense Type A.

$$= \text{Expense Type A} + \left(\frac{\text{Sum of Expense Type B, C, D}}{\text{Number of eligible students.}} \right)$$

Students may receive different direct student benefits (e.g.: different bursary amounts, prize amounts or stipend amounts). Unless specific to a portion of students, the Expense Type B, C, and D 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.**

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 or accommodation.**
- **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.

Maximum Funding

Institutions are encouraged to submit as many proposals as they wish, however depending on the competition for funding, a maximum amount per institution may be applied. 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.

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 eligible and 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 the contribution is in-kind or cash and how you calculated 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.

Contract Flexibility & Amendments Policy

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.

If your project has more students than originally expected, please contact CEWIL Canada as early as possible to discuss whether a budget increase may be possible through a contract amendment.

Throughout the project period, we actively monitor overall program spending to ensure that as much funding as possible is directed to students. When projects are significantly underspent, funds may be recovered through a contract amendment and reallocated to other projects. Letting us know early if you anticipate underspending allows us to move funds to support additional students elsewhere. Similarly, early communication if your enrollment exceeds expectations increases the likelihood that additional funding may be available to support eligible additional students.

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 a contract for successful applicants. Signature is not required to submit the application. The attestation confirms the following:

- Eligibility of Canadian post-secondary institution
- Eligibility of students
- Eligibility of Canadian host / industry / community partners
- Federal funding sources
- Unit head approval
- Confirmed binding authority*
- COVID-19 safety
- Evaluation and publication of project outcome
- 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.

Rubric & Evaluation Process

Following receipt of applications, adjudicators from across the WIL community will score each submission against the rubric below.

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.

While all projects are subject to adjudication, an applicant's history with reporting—particularly significant or recurring challenges—may influence funding decisions, and those with ongoing reporting issues may no longer be eligible for future funding.

All applications will be assessed according to this Evaluation Rubric:

Values	Indicators	Score
Quality Does the proposal include a high-quality WIL experience that includes:	Pedagogy: Does the WIL experience clearly fit into the curriculum of the program and do students earn academic credit?	5
	Experience: Are students supported throughout the WIL experience, and will they have opportunities to learn and develop skills aligned to their area of study?	5
	Assessment: Will students receive feedback from faculty and/or institutional WIL practitioners on their learning and performance in the WIL experience, ensuring these outcomes align with their program of study?	5
	Reflection: Will the WIL experience include opportunities for students to reflect and understand the skills, knowledge, and attributes they have developed as well as their contributions to the workplace?	5
Quality SUBTOTAL		20
Partnerships Are there clear partnerships identified that will work with the students during the WIL experience?	Appropriateness: Is the identified partner appropriate for the WIL experience? Will the partner have the ability to support the student during the WIL experience? What is the nature of the relationship with the partner and the program/institution? Does the WIL experience foster a new relationship or deepen an existing one?	5
	Mentorship: Is there a clear opportunity for the partner(s) to interact directly with the students, and provide feedback and/or mentorship during the WIL experience?	5
	Outcomes: Does the proposal clearly identify an outcome or benefit for the partner from participating in the WIL experience?	10
Partnerships SUBTOTAL		20
Innovation Does this proposal include any innovative elements?	Technology: Will the experience provide students with access to technology that is either related to their discipline, or will lead to skills and experiences?	10
	Process: Does the project present a new process or way of doing things in relation to how the WIL experience is delivered?	5
	Partnership: Does the project connect with a unique partner that exposes students with a distinctive WIL experience, or provides novel outcomes for the partner?	5
Innovation SUBTOTAL		20

