



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

*Call for Project Proposals*

*2022-3*

Projects Starting & ending between September 1, 2022 - April 30, 2023

*\*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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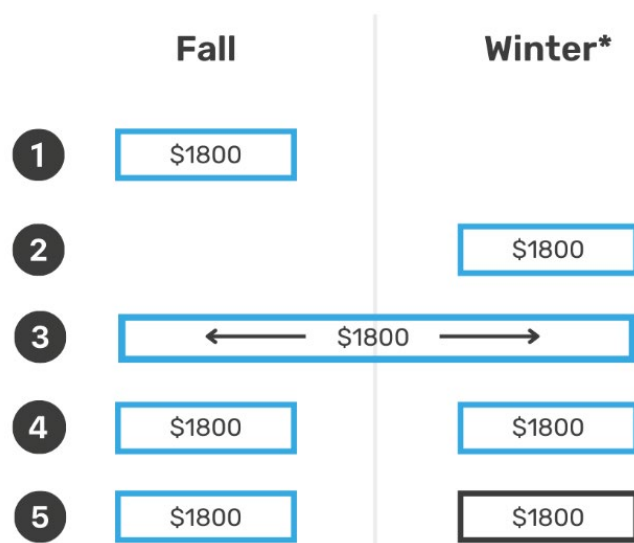
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# Call for Proposals

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: [GoodGrants - CEWIL Canada](#)

Please review the following document before preparing your submission.

This call for proposal is for projects that begin and end between September 1, 2022 - April 30, 2023. Applications may be submitted for projects that take place over an 8-month period in one of the following formats:



\*Spring in BC

In every scenario, students must receive a minimum direct benefit of \$200. The per student cost cannot exceed \$1,800 after adding all student, project, and administrative costs together. Students can only participate in a project once (i.e., receive a maximum benefit of \$1,800 for the duration of the project).

1. The project begins and ends between September and December 2022. 75% of funds will be issued upfront and the remaining 25% will be issued upon the successful completion and approval of all final reporting documents.

2. The project begins and ends between January and April 2023. Per student cost cannot exceed \$1,800 after adding all student, project and administrative costs together. 75% of funds will be issued upfront and the remaining 25% will be issued upon the successful completion and approval of all final reporting documents.

3. The project has the **same students** in the **same course/program from beginning to end**. The project begins and ends between September 2022 and April 2023. The cost per student cannot exceed \$1,800 for

the entire duration of the project after adding all student, project and administrative costs together. 50% of funding will be issued up front, 25% after an interim report is submitted and the remaining 25% will be issued upon the successful completion and approval of all final reporting documents. Student data will be collected at the interim report and updated for the final report.

4. The project has **different students** in the **same course / program over two periods** (i.e. the same course / program twice). The project begins and ends between September 2022 and April 2023. 50% of funding will be issued up front, 25% after an interim report is submitted and the remaining 25% will be issued upon the successful completion and approval of all final reporting documents. Student data will be collected at the interim report for the first course / program and student data will be collected at the final report for the second course / program.

5. If the project is a **different course / program over two periods**, you must submit **two separate applications** to be considered (i.e. see option #1 and #2 above).

\*Funding will be available for future rounds. Please visit the iHub section of [our website](#) for details on upcoming deadlines for future rounds of funding.

## Key Dates

Description	Date
<b>Launch of the call for proposals</b>	<b>May 2, 2022</b>
<b>Ask Us Anything</b> - Weekly Open Office Hours	<p><b>Starting May 12<sup>th</sup>, every Thursday</b></p> <p><b>English: 12:30 PM to 1:30 PM EDT</b>  <a href="#">Click here to join the meeting</a></p> <p><b>French: 1:30 PM to 2:30 PM EDT</b>  <a href="#">Click here to join the meeting</a></p>
<b>Application deadline</b>	<b>June 7, 2022, at 11:59 PM EDT</b>
<p><b>Successful applicants notified</b></p> <p><i>Please note: Unsuccessful applicants will also be notified, but no feedback will be provided.</i></p>	<b>Mid - July</b>
<b>2023-R1: Winter/Spring &amp; Summer 2023 Projects*</b>	<p><b>RFP dates:</b> September 1 to October 7, 2022  <b>Project period:</b> January 1 – August 31, 2023  <b>Successful applicants notified:</b> Mid-November</p>
<b>2023-R2: Summer &amp; Fall 2023 Projects*</b>	<p><b>RFP dates:</b> January 1 – February 7, 2023  <b>Project period:</b> May 1 – December 31, 2023  <b>Successful applicants notified:</b> Mid-March</p>
<b>2023-R3: Fall 2023 Projects*</b>	<p><b>RFP dates:</b> May 1 - June 7, 2023  <b>Project period:</b> September 1 – December 31, 2023  <b>Successful applicants notified:</b> Mid-July</p>

