

Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES)

2017 Call for proposals



Overview

The *Canadian Queen Elizabeth II Diamond Jubilee Scholarships* program (QES) was created to improve global talent exchange between Canada and other nations. The program aims to develop the next generation of innovative leaders and community builders by providing enriched academic, professional and cross-cultural experiences and by facilitating lasting local and global community engagement.

2017 Competition

Canadian universities are invited to submit multi-year project proposals seeking funding of up to \$300 thousand CAD for projects of up to four years. Each Canadian university may submit one proposal to the 2017 competition. Approximately \$6 million CAD is available through this competition.

Summary of project criteria

- Canadian universities which have recognized provincial degree granting powers, or their affiliates, may submit a proposal to the QES program. Universities may partner with one or more other Canadian university(ies) for a joint proposal; however, each university may only be the lead applicant in one submission to the program;
- Projects will support international internships for Canadian students and/or scholarships for incoming international graduate students. All QES funded activities must be for academic credit;
- Eligible projects requesting funding for outgoing Canadian internships must demonstrate a partnership between a Canadian university and a partner institution/organisation in at least one of the eligible countries (see **Annex B**); and
- The program will require all scholars to participate in leadership development and community engagement activities and in the network of Queen Elizabeth Scholars.

Key dates

October 18, 2017 at 11:59 pm EST: the deadline for submission;
Late 2017/Early 2018: applicants will be notified of the competition results;
Early 2018 approved projects activities anticipated to begin; and
December 31, 2021: All project activity and final project reports must be submitted by this date.

Proposal requirements

1. Complete the application form;
2. Upload the [Indication of university support form](#), signed by a senior administrator;
3. Upload the completed budget form; and
4. Upload the letter(s) of support from the partner organization(s) in the case of outgoing Canadian interns.

More detailed criteria are provided in this call for proposals.

For all inquiries, please contact

Jeanne Gallagher
613-563-1236 ext. 355
QES2017@univcan.ca

QES is managed through a unique partnership of the Rideau Hall Foundation (RHF), Community Foundations of Canada (CFC), Universities Canada and Canadian universities. This program is made possible with financial support from the Government of Canada, provincial governments and the private sector.



COMMUNITY
FOUNDATIONS
OF CANADA
all for community

FONDATIONS
COMMUNAUTAIRES
DU CANADA
ensemble pour tous



Universities
Canada.
Universités
Canada.



Table of contents

Table of contents.....	2
Glossary of terms.....	3
1.0 Program overview	4
1.1 QES governance.....	4
2.0 QES 2017.....	5
2.1 QES program objectives and expected outcomes.....	5
2.2 Program design.....	6
2.3 Program targets.....	6
2.4 Eligibility	7
3.0 General criteria.....	8
3.1 Project specific criteria	8
3.2 Leadership and community engagement.....	10
3.3 Creating a community of Queen Elizabeth Scholars	11
3.4 Reporting and evaluation	11
4.0 Application process	12
5.0 Selection process.....	12
5.1 Selection criteria.....	13
6.0 Contact us.....	14
Annex A: QES logic model.....	15
Annex B: Eligible countries	16
Annex C: Eligible expenses	17
Annex D: Monthly living allowances per city	19
Annex E: Budget Form	21

Glossary of terms

The following terms are specific to the 2017 QES call for proposals.

Terms	Definition
Outgoing scholars	Canadian students undertaking an international internship in an eligible country.
Incoming scholars	International graduate students coming to Canada to study or conduct research at a Canadian university.
Internship	Broadly defined as an opportunity for students to gain practical or professional skills, also often referred to as experiential learning. This does not include study abroad nor does it include conducting research related to the student's Canadian university degree. <u>N.B. internships may include research undertaken for the host institution/organisation.</u> Internships may be paid or voluntary positions.
Academic credit	All students must receive academic credit for the successful completion of their QES funded activities. How the credit is attributed is to be determined by the Canadian university. In the case of incoming scholars undertaking short term study or research, QES funded activities must be directly linked to the Masters or PhD program in which they are registered in their home country.
University/partner/student contribution	The cash, in-kind and leveraged contribution(s) provided by the university, the partner institution/organisation and/or participant. This may include: <ul style="list-style-type: none"> • Tuition paid by the students, tuition waivers or discounts; other discounts or waivers to academic, living or travel costs; • 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/organisations may also contribute toward airfares, ground transportation, per diems, etc.; and • Financial contributions from other sources including foundations, community and/or industry partners and other funding agencies. <p>Note: overhead costs are not considered an eligible contribution.</p>

