



## **CEWIL Research Grant**

### **Submission Guidelines**

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## 1 OVERVIEW

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Co-operative Education and Work-Integrated Learning Canada (CEWIL) seeks to foster research activity that will advance and enhance co-operative education and work-integrated learning (WIL) across Canada. Research will strengthen the development of co-operative education and WIL as a learning model, stimulate professional discourse, and help build bridges between co-op and WIL practitioners and the academic research community.

As part of this mandate, CEWIL established the Co-operative Education and WIL Research Grant in 2006. By establishing this grant, CEWIL 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.

### 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). iHub initiatives have four 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.

The CEWIL Co-operative Education and WIL Research Grant(s) will be awarded:

- On quality and feasibility of proposal submissions that align with the iHub key priority areas.
- As financial support and recognition.

### 1.2 ELIGIBILITY

Members of CEWIL Canada are eligible to apply. Collaborations, international in addition to domestic, are encouraged, noting that at least one collaborator is a bona fide member of CEWIL Canada and employed as a staff or faculty member at a Canadian higher education institution.

Preference will be given to proposals that have already been reviewed and accepted by their relevant ethics review boards as well as to projects that investigate new questions and directions.

### **1.3 GRANT AMOUNT**

The total annual amount of grant funding available for 2023 is \$20,000, namely: there are 2 research awards available valued at \$10,000 each.

Grant funds are to be budgeted and used as reimbursement for research expenses, the primary investigator is not eligible to be paid/ reimbursed from the grant funds. Capital asset purchases of \$1,000 or more are ineligible for funding. Any overhead costs cannot exceed 10% of total budget. 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. As such, half the amount will be granted immediately and the final half after the researcher(s) present their findings at a CEWIL Conference or AGM, or another channel for research dissemination. Applicants who have not been awarded the grant but have a strong proposal may be awarded the title of Honourable Mention in the official release as well as on the website. These Honourable Mentions will also be encouraged to present a session at a future CEWIL National Conference.

### **1.4 RESEARCH PRIORITIES**

The CEWIL 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 initiatives 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.
- Provide a deeper understanding of what engages, enacts, and enriches students, faculty, employers, and staff
- Make reference to and address the significance of findings to the Canadian context.

## 2 CRITERIA AND REQUIREMENTS

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### 2.1 EVALUATION CRITERIA

The following criteria will be used to evaluate all proposals submitted. As such, it is advisable that applicants address each of the criteria in their submission.

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| • Relevancy of topic to stated priorities and contribution of research to field | 30% |
| • Clarity of research purpose and objectives                                    | 10% |
| • Appropriateness of design   | 10% |
| • Originality and creativity  | 10% |
| • Qualification of researcher(s)  | 10% |
| • Adequacy of budget  | 10% |
| • Plan for dissemination of results   | 10% |
| • Overall quality of the research proposal                                      | 10% |

### 2.2 SUBMISSION REQUIREMENTS

In order to be considered for the CEWIL Co-operative Education and WIL Research Grant(s), applicants must submit a proposal that includes a cover document, their résumé /CV, and a narrative of the research project.

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 principle researcher(s)
4. Name of university, organization of individual 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. The following information may prove helpful:

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 to be tested.
2. **Relevance of the research.** Applicants should articulate 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.** Applicants should describe how the data for the project will be collected and provide a timetable for data collection. Any research instruments to be used should be explained and, if possible, a sample attached. Methods for data analysis should be explained.

### ***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 CEWIL's research priorities, closely follow the submission criteria, and submit 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 where they agree to meet the CEWIL's expectations. The expectations include adhering to the deadline of completing the research and disseminating the results at a conference, and in a juried journal within two years. In general, the purpose of the document is to ensure CEWIL's expectations are clear and therefore, helpful to recipients in understanding and meeting the CEWIL's expectations.

**Email the signed agreement back to CEWIL Canada:** Grant recipients are required to sign and email the grant agreement to CEWIL 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 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 Co-operative Education and WIL Research Grant is an annual award. The deadline for proposal submissions is Sunday, April 16, 2023 @ 4PM PST.

### **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).