

## Frequently asked questions

### Key dates and figures

#### **What is the deadline for the request for proposals?**

The submission deadline is Friday November 25, 2016

#### **What is the duration of the program?**

Universities are invited to submit one project proposal and all project activities must be completed by December 31, 2020.

#### **What is the proposed start date for scholar activities?**

Scholar activities are anticipated to begin as early as April 1, 2017 (subject to the signing of a Contribution Agreement between Community Foundations Canada and the Canadian university).

#### **Projects must be completed by Dec 31, 2020. Does this include final reporting or can that be completed in early 2021?**

Final reports will be due December 31, 2020. Universities Canada will require January to March 2021 to review final reports, issue final payments and compile the results of the program.

#### **Is this a one-time competition, or will there be more competitions in the future?**

We will evaluate the situation after this call for proposals. There could be a second call if there are not a sufficient number of quality proposals addressing the program objectives from this call.

#### **With regards to the potential for 1 or more Canadian universities to submit a joint proposal, would the maximum amount of the proposal still be \$500,000, split between the partnering Canadian universities? Or could the proposal amount exceed \$500,000 and then be shared between the joint institutions?**

The maximum amount per project proposal is \$500,000. If the Canadian university chooses to submit a joint proposal the maximum amount would still be \$500,000.

#### **The guidelines states that the funding is maximized at \$500,000 per project proposal. Is the \$500,000 the total amount for the proposal including the university/partner funding contribution, or is that the amount we can request from the project? (So in essence the total amount of the project would exceed the \$500,000).**

The \$500,000 is the maximum contribution that can be requested from the Canadian Queen Elizabeth II Diamond Jubilee Scholarships per project proposal. Universities/LMIC partner institutions/research placement partners will be expected to contribute to project costs and higher contributions will be viewed favourably by the selection committee. The cash, in-kind and leveraged contribution provided by the university, the LMIC partner institution, and/or placement partner can include:

- Supervisory time, researchers' salaries and/or research assistants' stipends, publication costs, communication costs, technical costs, conference registration fees, costs for organizing an

academic event/conference and interpretation. The partner institutions may also contribute toward airfares, ground transportation, per diems, etc.

- Tuition waivers or discounts; other discounts or waivers to academic, living or travel costs;
- Financial contributions from other sources including foundations, community and / or industry partners and other funding agencies.

Note: overhead costs are not an eligible contribution.

**Could you clarify the expected start date of the program? From the FAQs, it seems like we will only find out in January if we are successful.**

Results will be sent to universities in late January. Subject to the signing of the contribution agreement, it is at the discretion of the Canadian university when to implement program activities but activities may begin as early as April 1, 2017

## Eligibility requirements

### What are the program components?

Component 1: Awards to support doctoral researchers

Component 2: Awards to support post-doctoral fellows

Component 3: Awards to support early career researchers

**Our understanding is that an important component of this program is the practical attachment/ placement. Please explain where this should be taking place.**

As part of their award, each scholar must spend at least 30% of the total duration of the research award participating in a research placement. Incoming scholars are expected to conduct their placements in Canada; however, if the Canadian university or the LMIC institution has placement partners in the scholar's home country or a third country, the scholar's placement may take place at that location.

### Are projects involving health eligible for SSHRC funding?

Research which aims to improve health may not be eligible under SSHRC's mandate.

Please see: [http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-reseignements/selecting\\_agency-choisir\\_organisme\\_subventionnaire-eng.aspx](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-reseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx)

### What are examples of community engagement activities?

Activities may include, but are not limited to:

- Applying global experiences or knowledge to enhance the local community.
- Cross-cultural exchanges.
- Strengthening character and professional skills through public speaking, networking, problem-solving, and leadership activities.
- Participating in community events, such as roundtables, fora and panel discussions.
- Peer mentoring, knowledge sharing and networking between alumni and current scholars; and

**Do you need to identify specific partners in the proposal?**

The proposal requests information on the LMIC partner institution as well as the research partner. If partners have yet to be identified, universities must explain their strategy to identify partners.