1.0 Program overview

Launched in 2014, QES has activated a dynamic community of young global leaders that have created lasting impacts at home and abroad. The program has achieved this through international education, providing opportunities for discovery and inquiry, and enabling professional experiences.

Scholarship recipients, called “Queen Elizabeth Scholars”, engage with communities, learn about cultures and create projects and actions that impact the world. They are part of a global network of Queen Elizabeth Scholars who share knowledge, exchange ideas, and collaborate on meaningful initiatives.

With the help of many generous benefactors, Queen Elizabeth Scholars will become the next generation of innovators, entrepreneurs, inventors and leaders. Through this unique international exchange of talent, students will enrich their communities and discover that anything is possible.

The QES program currently supports 71 projects administered by 42 Canadian universities and has now over 1000 scholars in its network ranging from undergraduate students doing international internships to early career researchers acquiring world-ready research experience.

Please visit <http://www.queenelizabethscholars.ca/qescholars/> to learn more about QES.

1.1 QES governance

QES is managed through a unique partnership of the Rideau Hall Foundation (RHF), Community Foundations of Canada (CFC) Universities Canada, and Canadian universities. The roles and responsibilities of each are as follows:

- *Rideau Hall Foundation* stewards partnerships, funding university projects as recommended by Universities Canada manages alumni engagement, and leads strategic communication, branding and web presence;
- *Community Foundation of Canada* is the financial trustee and provides progress reports to funding partners;
- *Universities Canada*, as the technical lead, launches and manages calls for proposals, monitors and evaluates progress towards results, and reports on activities with recommendations for improvements to managing program partners; and
- *Canadian universities* develop and manage projects, contribute and leverage financial funding, organize leadership, networking and community engagement activities, select and support scholars before, during and after their award, and report on activities to Universities Canada.

2.0 QES 2017

QES 2017 is the third call for proposals for the QES and builds on the success of the program by funding international internships for Canadian students as well as funding Canadian-based study/research for international students.

QES follows a project-based design, with Canadian university coordinators managing scholar recruitment, application and selection process, pre-departure/arrival in Canada briefing as well as on-going monitoring and support of scholars. University coordinators are also responsible for providing leadership development, networking and community engagement opportunities.

Funding available:

Component	Duration*	QES contribution**
International internships for Canadian students	Minimum: 90 days	QES will contribute up to \$ 6,000 for three to six month internships and up to \$8,000 for seven to twelve month internships
Scholarships for international students to study/do research at a Canadian university	Minimum: 90 days	See Annex C and D for the list of eligible expenses and the monthly living allowance by Canadian city

* Travel dates and/or orientation/briefings are not included in the minimum required duration. Individuals that do not meet the minimum duration are not eligible for funding.

**These funds may be leveraged by additional sources from the university, the partner institution/organisation and/or the student.

2.1 QES program objectives and expected outcomes

The objectives of the QES program are to:

1. Develop global citizens through enriched academic, professional and cross-cultural experiences;
2. Activate a new generation of enterprising leaders in Canada and around the world through facilitating lasting local and global community engagement; and
3. Enhance collaborative capacity and deepen peer relationships among Queen Elizabeth Scholars to enrich the program experience and facilitate personal and professional growth.

The expected outcomes of the program are:

1. Increased knowledge and skills through academic and professional experiences of young global leaders;
2. Enhanced networking between Canadians and emerging global leaders; and
3. Increased contributions to local and global communities by young leaders.