Values	Indicators	Score
Access Does this project increase access to WIL in one or more of the following ways?	Underrepresented: Does the project increase access to WIL for underrepresented groups?	10
	Barriers: Does the project generally remove barriers and/or increase access for students to participate in WIL as part of their studies?	10
Access SUBTOTAL		20
Impact What level of impact will the project have on the student and the region?	Student: Will the student gain relevant academic, professional, and/or personal outcomes?	5
	Skills and Experience: Do students have the opportunity to develop skills or experiences that will support their future career aspirations?	5
	Technology: Does the project use or provide access to technology that wouldn't have been possible without the funding?	5
	Regional Need: Does the project experience address regional needs, labour shortages or community priority areas?	5
Impact SUBTOTAL		20
TOTAL		100

Confirmation of Application

A confirmation email acknowledging receipt of your application will be sent to the email address you used to submit your application via the Good Grants platform. Please ensure you have "Notification emails" selected in your Good Grants 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. If a project length is more than 4 months long, an interim report is due after the first term. **Final 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. The list of data required for each student is listed below.

It is important to review the list to ensure the data is collected well in advance of report due dates.

Where there is an asterisk, (*) students may choose “prefer not to answer” with respect to gender or belonging to a particular social group facing inclusion and barriers.

A student data report template with a data dictionary and a resource to help you find business numbers GST/QST numbers will be sent to you after the project’s contract is signed.

List of Required Data

Student Details	
Project Number	Language first learned at home in childhood and still understands*
First Name	Enrollment Status
Last Name	Type of Degree
Year of Birth	Program of Study
Gender*	Year of Study
Email address	Postal Code
Degree / Certificate Program	
Demographic Group Reporting Data	
LGBTQ2S+*	Racialized Person / Person of Colour*
Living in remote or rural location*	North American Indigenous (including non-status), First Nations, Aboriginal, Métis, or Inuit*
Low socioeconomic status*	Student from refugee pathways*
Mature Student*	Student with disability*
Newcomer to Canada*	Female-identifying or non-binary person studying STEM *
Black Canadian*	First-generation post-secondary student*
iHub Experience Details	
iHub Experience WIL Type	Is the iHub opportunity occurring remotely/virtually?
iHub Address	iHub Experience Total Remuneration and Description List
iHub Experience Start Date	iHub Experience Total Material Benefits and Description List
iHub Experience End Date	iHub Total Legacy Materials and Description List
iHub Duration (in total hours)	iHub Legacy Materials List and Description List
Total Cost of iHub opportunity	Other Project Costs and Description List
Confirm experience is fully paid	

Employer/Host Organization Details	
Organization Name	Organization Business Number or GST/HST/QST Number
Organization Address	Organization Contact Name
Organization City	Organization Industry / Sector
Organization Province / Territory	Organization Size
Organization Postal Code	

Student Agreements

Institutions are responsible for collecting and retaining a completed and signed agreement for each participating student. Students must sign the agreement in order to be eligible to receive iHUB funding. Failure to obtain a signed agreement may result in the student, and potentially the associated placement, being deemed ineligible for funding.

Institutions may be required to submit copies of signed agreements as part of final reporting. In addition, agreements will be reviewed as part of audit processes to ensure compliance with program requirements.

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.

Qualitative 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 all students and industry / community partners to respond.

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, vendor name 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.

Financial Audit

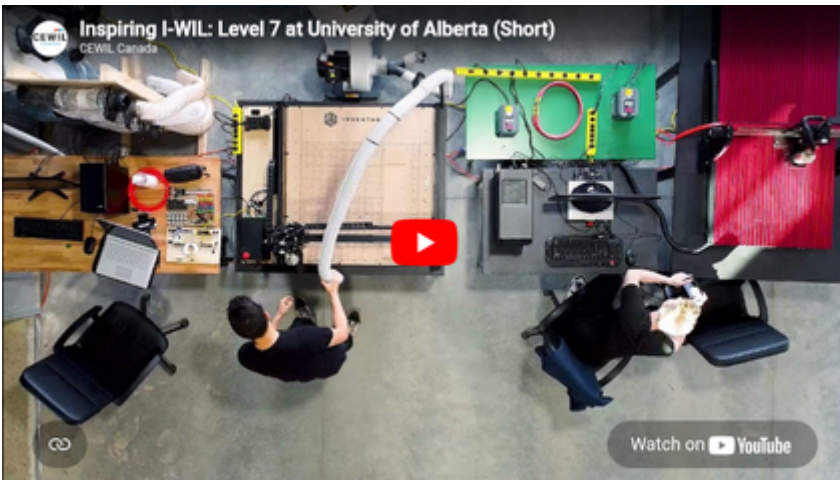
All iHUB projects funded by CEWIL Canada are subject to financial audit. Audits are conducted annually, and projects are randomly selected after completion and approval of final reports. The audit verifies that expenditures align with the approved budget, are properly supported, and were paid through the institution's financial system. Applicants are strongly encouraged to identify a finance contact with access to accounting records, as project leads may not have access to detailed transactional documentation. Institutions should ensure appropriate financial tracking, documentation retention, and clear traceability from expense to payment in the event of an audit.