**The program guidelines say “The program aims for a 50% contribution”: (1) is this a target for the entire program that Universities Canada is managing; or, is this recommended for each individual submission?; (2) is there a minimum recommended cost-sharing percentage for this call, including the proportion of in-kind vs cash?**

The 50% contribution is the aim for the overall program. (2) There is no minimum required contribution for each submission although a higher contribution will be viewed more favourably by the selection committee. Note, as defined in the Glossary of Terms found in the guidelines, university/partner contribution can include:

- Supervisory time, researchers' salaries and/or research assistants' stipends, publication costs, communication costs, technical costs, conference registration fees, costs for organizing an academic event/conference and interpretation. The partner institutions may also contribute toward airfares, ground transportation, per diems, etc.
- Tuition waivers or discounts; other discounts or waivers to academic, living or travel costs;
- Financial contributions from other sources including foundations, community and / or industry partners and other funding agencies.

Note: overhead costs are not an eligible contribution.

There are no specific requirements around cash vs in-kind contributions.

**I was wondering if you could define “Project” as per The Canadian Queen Elizabeth II Diamond Jubilee Scholarships program. We are uncertain what we can classify as a project.**

Universities are to apply for funding for one or more of the following components:

- Component 1: . Awards to support doctoral researchers
- Component 2: . Awards to support post-doctoral fellows
- Component 3: . Awards to support early career researchers

This application or 'bundle' of components is what is referred to as a project. How these components are linked together is at the discretion of the Canadian university. Diversity and innovation will be viewed favourably, as well as proposals that demonstrate a coherent vision and strategic project approach.

**Is there any limit for overseas partners in terms of how many partnerships they can strike up for this program? We are in contact with an overseas partner about a potential partnership for this program and as they have already been approached by other Canadian institutions, they were concerned about whether or not this is a problem.**

It is possible for an overseas partner to collaborate with multiple Canadian institutions on this program.

**Program targets are listed as 75% LMIC incoming scholars and 25% Canadian outgoing scholars. What does this mean? Does it mean that each proposal should ensure that 75% of the budget is aligned towards LMIC scholars and only 25% towards Canadian scholars?**

The overall QES-AS program will ensure that at least 75% of Queen Elizabeth Scholars are from LMICs. The selection process will ensure that the overall program criteria are met; universities do not need to address this criteria in their proposal.

## **Selection process**

**How many proposals will be selected for the Canadian Queen Elizabeth II Scholarships program?**

There is no predetermined number of universities that will be selected for this program. The selection process will award the best candidates based on the applications received through the call for proposals and the funds available.

**What does the selection process involve?**

A selection committee including Canadian and other representatives from academic, private, public and not-for-profit sectors will review all complete, eligible proposals received by the application deadline (Friday, November 25, 2016 at 4 p.m. EST). Convened by Universities Canada, the committee will assess proposals against the program's selection criteria and will have the option of accepting, rejecting or providing conditional approval to proposals. It may also elect to approve only certain components or elements of a proposal. University proposals will then be recommended to the QES-AS Steering Committee and subsequently to the Community Foundations of Canada for approval. Results are expected to be emailed to applicants by the end of January.

## **Submitting an application**

**What is the maximum amount awarded for a call for proposal?**

Canadian universities may seek project funding of up to \$500,000 CAD.

**Who can apply for funding?**

Canadian universities which have recognized provincial degree granting powers, or their affiliates, may submit a proposal to QES-AS. Universities may partner with one or more other Canadian university(ies) for a joint proposal however may only be the lead applicant in one submission to the program.

**Do universities need to apply for all three program components?**

No, universities may submit projects that comprise of one or more of the three program components.

**When can Canadian universities apply for this program?**

The deadline for Canadian universities to submit their proposal application is **4pm EST, November 25, 2016**

**How do I submit my application for this program?**

Send your electronic copy of the proposal to [ges-as@univcan.ca](mailto:ges-as@univcan.ca) by Friday, November 25, 2016 at 4p.m. EST. The application form and program guidelines are posted on Universities Canada website. **Please do not send a hard copy of your proposal to Universities Canada**

**When will candidates be notified of the results of their applications?**

Results are expected to be emailed to all applicants by the end of January.

**Will a project submission that incorporates multiple components receive a more favourable review than a single-component submission?**

Selection will be based on the quality of the proposed activities within each component the university is undertaking. Therefore, a proposal that has a very strong approach with only one component may be received more favourably than a proposal with weak approaches over three components and vice versa.