2.2 Program design

QES will fund multi-year projects implemented by Canadian universities that comprise one or more of the following components:

- International internships for Canadian students; and/or
- Scholarships for graduate level international students to study or do research at a Canadian university. This may include short term study, research, or full graduate degree programs.

As part of their projects, Canadian universities will be required to connect their Queen Elizabeth Scholars within and across these components and provide them with leadership and community engagement opportunities. Universities will also be encouraged to contribute and leverage additional funding to support their Queen Elizabeth Scholars.

QES 2017 will ensure that 100% of funding will be issued to Canadian universities and that at least 75% of Queen Elizabeth Scholars are Canadian students.

Please see **section 3.1** for more detail on the program components.

2.3 Program targets

The QES program is targeting an overall participation rate of:

- 75% Canadian outgoing scholars; and
- 25% incoming international scholars

This split will be done at the program level and individual proposals are not bound by this target.

QES will target an overall gender balance of female and male Queen Elizabeth Scholars.

The program will also aim to achieve appropriate geographic balance of participating universities across Canada.

2.4 Eligibility

2.4.1 Eligible institutions

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

2.4.2 Partnerships

For universities offering international internships to Canadian students, projects must include a partnership between one (or more) Canadian university(ies) with one (or more) institution(s)/organisation(s) in one (or more) country(ies).

Projects may build on existing partnerships between Canadian universities and international partners but funding may also be used to establish new relationships.

2.4.3 Cost-sharing

In order to be considered for funding, applicants must demonstrate that Canadian universities will contribute to project costs. 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.

This program aims for an overall 50% contribution from universities but there is no minimum required contribution for each submission. A higher proportional contribution will be viewed more favorably by the selection committee. Please see **section 5.0** for more information on the selection process and **Annex C and D** for eligible expenses.

3.0 General criteria

All projects must meet the following general criteria:

- *Project implementation period:* It is anticipated that project activity will commence as early as April 2018, subject to the signing of a Contribution Agreement between CFC and the successful Canadian universities. All project activities and final reporting must be completed by December 31, 2021;
- *Funding:* Canadian universities may seek up to \$300,000 CAD in funding from QES. Funding is available to support outgoing Canadian students wishing to do an internship as well as incoming graduate level international students. There is no limit to the number of scholars that can be included in a project. An activity fund of up to \$1,000 per scholar, per 12 months may be included in the project budget to support community engagement activities in Canada and other project administration requirements. Please see **Annex C and D** for eligible QES expenses;
- *Cost-sharing:* Universities will be required to contribute and leverage additional funding to support their Queen Elizabeth Scholars. Higher proportional contributions will be viewed favorably by the selection committee;
- *Geographic focus:* Please see **Annex B** for a list of eligible countries; and
- *Program outcomes:* Projects must align with the QES program's outcomes, as per the logic model in **Annex A**.

3.1 Project specific criteria

3.1.1 Internships for Canadian students

This component will award funding for **Canadian senior-level students** to participate in internships for a minimum of 90 days, excluding travel days as well as in-country orientation with partner institutions/organisations in one of the eligible countries.

- *Student eligibility:*
 - Interns must be Canadian citizens or permanent residents;
 - Interns must be 35 years of age or under at the time of their application for an internship. Under exceptional circumstances a request for exemption to this rule may be considered;
 - Interns must be registered at a provincially recognized, degree-granting Canadian university when applying for the internship;
 - Interns must be entering or enrolled in their third or fourth-year of undergraduate level studies, or be enrolled in a graduate program;