\* Dates subject to change

# Contact Us

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

## CEWIL Team

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



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# iHub Background

The CEWIL iHub operates as a centre of expertise that provides grant-based funding to enable and promote **\*curricular** work-integrated learning (WIL) focusing primarily on four types of WIL: [community and industry research & projects](#) (formerly applied research projects), [entrepreneurial WIL](#), [field placements](#), and [community service-learning WIL](#). The iHub supports the advancement of, and innovation in, these forms of WIL, extends access to WIL, and ensures WIL projects are delivered with appropriate quality and learning standards for students.

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

This call for proposals seeks to fund work-integrated learning experiences taking place between September 1, 2022 - April 30, 2023 with a minimum cost per opportunity of **\$200** and a maximum cost per opportunity of **\$1800 CAD**. As the iHub is designed to support innovation in work-integrated learning, particularly innovation that leverages technology and expanding access to WIL, all project proposals must address one or more of the following key outcomes:

- Expanding access to WIL opportunities, particularly for under-represented students;
- Removing barriers for students to participate in work-integrated learning;
- Leveraging technology to enhance programming or extend access, including the use of technology to support virtual or remote WIL experiences;
- Innovating work-integrated learning through new partnerships and/or new models for curricular WIL.

## Steps to Apply

1. To access the application, visit our [GoodGrants Platform](#).
2. Create or log into your account.
3. Once logged into your account, select submission: 2022-R3 iHub Funding and select your region to access the application tabs where you will answer the application questions.
4. Before submitting your proposal online, review the priority funding areas and ensure that you have thoroughly answered all the questions. Not doing so could result in your application being deemed ineligible.
5. Please ensure that your budget template is accurate and complete, including explicitly indicating the 20% contribution (in-kind or direct) from the industry/community partner. Note: PSE institution contributions are typically not calculated in the 20% contribution requirement unless they are the host organization.

6. When attaching your budget template, it must be the most recent budget template and remain as an Excel file. Submitting budget templates from previous rounds of funding will not be accepted.
7. Please ensure that you have reviewed the rubric and all the details of the grant.

## General Information

### Eligibility to submit proposals

Canadian post-secondary institutions with degree/diploma granting status are eligible to submit proposals **and** where students are eligible to receive Canada Student Loans.

Consult a list of eligible institutions [here](#).

### 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);
- 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.**

### Underrepresented students

The iHub project has a specific focus on supporting Indigenous students, racialized Canadians, students with disabilities, women in STEM, newcomers (within 5 years), rural and remote communities, and official language minorities.

### Minimum Proposal Requirements

- Funding must be used to create **new and innovative** WIL experiences, enhance existing WIL experiences and/or expand access to WIL experiences. Project proposals must clearly articulate how the funding meets these core objectives.
- All iHub experiences **must provide some direct student benefit** (e.g., salary, stipend, fee reimbursement or other direct benefit). Student compensation will depend on the nature of the opportunity (length, duration, intensity, and output) and should be clearly explained in detail in the

application and the budget template. However, iHub experiences **must** include a minimum of \$200 remuneration or benefit with attached monetary value to the student.

- All project proposals require a **Canadian community or industry partners**. If the partnership is with an international community or industry partner, the partner **must** have a Canadian office otherwise, the partnership does not qualify. For the purposes of entrepreneurial WIL, industry and community partners can include guest speakers, student mentors, and community or industry partners judging pitch competitions, etc.
  - Participating host organizations/community/employer partners are required to contribute a minimum of 20% of the total project cost in cash or in kind (e.g., supervision, mentoring, equipment, hosting events, etc.).
- The iHub program seeks to promote the use of technology to support innovation in work-integrated learning, particularly in providing students opportunities to develop work-ready skills without necessarily being in a physical work location. All project proposals should indicate how technology will be utilized to support the WIL experience and priority will be given to projects that leverage innovative technologies or existing technologies in innovative ways.
- To the greatest extent possible, applicants are encouraged to indicate how their project supports the participation of under-represented students. Projects that have specific activities to support under-represented students or that are designed specifically for under-represented students will be given priority for funding. Demographic data on under-represented student participation will be collected through self-identification.
- All funded projects must agree to participate in iHub program evaluation. Students and host organizations are required to fill out standardized experience and outcome assessments for the experience to be funded.
- All funded participants (students and community/industry partners) will be required to provide basic demographic data, including a self-identification option for under-represented populations, as part of the funding agreement. Project funding will be limited to the number of eligible students who complete the required reporting.

