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

FAQs – Applying for Funding

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As CEWIL Canada continues to gather information, FAQs will be updated regularly.

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GENERAL ELIGIBILITY QUESTIONS

1. Who is eligible to submit for funding?

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.

2. What students are eligible to benefit from the funding?

Any Canadian student registered at a post-secondary institution is eligible for funding (see below for clarifications). This includes: certificate, diploma, advanced diploma, post-graduate certificate, undergrad, graduate, PhD.

3. What is the definition of a Canadian student for the purpose of this project?

Canadian student refers to individuals who meet **all** criteria below:

- Are registered as students in PSE institutions, with no age limit (includes graduate programs)
- Are 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 relevant provincial or territorial legislation and regulations.

4. Will institutions be required to fill out a separate application for every project they propose?

Yes. In most cases a separate application is required for each project proposal. In some cases, whereby 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 email ihub@cewilcanada.ca to discuss the best approach.

5. What types of WIL will be supported by this grant?

The funding will be prioritized for*:

- Community and industry research & projects (formerly applied research projects)
- Entrepreneurial WIL
- Community Service Learning
- Field Placements

**However, other forms of WIL that highlight the key goals of the iHub grant may qualify. Please refer to the evaluation rubric for more information. The goal of the funding is to support unpaid forms of WIL. While all types of WIL are eligible for funding, projects for unpaid forms of WIL will be prioritized.*

6. Can co-curricular opportunities be accepted for funding?

CEWIL is focusing on curricular WIL opportunities only. If you are interested in support for co-curricular experiences, we suggest you keep your eyes open for other potential funding opportunities.

7. Will bursary style proposals be accepted?
In certain situations, particularly in supporting under-represented students, a PSI may submit a proposal in the style of a bursary program. These types of submissions are eligible; however, should be very clear about the guidelines, learning design and meet the criteria as listed in the rubric.

8. Who decides if a proposal is "bursary style"?
We ask you to identify the project as bursary in the application. Please contact us if you have any questions.

9. Can proposed projects be stacked against funding from other sources?
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.

*Please note that your employer/community partner must also demonstrate a financial or in-kind contribution of at least 20% of the request.

10. Is this funding only for unpaid WIL experiences or can the partner contributions also be monetary?
The four types of WIL mentioned will be prioritize for this funding; however, other experiences that meet the key outcomes of the CEWIL iHub will also be considered. Partner contributions can be direct (monetary) or in-kind.

APPLICATION-RELATED QUESTIONS

11. Who is expected to submit the application? Would that be a faculty member or a professional from Career/WIL/Co-op in the PSI or in research office?
Any of those are viable options. It will depend on the preferences of the PSI. The applicants should consider adding other contacts to the application if they want to keep them informed of the project.

12. When are applications due?
Applications for this round of projects that begin and end between September 1, 2022 and April 30, 2023 must be submitted by 11:59PM EDT on June 7th for funding decisions to be made mid-July.

13. Will there be another call for proposals for upcoming terms?
Yes, please visit the iHUB section of the CEWIL website to see the most up-to-date timelines for future rounds of funding.

14. Will institutions that were unsuccessful in previous rounds be prioritized in subsequent funding rounds?

No. Each round the proposals will be adjudicated in the round they are submitted. If an applicant re-submits a proposal from a previous round, it will be evaluated in the round it is submitted within.

15. Can projects funded in previous rounds be eligible for future funding?

The CEWIL iHub aims to support new and innovative WIL experiences; therefore, previously funded projects would have to clearly demonstrate how they have added/modified/scaled their project to demonstrate how it is different.

16. Why do I need to check the boxes for the attestation?

The attestation indicates 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 the contract on successful applications.

17. What is the binding authority? Is this who signs the formal contract once a project has been approved?

This requires someone at the institution that has the authority to bind your institution to a contract. This person should be aware of the project submission. It is usually a provost, vice-provost, legal counsel, or someone with similar authority.

18. Can applications be submitted in French?

Of course! We welcome proposals in either official language.

19. Can projects span across more than one semester?

Yes, please review the application guide for details. You will need to identify the length of the project and submit a budget with costs separated by the period in which they will occur.

20. How and when will the funds be transferred to the PSI's?

- 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.

STUDENT ELIGIBILITY QUESTIONS

21. Can international students qualify for funding?

Not for this grant. Only Canadian students that meet **all** criteria below are eligible:

- Are registered as students in PSE institutions, with no age limit (includes graduate programs)
- Are 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 relevant provincial or territorial legislation and regulations.