- Interns should be able to communicate in at least one of the languages of work used by the partner organization; and
 - Interns must be willing to participate in community engagement activities during the tenure of the award.
- *Academic credit:* All internships must be for academic credit (see glossary of terms on page 4).
 - *Eligible countries:* Internships must take place outside of Canada, please refer to **Annex B** for the list of eligible countries. Internships will not be permitted in countries (or regions within countries) with travel advisories from the Government of Canada recommending the avoidance of all travel or non-essential travel. See: <http://travel.gc.ca/travelling/advisories>.
 - *Partner institutions/organisations:* Partner institutions/organizations in participating countries may include: non-governmental organizations, policy institutes, UN agencies, and national and local governments. Universities may permit the student to work with the private/commercial sector (but limited to small and medium-sized enterprises) if the internship is well justified and contributes to the objectives of the university proposal and the QES program. Universities must ensure that interns comply with all relevant employment and immigration legislation in the host country.
 - *Duration:* Interns must each spend a minimum of 90 days working with the local partner. The 90 days does not include travel days or any in-country briefings/orientation. The internship will be funded for a maximum duration of one year. It is expected that the intern will be at the partner's office or field site for at least 35 hours per week.
 - *Funding for interns:* Interns will be eligible to receive up to \$6,000 for three to six month internships and up to \$8,000 for seven to twelve month internships, at the discretion of the Canadian university. These funds may be leveraged by additional sources from the university and/or its partners.

3.1.2 Scholarships for international students to study or do research in Canada

This component will award funding for **graduate-level international students** from eligible countries to undertake studies or research at a Canadian university, for a minimum of 90 days, excluding travel and orientation days. This may include short-term study or research or full graduate degree programs.

- *Student eligibility :*
 - Scholars must be citizens of one of the eligible countries (see **Annex B**). Anyone who has applied for Canadian citizenship or for permanent residency is not eligible;
 - Scholars must be 35 years of age or under at time of application. Under exceptional circumstances a request for exemption to this rule may be considered;
 - Scholars may undertake studies or do research in any discipline;
 - Scholars must be proficient in the language of instruction at the Canadian university, either English or French; and
 - Scholars must participate in community engagement activities while in Canada.
- *Academic credit:* All scholarship activities must be for academic credit (see glossary of terms on page 4).
- *Eligible countries:* Students must be citizens of one of the eligible countries. Please refer to **Annex B** for the list of eligible countries.
- *Duration:* The scholarships will be awarded for a minimum of 90 days at the Canadian university, excluding travel/orientation days. Scholars must be in good academic standing in order for the award to be maintained.
- *Residence:* Scholars must reside in Canada throughout the period of study/research and commit to their studies/research on a full-time basis while at the Canadian university.
- *Funding for scholars:* Scholarship funds can contribute towards tuition, accommodation, visa expenses, health insurance, international airfare (economy, most direct routing), local transport in Canada from/to the airport if required, and other allowable expenses. See **Annex C and D** for eligible expenses and monthly living allowances by Canadian city.
- *Community engagement:* All scholars must conduct community engagement activities in Canada. More details are provided in **Section 3.2**.

3.2 Leadership and community engagement

In addition to the criteria mentioned above, the program will require all scholars (students and interns) to participate in leadership development and community engagement activities during their award.

The Canadian university will be required to:

- Provide each scholar with leadership development activities;
- Help each scholar identify community engagement activities, either in Canada or abroad (in the case of interns);

- 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; and
- Work with local private sector and not-for-profit organizations, such as local Community Foundations.

Activities may include, but are not limited to:

- Applying global experiences or knowledge to enhance the local community;
- 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
- Volunteering within the local community.

3.3 Creating a community of Queen Elizabeth Scholars

QES seeks to create a community of young global leaders who are interacting and learning from each other before, during and after the program. This community will enrich the program experience through enhancing collaborative capacity and deepening peer relationships among both alumni and current participants of the program. Scholars will join the dynamic network of Queen Elizabeth Scholars which is active at the campus, national, and global levels and largely supported through social media. Scholars and alumni will be encouraged to use all social media platforms to share their QES experience with each other and the public.

Universities will be encouraged to use the hashtag #QEScholars in all social media posts related to the program and to ask their scholars to do the same. We are active on [Facebook](#) (the Facebook group for QES is Queen Elizabeth Scholars (#QEScholars)), Instagram (@QEScholars) and on Twitter (@QEScholars).

