



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

Call for Project Proposals

2023-R3

Projects starting & ending between September 1, 2023 – December 31, 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.*

Table of Contents

- Call for Proposals 3
- iHub Background..... 3
- Key Dates 4
- Contact Us..... 4
 - CEWIL Team 5
- Funding Streams 6
- Project Timelines..... 6
- Steps to Apply 6
- Eligibility 7
 - Eligibility to submit proposals..... 7
 - WIL Eligibility..... 7
 - Eligible students 8
 - Eligible Host / Industry / Community Partner..... 8
 - Underrepresented students..... 9
- Budget Information..... 9
 - Maximum Funding 9
 - Per Student Funding Minimums and Maximums 10
 - Direct Participant Costs..... 10
 - Direct Project Costs..... 11
 - Optional – Administrative Costs 11
 - Ineligible Expenses..... 11
 - Industry/Community Partner Contribution 12
 - Additional Information..... 12
 - Funding Distribution 13
 - Stacking/Combining Funding 13
- Attestation to Application..... 13
- Evaluation Process 14
- Confirmation of Application..... 14
- Reporting Requirements..... 14

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: [Good Grants - CEWIL Canada](#). Applications can be submitted in either French or English.

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 and innovation of 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, 2023 - December 31, 2023 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:

- 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.

Key Dates

Description	Date
<p>Launch of the call for proposals</p>	<p>May 1, 2023</p>
<p>2023-R3 RFP Launch Presentation</p> <p>You are welcome to join the launch for your region or any other launch.</p>	<p>Atlantic Canada Tuesday, May 9, 1:00pm AT Click here to join</p> <p>Western Canada Tuesday, May 9, 12:30pm MT Click here to join</p> <p>Central Canada Wednesday, May 10, 11:00am ET Click here to join</p> <p>Québec & Franco- Canada (French) Thursday, May 11, 11:00am ET Click here to join</p>
<p>Ask Us Anything - Weekly Open Office Hours</p>	<p>Every Thursday</p> <p>English: 12:30 PM to 1:30 PM ET Click here to join the meeting</p> <p>French: 1:30 PM to 2:30 PM ET Click here to join the meeting</p>
<p>Application deadline</p>	<p>June 7, 2023, at 11:59 PM ET</p>
<p>Successful applicants notified</p> <p><i>Please note: Unsuccessful applicants will also be notified, but no feedback will be provided.</i></p>	<p>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. Frequently Asked Questions (FAQ's) are available on our website.

CEWIL Team

All general questions should be directed to ihub@cewilcanada.ca. You are welcome to contact your Regional Associate Director as well.



Charlene Marion
Executive Director
charlenem@cewilcanada.ca
819.434.1545



Natalie Chaumont
Associate Director, Operations
nataliec@cewilcanada.ca
289.213.0934



Krista Steeves
Regional Associate Director -
Atlantic
kristas@cewilcanada.ca
506.688.1643



Jennie Nilsson
Associate Director - Indigenous &
Canada North Relations
jennien@cewilcanada.ca
250.858.9664



Janet Westbury
Regional Associate Director -
Central Canada
janetw@cewilcanada.ca
905.658.6673



Fatoumata Sano
Regional Associate Director -
Québec and Franco-Canada
fatoumatas@cewilcanada.ca
514.573.2901



Joe Petermann
Regional Associate Director -
Western Canada
josefp@cewilcanada.ca
403.701.4443



Jasmeen Sidhu
Associate Director, Partnerships
& Special Projects
dan@cewilcanada.ca
819.349.1596



Lisa Gallant
Bilingual Program Coordinator
lisag@cewilcanada.ca
226.200.0282



Jennifer Paulus
Program Coordinator
jenniferp@cewilcanada.ca
250.216.3631



Saba Parkar
Administrative Coordinator
sabap@cewilcanada.ca
647-248-4056



Taibat Kazeem
Data Analyst
taibatk@cewilcanada.ca
587.436.6623



Lamia Rochdi
Bilingual Marketing &
Communications Coordinator
lamiar@cewilcanada.ca
778-513-1429

Funding Streams

This call for proposals is separated into three (3) streams: Innovative Stream: new projects, Enhanced Stream: previously funded projects, and the Bursary Program Stream. Please select the appropriate stream when starting your application. You may submit applications to more than one stream.

Enhanced Stream: Previously Funded Projects: This stream has a simplified application form for projects that are enhancing or expanding previously funded projects. You will need to explain how the project has expanded or evolved from the previously funded project (e.g.: expansion of discipline or cohort, altered selection process, enhanced program development, revised program, added focus group, added mentorship, innovative ideas, skill development, learning design, improved reflection, different partners, added train the trainer, etc.). This streamlined application does not guarantee funding.

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 are no project costs associated with the iHUB Bursary Program. If you have project costs for your iHUB project, please apply in the Innovative Stream.

Innovative Stream: New Projects: This stream is for new projects or projects that do not fit into the other two streams.