## Budget Information

### Maximum Funding

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



## Per Student Funding Minimums and Maximums

The funding request *per eligible student* must be between **\$200** and **\$1800**.

To determine the cost per student, Direct Participant Costs, Direct Project Costs and Administrative Costs 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 \$1,800 per student will not be eligible for reimbursement.**

## Eligible Expenses

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

### **Direct Participant Costs:**

- **Direct compensation** (wages, stipend) provided to the student(s) in recognition of their participation in the iHub experience
- **Financial support** to students to assist in participation in iHub experiences (e.g., costs associated with transportation/travel to the iHub experience, childcare expenses, providing or subsidizing technology costs to allow students to participate in WIL experiences, reimbursement of program fees or fees associated with mandatory police checks, vaccinations, costs students would otherwise have to pay for, etc.)
- **Materials, supplies, or resources** provided directly to students to extend access to WIL for underrepresented students (e.g., adaptive technology, disability related supports, specialized programming) or enhance their iHub experience (e.g., PPE, software, equipment, and supplies that are either consumed by the end of the project or that the student can retain at the end of the project).
- Students must receive a minimum of \$200 from either direct compensation and / or value of benefits (financial support, materials, supplies etc..). It is expected that Direct Participants Costs will be higher than Direct Project Costs.

### **Direct Project Costs:**

- **Materials, supplies, or resources** to be used by students but not provided directly to students to enhance their iHub experience (e.g., software license shared by the class to allow for virtual experiences/simulations; equipment, materials and supplies either consumed by the end of the project or retained by the institution at the end of the project.)
- **Program enhancement** including skills training content to support students in completing their iHub experiences

- **Event costs** associated with running iHub qualified events (e.g., pitch competitions, project showcases, curricular innovation jams/hackathons, etc.) including hospitality expenses within [Government of Canada guidelines](#)
- **Professional fees** associated with delivering the iHub experience including appreciation for community/industry partners involved in supporting the iHub experience
- **Staff member to directly support the project** associated with delivering the iHUB experience to students. Costs must be directly related to the project and required for the success of the WIL experience. Indirect activities such as evaluation and reporting are ineligible in this category. Faculty is also ineligible.

### **Optional – Administrative Costs:**

- Up to 10% of the budget can be used to support administrative activities. This includes overhead costs and costs related to central administrative functions directly 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 \$1,800 per student.

## Ineligible Expenses

The following expenses are not eligible for funding:

- **Capital asset** purchases **\$1000 and more**. For the purposes of the iHub project, capital assets are defined as tangible assets that are purchased, constructed, developed, or otherwise acquired and have a useful life extending beyond one fiscal year and are intended to be used on a continuing basis.
- **Any expenses associated with the operation of an existing curricular WIL experience** including faculty, teaching assistants, staff, general program development costs and/or any supplies or expenses which are not directly used to benefit/enrich the student experience through iHub.
- **International travel.**
- **Alcohol, cannabis, or any other hospitality expenses** not directly used to support iHub participants in their WIL experiences

## Additional Information

- Other expenses associated with meeting the outcomes specified in this call for proposals may be eligible. If you have a question about an eligible expense, please email [ihub@cewilcanada.ca](mailto:ihub@cewilcanada.ca).
- The per student funding is tied directly to each student that receives direct compensation and who completes the required demographic/program evaluation surveys. **It is the responsibly of the Post-Secondary Institution to ensure that the required reporting is completed to ensure projects are**

**fully funded.** Funds can only be issued for students who have completed the required documentation.

- For further information and illustrative examples, please see our Frequently Asked Questions.
- Specific questions about this call for proposals can be sent to [ihub@cewilcanada.ca](mailto:ihub@cewilcanada.ca)

## Funding Distribution

- Successful projects of up to 4 months will normally receive 75% of funding upfront with the final 25R% upon the successful completion of the final report.
- Successful projects of more than 4 months will have funding distributed so that 50% issued upfront, 25% issued after an interim report is submitted and the final 25% will be issued upon the successful completion of the final report.
- 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. 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, which confirms the following:

- *Canadian Post-Secondary Institution*
- *Unit Head Approval\**
- *Evaluation and Publication of Project Outcome*
- *COVID-19 Safety*
- *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 Vice-Provost, Provost, Legal Counsel, or similar level.*

## Evaluation Process

Following receipt of applications, evaluators will score each submission against the rubric, which will be posted on our website.