3.4 Reporting and evaluation

QES requires Canadian universities to submit annual workplans, narrative reports as well as quarterly financial reports. Scholars will be required to complete a pre-departure form as well as a scholar narrative report. Universities and scholars will be required to participate in program evaluation processes which may involve surveys, interviews and both summative and formative evaluations.

CFC will send successful applicants a Contribution Agreement outlining roles and responsibilities, the reporting requirements and the payment schedule.

4.0 Application process

Project proposals must be submitted online in English or French via the QES 2017 Portal (https://portal.scholarshippartners.ca/welcome/qes_en/). Users will be required to register an account and complete their profile before being able to access the application form.

To be considered complete the following steps must be completed before the deadline:

1. Fill out the online application form;
2. Fill out and submit the online budget form;
3. Upload the [Indication of University Support form](#), signed by a senior administrator, to the online application form;
4. Upload the letter(s) of support from the partner organization that will host outgoing Canadian interns (if applicable); and
5. Submit the application.

Universities Canada will acknowledge receipt of all complete applications. Applications that are incomplete or do not meet the project criteria listed in the Overview will not be forwarded to the selection committee.

5.0 Selection process

A two stage selection process will include the review of all complete and eligible proposals received by the deadline and will include a selection committee of Canadian and other country representatives from the academic, private, public and not-for-profit sectors.

The selection committee will assess proposals by applying the selection criteria listed below. Proposals may be accepted, rejected or provided conditional approval. It may also be possible that only certain components or elements of a proposal are approved for funding.

The selection process will ensure that appropriate gender and geographic balance is achieved across Canada.

University proposals will be recommended to the Rideau Hall Foundation for approval. Results are expected to be e-mailed to applicants in late 2017/early 2018.

Successful Canadian universities will enter into a Contribution Agreement with CFC and will be required to submit annual workplans, annual narrative reports as well as quarterly financial reports to Universities Canada (templates will be provided).

5.1 Selection criteria

The selection committee will use the criteria outlined below to assess proposals. Each criterion is weighted.

A. Project feasibility and alignment with QES objectives (25%)

- The extent to which the objectives, results and activities for the project are clear, realistic and achievable and contribute to the objectives of the QES program;
- The extent to which the proposed activities contribute to developing an active community of Queen Elizabeth Scholars; and
- The extent to which the proposed activities contribute towards active alumni engagement.

B. Likelihood of Success and Sustainability (35%)

- The extent to which the Canadian university is able to support Queen Elizabeth Scholars through program activities such as pre-departure preparation, reintegration and on-going mentoring. This would include QES specific activities which will foster a sense of belonging to the QES;
- The level of experience of the Canadian university in working in projects of similar complexity and scope;
- The soundness of the proposed management strategy for the project; and
- The extent to which potential risks and mitigation strategies have been well identified.

C. Leadership development, networking, community and alumni engagement (20%)

- The extent to which the proposals demonstrate an effective plan for leadership development, community engagement and alumni engagement; and
- The extent to which the proposal offers a specific plan to allow QEScholar networking to take place before, during and after the award.