22. It states that international students cannot be funded, but can services that might be available to international students count?

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.

23. What constitutes an underrepresented student?

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

24. How can PSI's identify underrepresented students that are participating in their funded project?

We are conscious that this is not a simple task for PSI's but are extremely respectful of a student's right to self-identify as an underrepresented student or not. CEWIL Canada will not require any student to self-identify should they not wish to.

25. What proportion of the CEWIL iHub opportunities are aimed to include underrepresented students?

Approximately 40% of iHub opportunities are aimed to include underrepresented students.

PARTNER ELIGIBILITY QUESTIONS

26. Who is considered a community/industry partner?

Community partners include **Canadian** community-based organizations and non-profits. Industry partners could be any variety of for-profit organizations. Additionally, municipal, provincial, and federal entities can be considered partners. This includes post-secondary institutions; however, there needs be a clear and distinct partner identified. International organizations must have a Canadian office to qualify as a community / industry partner. NOTE: 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.

27. Can a post-secondary institution be a partner?

Yes. An important reminder that a WIL experience involved 3 stakeholders: student, academic institution, and industry/community. Please be explicit in naming the department, unit or service that will be the partner. On-campus incubators and accelerators can be considered partners for Entrepreneurial WIL.

Illustrative example

- Master of Library Studies Students are completing a field placement at the university library.

Student: Master of Library Studies
Institution: University ABC
Partner: University Library ABC

28. Is it acceptable for participating partners to provide only in-kind contributions (no cash)? What type of verification will be needed?

Yes, partners must commit at least 20% of the total project costs as a direct (monetary) or in-kind contribution. CEWIL will request confirmation outlining the name of the organization(s), type of contribution, amount of contribution and details explaining the amount.

29. Can on-campus non-profits, accelerators, or incubators be considered community / industry partners?

Yes.

30. Can WIL experiences with a non-Canadian organization be considered?

No. International organizations must have a Canadian office to qualify.

ELIGIBLE COSTS

31. Does there need to be a direct student benefit to be funded?

Yes. A direct student benefit of at least $200 per student is required. Please see the Application Guide for details.

32. Can a project include a competition that provides students with an award that exceeds $1,800?

No. Individual students cannot receive more than $1,800 per project. All project costs are included in the per student cost calculation (direct participant costs, direct project costs, administrative costs). Competition projects are allowed but would need to award a student no more than $1,800 including all costs. Please see the Application Guide for more details about how to calculate the per student cost.

33. Can a portion of the funds be used by the institution to support the WIL innovation?

The main goal of the grant is to provide a **direct benefit to the student**; however, some direct project costs incurred by the PSI may be submitted. Proposals emphasizing the direct student benefit will be given preference. *There must be a direct student benefit of a least $200 to qualify for funding.*

34. Is there a ratio of dollars required for each project between direct student benefits and/or direct project costs (or other expenses)?

No. Each project can be unique, and the PSI is encouraged to make requests for the expenses that make sense for them and their projects. A maximum of $1800 per student per experience is allowed and impact will be determined through the adjudication process. There must be a direct student benefit to qualify for funding**.**

35. Will hiring employees to run the WIL project be considered as an eligible expense?

A portion of the funding may be used for direct project costs when staff is directly involved in the project, however hiring faculty members is not eligible. Up to 10% of the project budget can be used to cover administrative costs such as reporting, evaluation, issuing stipends or head office support. Please note that the administrative cost of 10% is included in the per student calculation which cannot exceed $1800 per student.

36. Is there a proportion of the funds requested that could be used for institutional costs?

Yes. Up to 10% of the budget can be used to support administrative activities. This includes 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 $1,800 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.

37. Can I include salary for a faculty member to deliver the course or develop the curriculum? What if the faculty member is the one coordinating the placement or experience?

Faculty salaries are ineligible for funding. The goal of this funding initiative is to provide direct financial benefit to students. While we allow for some direct program or project costs and up to 10% administrative costs associated with delivering the experience, direct student benefit is expected to be greater than direct project costs.

38. What if I am not sure how many students will be in the course when I apply for the funding? Is it okay to estimate?

Yes, an estimate is acceptable. You can provide an estimate based on enrollment in previous terms or years. CEWIL will provide a portion of funding at the start of your project so if you have less enrollments than you estimated, we can adjust the final payment amount. However, if you have more students, we cannot necessarily fund the additional students. Additionally, if you overestimate the number of students by too much, you may have to return some of the funds by the end of the project.