Evaluators are being called upon from across the WIL community, with specific attention to regionality, diversity and multi-stakeholder perspectives.

Having a member of your post-secondary institution on the adjudication committee will not affect the institution's ability to receive funding. No adjudication committee member will adjudicate a program with which they have an affiliation, nor be a part of evaluation discussions from their institution.

All applications will be assessed according to the Evaluation Rubric provided at the high-level weightings below. Please note the updated weighting:

<b>Criteria</b>	<b>Weighting (%)</b>
Quality	20%
Impact	20%
Partnerships	15%
Budget	0% - Not evaluated
Innovation	20%
Leverage Technology	10%
Access	15%

## Confirmation of Application

You will receive an acknowledgement of receipt of your application to the email address you used to submit your application via the software. **If you do not receive an email within an hour of submission, contact [ihub@cewilcanada.ca](mailto:ihub@cewilcanada.ca).**

# Appendix 1 – Application questions

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

## 1. Start Here Tab

- Select submission: 2022-R3 iHub Funding
- Select Region
- Project Title

## 2. Contact Information Tab

- Post-Secondary Institution Name:
- Post-Secondary Institution Legal Name (if different):
- Province/Territory:
- Faculty/unit/department:
- Does your institution have a centralized WIL/EL/EE office or other resources to support WIL development?
- Select the size of your institution based on student population:
  - Over 10,000
  - 5,000-9,999
  - 2,000-4,999
  - Under 1,999
- Project lead's name:
- Project lead's title:
- Project lead's email address:
- Project lead's phone number:
- Have you previously led any iHUB funded projects?
- Public-facing email address: In the spirit of collaboration and sharing knowledge across the WIL sector, should your application be successful, your email address may be attached to your project description. I give consent to sharing my email address:

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

- Additional project contact name (if needed):
- Additional project contact's Title:
- Additional project contact's email:

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

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

- Binding Authority name:
- Binding Authority title:
- Binding Authority email:
  
- Second Binding Authority name (if needed):
- Binding Authority name:
- Binding Authority title:
- Binding Authority email:

### 3. Key Proposal Details Tab

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

- Total amount of funding requested\*
- Total estimated number of students who will participate in this project\*:
- Cost per eligible student\*:  
\*numbers must align with project budget
  
- Estimated # of students from under-represented groups who could/will likely participate in this experience:
  
- Academic discipline(s) involved in project:
  
- Has this project received iHub funding for this project in the past? (separate question)
- If yes, detail how the proposed project will expand on or evolve from the previously iHub funded project?
  
- Is this a bursary style project? Bursary programs aim to support a varied group of students across multiple WIL programs and academic disciplines. They direct financial support to meet the specific needs of the students they are serving and prioritize barrier removal and increasing accessibility to experiences otherwise not possible.

- Project Start Date
- Project End Date
- Project Length Details - please select which option applies to your project

#### **4. Project Description Tab**

- Elevator Pitch: In 50 words or less, briefly describe your project. Should your application be successful, this summary may be shared publicly along with the public-facing email address.
- Describe the project's structure and goals. (max. 250 words)

#### **5. Partner Organizations Tab**

- If known, please indicate the names of the community organizations or employers who will be involved in your project as well as their sector and/or industry. (max. 250 words)

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

Community organization or employer partner(s)

- Confirm that partners are contributing at least 20% of your overall project cost (in kind or cash contributions).
- Confirm that partners are willing to complete the community/industry experience and outcomes survey that CEWIL iHub will require at the end of the project?
- Where applicable, briefly describe how you will ensure culturally safe practices prior to engaging with vulnerable or traditionally marginalized populations. (max. 250 words)