D. Cost-Effectiveness (25%)

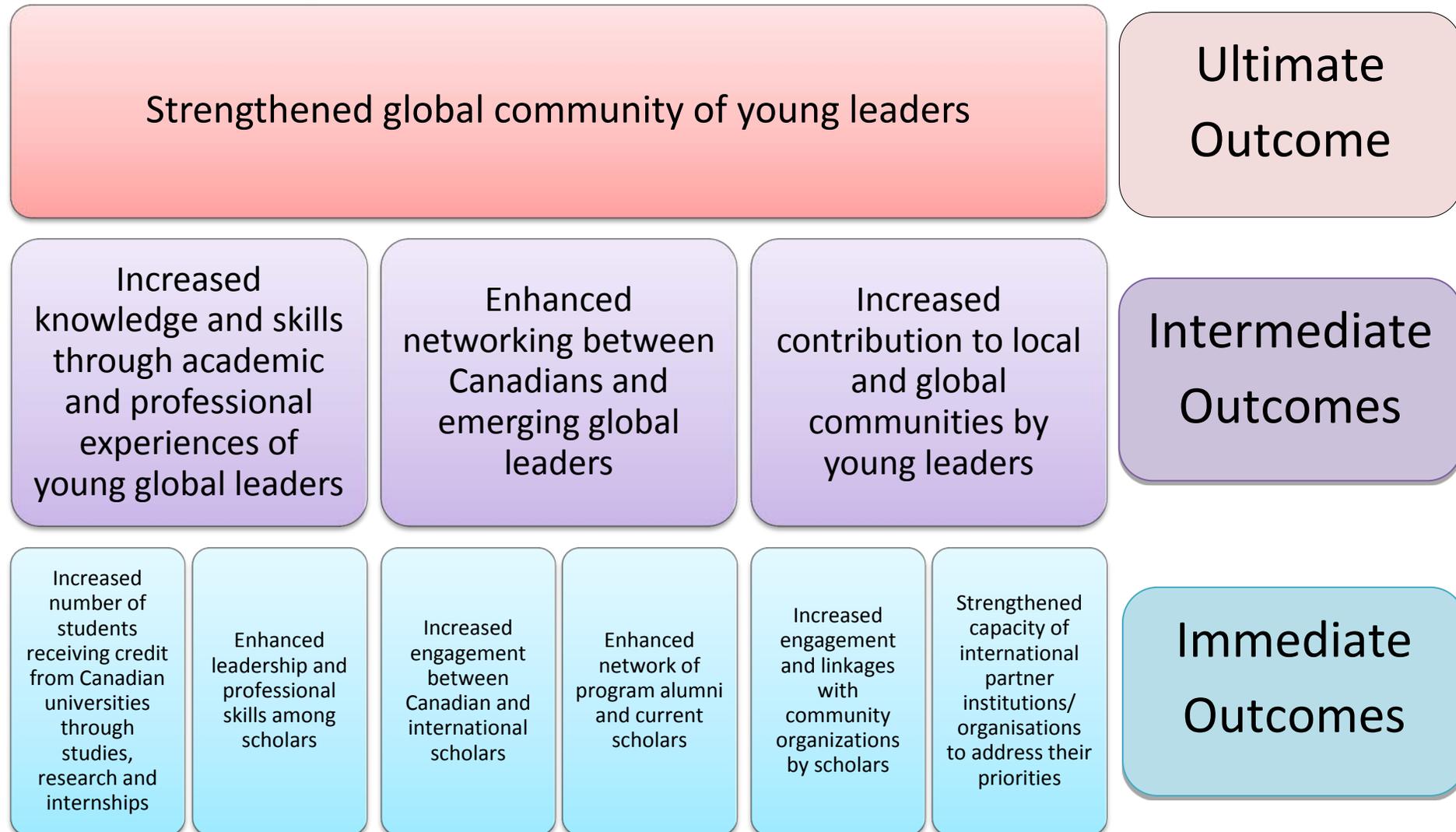
- The cost-effectiveness of the budget is justified given the proposed scope of activities and expected results proposed; and
- The level and feasibility of the proposed financial contribution from the university and others. A higher proportional contribution will be viewed more favorably by the selection committee.

6.0 Contact us

Universities Canada will respond to all email enquiries to QES2017@univcan.ca within one working day if received by **4 pm, EST, Tuesday October 10, 2017**. The responses to all enquiries received between the launch for the call for proposal and October 10, 2017 will be published on the FAQ page on a weekly basis. The last update to the FAQ page will be on Friday October 13, 2017. Visit the FAQ page at www.univcan.ca/programs-and-scholarships/queen-elizabeth-scholars/queen-elizabeth-scholarships-2017-faqs.

Please contact Jeanne Gallagher, Manager, International Scholarships at 613-563-1236 ext. 355 or QES2017@univcan.ca should you have any questions pertaining to the QES call for proposals.