iHUB Inspiration Stories

*Some of these projects were funded under previous requirements and eligibility criteria. Please ensure that your application aligns with the current criteria.



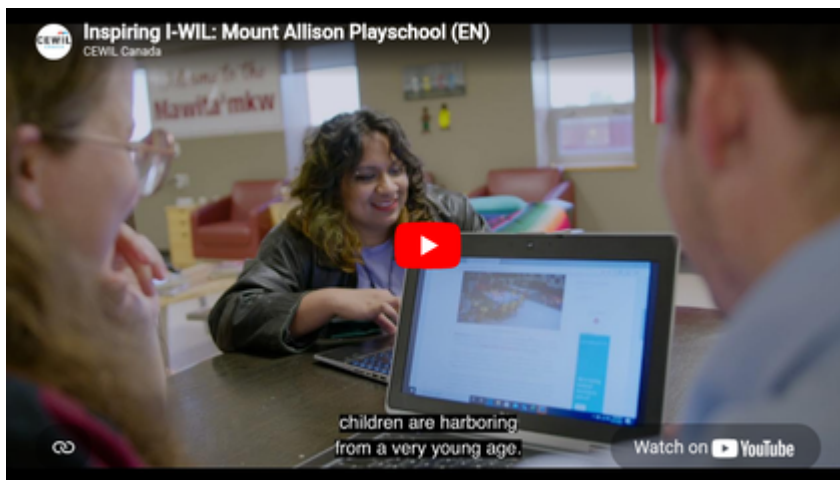
**Université de Sherbrooke
AED** ✨



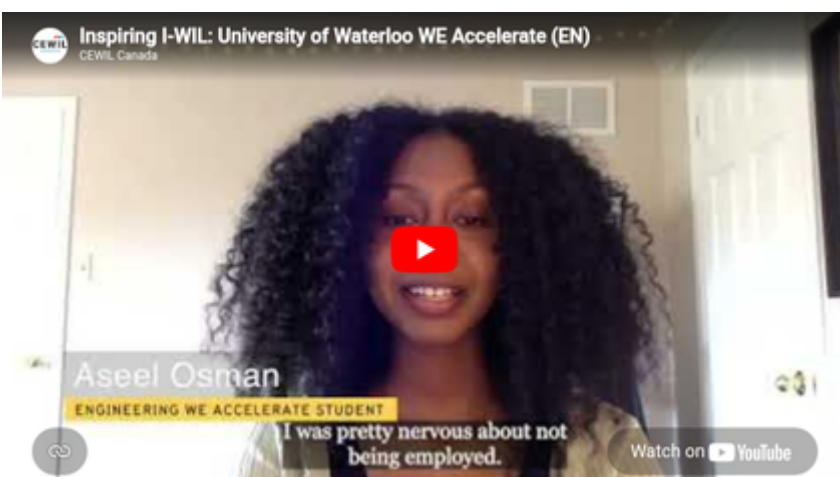
Level 7 at the University of Alberta



Disability studies at King's College



Mount Allison Playschool



University of Waterloo WE Accelerate



University of New Brunswick - Rural Nursing