**How frequently will Universities Canada update its FAQs page? Are we going to receive responses to our requests individually or should we be referring to Universities Canada's page?**

Universities Canada will respond to all email enquiries to [ges-as@univcan.ca](mailto:ges-as@univcan.ca) within one business day. The last day to submit questions is November 9, 2016 at 4pm EST. All responses are posted on the Universities Canada website, which is updated weekly. The last update to the FAQ page will be on November 11

**It is mentioned that one of the requirements are letter(s) of support from the research placement partner. Does this mean that we need letters of support from both the collaborator at the research and from our university?**

The letter of support would be from the research partner organization (not the Canadian university). The letter may be from whoever is most appropriate from the research partner organization; this is at the discretion of the Canadian university.

**Is it necessary to include with our application letters of support confirming matching funds (e.g. from the university or other sources), or is it sufficient to simply add the amount of external funding we have secured in the budget under the "university contribution" column?**

Letters of support to confirm matching funds are not required; however, we expect strong applicants to enter an average university/scholar/QES contribution per scholar with a detailed explanation of where the funds are coming from in the Cost Effectiveness and Budget section of the application form.

**Is it possible to use bolding, italics and underlining? If it is can you please let me know how to do so, if not, please let me know that it is not possible.**

Unfortunately the form does not support bolding, italicizing and underlining text.

## Eligible costs

### **What is the minimum contribution?**

There is no minimum contribution. A higher contribution will be viewed more favourably by the selection process. This program aims for an overall 50% contribution from universities, LMIC institutions and/or research placement partners. Contributions may include in-kind contributions such as administrative costs, cash contributions, tuition waivers or discounts, other discounts or waivers to academic, living or travel costs, and financial contributions from other sources including foundations, placement partners and other funding agencies. A higher proportional contribution will be viewed more favorably by the selection committee.

### **What expenses are eligible to be covered by the QES funds?**

The QES funds are eligible to cover the following costs directly related to the scholar.

- Travel expenses: International airfare (the most direct and economical routing), airport taxes, visas, medical insurance, immunization and ground transportation
- Living allowance: which include accommodation, local transportation, food and communications and all other personal expenses
- Equipment purchases : this is not a procurement project but reasonable expenses would be allowed
- Research expenses: remuneration for research assistants, resources for the research (e.g. journals, data), open access costs linked to commercially published materials as well as computer and laboratory services.

### **What eligible costs can be included in the universities' contribution?**

Contributions from universities, LMIC institutions and/or research placement partners may include in-kind contributions such as administrative costs, cash contributions, tuition waivers or discounts, other discounts or waivers to academic, living or travel costs, and financial contributions from other sources including foundations, placement partners and other funding agencies.

### **If one of the partners pays a stipend over and above the QES allowance or provides a housing allowance or travel subsidy, does that count as university/partner contribution?**

Yes that would count as university/partner contribution.

**Are costs that may be included in the university/partner contributions limited to costs that would be eligible to be covered by the program funds? For example, if the university/partner paid the travel and living costs of a professor/researcher to travel to the partner institution/organization to supervise scholars or carry out research related to the project, could that count as a contribution?**

The costs included in the university/partner contribution are not limited to the costs covered by the program funds; however, they must be directly related to the project. These examples would count as university/partner contribution only if they are directly related to the project.

**We are working on our proposal, and I had a question about the activity fund of \$1,000.00 per scholar. Is this above and beyond what we would be asking for in the proposal? And/or a separate request? I.e. If we request \$500,000.00 and we have 20 scholars, would be requesting an additional \$20,000.00 (\$1,000.00 x 20)? Or should we be building that \$20,000.00 into the overall \$500,000.00 request?**

Each project proposal may seek funding of up to \$500,000 CAD. The activity fund of \$1,000 per scholar per 12 months must be included in this amount.

**Does it matter what the QES-AS contribution goes toward – ie can it all go to the research line**

It is up to the Canadian university to determine whether the QES contribution goes towards research, living or travel expenses. This should be explained in the application.