39. What is the total amount of funding that an institution can receive?

In most cases, the funding per institution is generally capped at $500 000 per round of funding.

40. Can institutions submit proposal totals in excess of $500 000?

Yes. Institutions are encouraged to submit as many proposals as they wish; however, it is important to note that projects will be funded according to the score they receive through the adjudication process. In the event that there is a scoring tie on multiple projects, the institution must prioritize what project to fund.

Illustrative example

A post-secondary institution submits proposals for funding as follows:

- Project #1 supports 100 eligible students at a per student cost of $800. (Total funding request for project #1 -$80,000)
- Project #2 supports 250 eligible students at a per student cost of $1200. (Total funding request for project #2 - $300, 000)
- Project #3 supports 35 eligible students at a per student cost of $1800. (Total funding request for project #3 - $63, 000)
- Project #4 supports 120 eligible students at a per student cost of $500. (Total funding request for project #4 - $60, 000)
- Project #5 supports 10 eligible students at a per student cost of $1200. (Total funding request for project #5 - $12, 000)
- Project #6 supports 500 eligible students at a per student cost of $200. (Total funding request for project #5 - $100, 000)

Total funding request for all projects combined: $615, 000.

In this case, the applications that received the top scores will be funded up to approximately $500,000.

41. Does it matter if a purchase is made and there is a mixture of domestic and international students using the tool?

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 software license was purchased for use by an entire class (not a per student cost), both international and domestic students could use this software as long as it does not incrementally increase the cost of the software. As a reminder, capital asset purchases are ineligible for this funding program.

42. Can the funds be used to top up a paid WIL experience?

Likely no, for a salary; however, funding expenses that are helping to enhance the experience, decrease barriers or leverage technology may be considered. (Ex: a student requires a wireless internet stick to complete a WIL experience in a rural area with limited internet capacity)

43. Do all direct costs and expenses come out of the $1800 per student?

Yes. The maximum amount that can be funded is $1800 per student per experience including all direct student benefit, direct project costs and administrative costs. The budget template asks for both a total project cost and per student cost. While it's possible that students receive different direct benefit amounts within a project, the direct project costs and administrative costs are generally spread evenly across all students. It is important to consider the full cost when calculating the per student costs since it cannot exceed $1800 for any student.

44. Is there a minimum direct student benefit requirement?

Yes. The minimum direct student benefit must be at least $200. This can take the form of direct compensation, financial support, materials, supplies or resources given directly to the student. Please see the Application Guide for more details.

45. How much can I spend on equipment?
You must stay within the maximum of $1800 per student, and no one piece of equipment can exceed $999.

46. If my application is approved, is there any flexibility with the budget?
Yes. You can find more information about our flexibility policy and how to request changes by viewing the Contract Flexibility and Amendments document located in the iHUB section of the CEWIL Canada website.

REPORTING

47. If my application is successful, what are the reporting requirements?
Reports are due within 30 days of the project end date. You will be given the reporting documents within a few weeks of signing your contract. The documents will include instructions to upload completed reports to our secure transfer site. Although reporting requirements are subject to change, you can review the reporting requirements from the previous round of funding by visiting the iHUB section of our website. Please note this is for reference only. You will be required to use the templates developed for your specific round of funding. Previous reporting templates will not be accepted.

48. When you say demographic information is required for all the students, how would we do this for a course related WIL? Would you need a full class list?
Detailed student information is required for reporting and tracking purposes, for each student receiving a direct benefit. Students do not have to self-identify as being part of an under-represented group to receive funding, but the rest of the student information is required.

EXAMPLES

49. If students would like to attend conferences and share their curricular WIL learning/experiences, are these types of costs eligible?
Likely no. Each WIL experience requires a community/industry partner who is willing to contribute the 20% in-kind. Unless the conference was a curricular activity, with a community or industry partner, this would not be an eligible activity under the program guidelines.

50. Can a Work-Integrated Learning preparation course be considered in the funding of the project?
No. Although a preparation course is valuable in preparing students for their Work-Integrated Learning experience, the costs cannot be considered as part of the project funding. This should be a regular part of the postsecondary institution's role in guiding the student in their experience with the community and/or employer partners. In order to be fundable, there must be a significant WIL component in the course.