#### **6. WIL Experience & Innovation Tab**

**WIL Experience Type** (max. 250 words)

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

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

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

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

### **Learning Design** (max. 500 words)

- Briefly describe the nature of the WIL experience and how it is meaningful and substantial for the student. Please provide an estimate of the length (e.g., number of hours) of the WIL experience.
- Briefly describe the ways in which students will engage with community/industry partners in the WIL experience.
- Briefly describe how the WIL experience will be assessed and how reflection is integrated in the learning design

### **WIL Innovations** (max. 250 words)

- Please identify how the iHUB Grant funds will help evolve and/or expand work-integrated learning [select all that apply]:
  - Increase access for students, particularly under-represented students
  - Remove barriers for students to participate in work-integrated learning
  - Leverage technology to increase access or enhance programming
  - Innovate work-integrated learning through new partnerships and new models for curricular WIL
- Please elaborate on your selections above.

## **7. Project Impact Tab**

### **Skills Development** (max. 250 words)

- Briefly describe the main skills students are expected to develop by participating in the WIL experience.

### **Regional/Labour Market Outcomes** (max. 250 words)

- Briefly describe how the project supports students' development of skills that align with specific labour markets or community needs or challenges in Canada as a whole or in your post-secondary institution's region.

### **Outcomes** (max. 250 words)

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



## 12. Evaluation Plan Tab

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

## 13. Project Budget Tab

- Please complete your project budget using the Excel template provided. Use of previous budget templates will not be accepted.
- Only complete the sections in yellow. Any changes outside of these designated yellow cells will not be accepted and will require that you resubmit your budget.
- Excel template (please right click on the link and open it in a new window, so you do not navigate away from your application)

## 14. Attestation Tab

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

Canadian Post-Secondary Institution: The applicant is a Canadian, degree/diploma granting post-secondary institution (institutions who are eligible for federal funding under the Student Work Placement Program, are equally eligible within this application);

Federal Funding Sources: iHub funding will not be combined with any other federal funding source;

Unit Head Approval: The Head of the unit (e.g., Head of academic department; director of WIL at the institution or other) has been consulted on the project, is aware of potential resource commitments, and supports the project\*;

Confirmed Binding Authority: Should your project be successful, the binding authority for your PSI will need to sign a formal contract before funds can be issued. This person has the authority to bind your institution to a contract - usually the Provost, Legal Council, etc.. If you are unsure who this person is, please confirm internally before submitting your application.

COVID-19 Safety: Confirm that the safety of students, community partners, and other stakeholders will be ensured by following government regulations and public health guidelines to be followed at all times during the IWIL experience(s), including adapting if government regulations change;

Evaluation and Publication of Project Outcome: Agreement to participate fully in any evaluation process regarding the initiative (for example, interview, survey) and publication of the results of the programs funded; could also involve showcasing of project through CEWIL Resource Hub, etc.;

Records of Expenditures: Funded projects will require successful applicants to maintain appropriate records of expenditures (e.g., project costs, purchases, records of salaries, expenses, etc.);

Report on Project: Agreement to report on all areas required by the project (e.g., student information, self-disclosure of under-represented students, host organization information, disclosure of paid/unpaid and outcomes).

I confirm all of the above statements to be true.

## **15. Application Checklist Tab**

The below checklist must be completed before your application is submitted.

### **Application Checklist:**

- I am eligible to apply: Post-secondary institutions with degree or diploma granting status are eligible to submit proposals for funding. Industry or community partners cannot submit the application, it must be submitted by the post-secondary institution.
- This proposed project is part of the curriculum; that is, part of an academic or non-academic course as a part of a student's degree program
- This proposed project fits the definition of one or more of the types of work-integrated learning as defined on the CEWIL Canada website\*
- This proposed project includes a direct benefit and material benefit to student participants, be it through a stipend, honorarium, or other form of clear and substantial benefit of a minimum of \$200 and maximum of \$1800
- This proposed project involves a partner organization that is separate from the academic department or WIL program that is submitting the funding request; and, this partner organization will commit to making an in-kind or direct contribution valued at 20% of the funds requested\*\*
- The submitted budget includes detailed information and breakdowns about each cost. It also includes detailed information on how the 20% partner contributions were calculated
- The amounts submitted in the budget are the same as those submitted in the application
- All eligible students and partner organizations will complete required documentation at the end of the project

\*[work-integrated learning as defined on the CEWIL Canada](#)

\*\* EXCEPTION: applications for entrepreneurial WIL may include on-campus incubators, accelerators or centres as a partner. Mentors may also be considered a partner for E-WIL.