**If we can put the Jubilee contribution all toward the research costs – in terms of reporting requirements what is the expectation? Can we just submit proof of research expenses OR will we still be expected to produce boarding passes, ticket invoices and all the other receipting for the living and travel portion? i.e. receipts for all costs, not just what Jubilee contribution goes toward?**

The Reporting Guidelines are still in development and will be part of the Contribution Agreement if your project is successful. All expenses will, of course, need to be verifiable, Universities will not submit receipts to Universities Canada, but for audit purposes, all contributions, must be documented. In the case of the university/partner contributions, this includes all in-cash and in-kind contributions.

**Must all university/partner contributions come from one of the formal (i.e. letter of support) project partners?**

The university contribution may come from a number of sources. All contributions must be documented and verifiable in the event of an audit.

## **Reporting requirements**

**What are the reporting requirements for universities, research placement partners and scholars?**

Universities Canada will require that Canadian universities submit annual narrative reports and quarterly financial reports. Queen Elizabeth Scholars will be required to submit a narrative report at the end of their award, scholars, Canadian universities, LMIC partner institutions and research placement partners will be required to participate in program evaluation processes which may involve surveys, interviews and both summative and formative evaluations. The program will also collect data from alumni regarding the impact their participation in this program has had on their career paths.

**Will CFC require any direct interaction with project grantees, or is it only Universities Canada that we will liaise with? It is being assumed that the funds are with CFC, and Universities Canada's role is that of an executing agency.**

At the moment it is foreseen that Canadian universities will liaise mainly with Universities Canada for the management of this program. However, CFC, IDRC and SSHRC may wish to have a communication channel with universities as well.

## Partners

### **Who is funding this program?**

This program is funded by donations from Canada's provinces, the private sector and the Government of Canada in addition to funding received from IDRC and SSHRC

### **What is the Rideau Hall Foundation and what is its role in this program?**

The Rideau Hall Foundation is a philanthropic organization that works closely with the Governor General's office and other partners to cultivate initiatives that foster Canadians' sense of values and identity, increase their potential for excellence and strengthen their aspiration for a better country. For more information, visit the [Rideau Hall Foundation website](#).

The foundation's roles and responsibilities in this program include:

- Providing overall program integration and manage interfaces
- Supporting program design
- Stewarding partnerships, contributions and supporters
- Leading strategic communications, branding and web presence
- Highlighting the program's alumni and impact over the course of the program

### **What is the Community Foundations of Canada and what is its role in this program?**

Community Foundations of Canada aims to build stronger communities by enhancing the philanthropic leadership of community foundations across Canada. For more information, please visit the [Community Foundations of Canada's website](#).

CFC's roles and responsibilities in this program include:

- Acting as financial trustee and administer the program with technical support from Universities Canada Funding university projects as recommended by the Steering Committee
- Fundraising through its network of Community Foundations across Canada
- Developing a monitoring and evaluation plan and framework in consultation with Universities Canada
- Providing progress and financial reports to the donors

### **What is the role of Universities Canada?**

The Universities Canada is the voice of Canada's universities at home and abroad, representing the

interests of 97 Canadian public and private not-for-profit universities. For more information, please visit [Universities Canada's website](#).

Universities Canada's roles and responsibilities in the program include:

- Acting as the technical leader of the program
- Launching and managing the calls for proposals process and recommending a selection of university proposals to CFC
- Liaising with universities on the implementation of the program
- Recommending disbursements to universities to CFC
- Monitoring, evaluating and reporting on the program
- Receiving and preparing university narrative and financial reports for submission to CFC
- Reporting on progress and making recommendations for improvement to the program to the QES-AS Steering Committee, Rideau Hall Foundation and CFC

### **What is the role of Canadian universities in the program?**

Canadian universities' roles and responsibilities in the program include:

- Provide each scholar with a research placement partner, either for-profit or not-for-profit
- Provide each scholar with leadership development activities;
- Provide each scholar with community engagement activities;
- Engage program alumni with current scholars before, during and after the program;
- Incorporate alumni feedback to enhance the program experience;
- Enable ongoing peer mentoring and alumni interaction.
- Reporting on financial and program results to Universities Canada
- Providing academic and social support to Queen Elizabeth Scholars during their awards
- Ensure all scholars complete pre-departure and scholars narrative reports