51. Are lab research projects considered?
Typically, no. If the project is a curricular applied research project that includes the commitment of a community or industry partner, this could meet the consideration of an innovative WIL. However,

if the research is conducted in a lab or external site that is the extension of the academic program or institution, it does not qualify as a Work-Integrated Learning experience for CEWIL.

52. If students have completed a WIL experience in a past semester and a reflective exercise is created for them to dig deeper into their skills, learning and impact, is remuneration for something like this eligible?

No. The student must be currently in a curricular WIL experience.

53. Would a student-run hack-a-thon qualify that has an employer's involvement and a career component?

The grant supports curricular WIL opportunities; therefore, if the hack-a-thon is an integrated course component or for course credit, it could be considered. If it is considered co-curricular, then it is not eligible for this particular funding.

54. Can the direct student benefit be issued to the students' institutional account?

Technically, yes. This would need to be explicitly stated that it is a direct student benefit and that remuneration in the form of a credit on their student account would be administered. Should the student graduate before using the credits or require the funds for another purpose, the student must be able to retrieve funds from their student account.

55. A group of students were registered in a WIL course over the last two semesters. A number of these students would like to implement the idea they developed during these courses; however, the students would not be registered in a course for this project now. Could something like this be funded?

No. Only projects that are directly tied to a curricular WIL experience in the semester for which funding is being requested can be considered. If this was an independent study for course credit, then yes, it could be funded but it has to be in the semester the funding is allocated for.

56. Could funds be used to buy tools for a project undertaken by students registered in a course, but which would also be used by student volunteers? Ex: Tools and gear for our campus community garden to supply fruits and vegetables for student food aid?

As long as the students registered in the WIL experience have access to those tools, it is up to the project administrator to determine how the materials are used and stored for future use.

57. If we are applying for funding for the purchasing of biomaterials for the practical components of the course. (Some are domestic and some may be international students). Is this project eligible?

As long as there is not an incremental per student cost for the international students, it can be used by the class. Secondly, there would also have to be a clear community/industry partner related to the WIL experience and willing to contribute at least 20% of the total project cost.

58. The document refers to Entrepreneurial WIL and pitch competitions. This would imply that working on new companies and start-up creation is an acceptable form of WIL?

Various forms of E-WIL are acceptable for this funding; however, it will be important to ensure a third party (community/industry partner) who will commit at least 20% of the total project cost. It is important to note that the experience must be curricular.

59. With Entrepreneurial WIL, what if a student is working on their own business, in a school incubator, for credit, but does not have a formal community or business partner?

In this case, the incubator could be considered as the community partner; however, it would need to be explicitly indicated in the application as well as the contribution of the incubator. This could include off-campus incubator/accelerator or mentors.

60. Can our unit hire 2 students to support in our departmental activities? Can it be framed as WIL if the work is related to their studies, but not associated with a particular course?

In this case, no, because the experience must be curricular WIL.

61. Can the WIL office be considered as a community partner?

It depends on the situation. An acceptable example could be if students participating in an applied research project with their marketing communications course could work on a social media project for the WIL Office. The WIL Office as the community partner would have to commit 20% of the total project costs.

62. How do we handle teams that are mixed with domestic and international students? In the scenario where a "prize" is being awarded to a team - could we submit the budget based on $1,800 per domestic student - but have the whole team win the prize itself? The current construct does not speak to mixed teams and how they would be treated with prizing.

Funding is available for Canadian students, permanent residents, or persons with refugee status in Canada only. Institutions should not bury the costs associated to international students in their budget template. It is important to note that institutions will provide CEWIL with financial reporting to show that the funds were dispersed to the appropriate parties.

Some suggestions provided by our partner institutions have been to use encourage a higher industry/community partner contribution, use other monies (foundations, departmental budgets, etc.) to offset the costs associated to international students.

63. Could we apply for student access to online courses and/or webinars? For example, could we offer all students in our Social Media Marketing class a premium LinkedIn account, or HubSpot courses, etc.?

Yes, this could be an eligible expense based on the funding guidelines. It will be important to link how this access is enhancing the WIL experience for the students as well as the other key outcomes from the grant. Furthermore, it will be important to identify the community/industry partner and their contribution.

64. If you purchase tech equipment, will the equipment stay with the student or with the PSI after the experience? Can we use this equipment to benefit future students?

Each PSI will have the ability to choose what happens to any materials or equipment depending on the circumstance. Since each experience is different, CEWIL allows the PSI to make the best decision for the type of experience. *If equipment can be used in the future to further enhance WIL experiences, please highlight that in the application.