Project Timelines

This call for proposal is for projects that begin and end between **September 1, 2023 – December 31, 2023** only. Projects can only be funded for a single term.

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: 2023-R3 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, 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). 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.

WIL Eligibility

CEWIL Canada and the iHUB focuses on **curricular** WIL opportunities only. iHUB focuses primarily on four *types of WIL*: [community and industry research & projects](#) (formerly applied research projects), [entrepreneurial WIL](#), [field placements](#), and [community service-learning WIL](#). 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. This includes certificate, diploma, advanced diploma, post-graduate certificate, undergrad, graduate, PhD.

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

If you are interested in support for co-curricular experiences, we suggest you keep your eyes open 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.

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 partnership is with an international community or industry partner, the partner **must** have a Canadian office; otherwise, the partnership does not qualify. The WIL experiences must also take place in Canada.

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.

Municipal, provincial, and federal entities can be considered partners. This includes post-secondary institutions; however, it is important to remember that a WIL experience involves 3 stakeholders: student, academic institution, and industry/community. When naming a post-secondary institution, please be explicit in naming the department, unit or service that will be the partner. As an example, a Master of Library Studies Student is completing a field placement at the university library. The institution is University ABC and the partner is University Library ABC.

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.

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.).

Please note that industry and community partners will be required to submit their HST/QST number as part of reporting requirements. The HST/QST number is required to accurately capture the number of unique partners across the country. For Entrepreneurial WIL, the HST/QST number of the institution's business incubator / accelerator can be provided. Please contact your Regional Associate Director if your project partner will not have an HST/QST number.

Underrepresented 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 40% of iHUB opportunities are aimed to include underrepresented students.

Budget Information

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

The main goal of this funding is to provide a direct benefit to the student; however, some direct project costs incurred by the PSE may be submitted. Proposals emphasizing the direct student benefit will be given preference. The direct student benefit must be a minimum of \$200 per student to qualify and at least 60% of the overall budget.

Please note that detailed student information is required for every student participating in the project to be eligible for funding. Please review the reporting section of this document for more information.

Maximum Funding

Institutions are encouraged to submit as many proposals as they wish. 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.

Per Student Funding Minimums and Maximums

The funding request *per eligible student* must be between **\$200** and **\$2,000**.

All costs and expenses are included in the \$2,000 per student maximum. To determine the cost per student, combine the total direct participant costs, total direct project costs and administrative costs and divide by the number of eligible students.

$$= \frac{\text{(Total Direct Participant Costs + Total Direct Project Costs + Administrative Costs)}}{\text{Number of eligible students.}}$$

Students may receive different direct student benefits (e.g.: different bursary, prize amounts or stipend amounts). 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.

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.**

Direct Participant Costs

Students must receive **a minimum of \$200** from this section. Direct Participant Costs should be at least 60% of the overall budget. If you do not meet this requirement, please contact your Regional Associate Director before submitting your application. Examples of eligible expenditures, which can be included in participant costs:

- **Direct compensation** (wages, stipend) provided to the student(s) in recognition of their participation in the iHub experience. If funds are posted to a student's account, students must be able to request the cash be released and deposited to their personal account, if they choose.
- **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).

Direct Project Costs

These costs must be directly associated with the project.

- **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 \$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.

Ineligible Expenses

The following expenses are not eligible for funding:

- **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.

- **Faculty salaries.**
- **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.**
- **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, or any other hospitality expenses** not directly used to support iHub participants in their WIL experiences.

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 industry/community partner MUST be Canadian or have a Canadian office to qualify.**

If you know the Industry/Community Partner names, include them in this section, but they are not required. Include the amount, whether in-kind or cash and how you arrived at 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.

Additional Information

- An estimated number of students is acceptable if you do not know the exact number. You may consider estimates based on previous enrollment. CEWIL will provide a portion of the funding at the start of your project so if less students participate than expected, the final payment amount will be adjusted. However, if there are more students, we cannot necessarily fund the additional students. Additionally, overestimating the number of students by too many, may require needing to return funds at the end of the project.
- The per student funding is tied directly to each student that receives direct compensation and who completes the required student data details. **It is the responsibility 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.

- After the project starts, changes may be made to the project, budget and timeline according to the [Contract Flexibility & Amendments Policy](#).
- 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.

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.
- 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 the contract for successful applicants. Signature is not required to submit the application. The attestation 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 Provost, Vice-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.

Criteria	Weighting (%)
Quality	20%
Impact	20%
Partnerships	15%
Budget	0% Reviewed but not scored
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 Good Grants platform. Please ensure you have "Notification emails" selected in your 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. Reports are due 30 days after the project's end date.

All reports below are required for the final report.

Student Data Report: This report is essential for funding approval. Participant information must be fully completed to receive funding. This report contains information such as name, year of birth, postal code,

WIL experience type, host details including HST/QST number, remuneration, degree information, and inclusion as part of an underrepresented group. Students may choose to select “prefer not to answer” with respect to gender or belonging to a particular social group facing inclusion and barriers.

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](#).

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 100% compliance.

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 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.