Annex A: QES logic model



Annex B: Eligible countries

Below is the list of countries eligible for funding in the QES 2017 call for proposals. Successful projects will need to abide by [travel advisories issued by the Government of Canada](#) recommending the avoidance of all travel or non-essential travel.

<p>A Afghanistan Algeria Angola Antigua and Barbuda Argentina Australia</p> <p>B Bangladesh Barbados Belize Benin Bhutan Bolivia Botswana Brazil Brunei Darussalam Burkina Faso Burundi</p> <p>C Cabo Verde Cambodia Cameroon Central African Republic Chad Chile China (People's Republic of) Colombia Comoros Congo Cook Islands Costa Rica Cote d'Ivoire Cuba</p> <p>D Democratic Republic of the Congo Djibouti Dominica Dominican Republic</p>	<p>E-F Ecuador Egypt El Salvador Equatorial Guinea Eritrea Ethiopia Fiji</p> <p>G Gabon Gambia Ghana Grenada Guatemala Guinea Guinea-Bissau Guyana</p> <p>H Haiti Honduras</p> <p>I India Indonesia Iran Iraq</p> <p>J Jamaica Jordan</p> <p>K Kenya Kiribati</p> <p>L Lao People's Democratic Republic Lebanon Lesotho Liberia Libya</p>	<p>M Madagascar Malawi Malaysia Maldives Mali Malta Marshall Islands Mauritania Mauritius Mexico Micronesia Mongolia Montserrat Morocco Mozambique Myanmar</p> <p>N Namibia Nauru Nepal New Zealand Nicaragua Niger Nigeria Niue</p> <p>P Pakistan Palau Panama Papua New Guinea Paraguay Peru Philippines</p> <p>R-S Rwanda Saint Helena Saint Lucia Saint Vincent and the Grenadines Samoa Sao Tome and Principe Senegal</p>	<p>Seychelles Sierra Leone Singapore Solomon Islands Somalia South Africa South Sudan Sri Lanka St. Kitts and Nevis St. Lucia Sudan Suriname Swaziland Syrian Arab Republic</p> <p>T Tanzania Thailand The Bahamas Timor-Leste Togo Tokelau Tonga Trinidad and Tobago Tunisia Tuvalu</p> <p>U Uganda United Kingdom Uruguay</p> <p>V Vanuatu Venezuela Viet Nam</p> <p>W Wallis and Futuna West Bank and Gaza Strip</p> <p>Y-Z Yemen Zambia Zimbabwe</p>
---	--	--	---

Annex C: Eligible expenses

Summary of costs* covered under the QES for long-term** student training programs

* each international student funded by QES must receive the monthly living allowance and be covered by health insurance as per individual university requirements. All other expenses are eligible but not mandatory

** refers to training programs that last for 12 months or more

Tuition	<ul style="list-style-type: none"> all costs involved
International air transportation	<ul style="list-style-type: none"> economy class (return ticket) between international airport in home country and final destination in Canada original air ticket and boarding passes required as receipts
Travel allowances	
International Travel	<ul style="list-style-type: none"> \$55/day without receipts; \$70/night without receipts
Travel within Canada	<ul style="list-style-type: none"> \$50/day without receipts; \$70/night without receipts
Clothing allowance	<ul style="list-style-type: none"> up to \$350, one-time lump sum, no receipts required other than proof funds were given to student
Installation allowance	<ul style="list-style-type: none"> up to \$600 one-time lump sum, no receipts required other than proof funds were given to student
Monthly living allowance	<ul style="list-style-type: none"> Student \$1,000 (exceptions made for certain cities, see attached list) authorized dependant(s): additional \$350 month
*Monthly living allowance in the field (research in home country)	<ul style="list-style-type: none"> if stay is < 3 months, the student maintains their total monthly allowance if stay is > 3 months, \$500 as of first month
Medical plan	<ul style="list-style-type: none"> health care plan as mandated by the university
Books	<ul style="list-style-type: none"> \$600/academic year, or \$300/term (+\$50/course for summer session), no receipts required other than proof funds were given to student
Other expenses related to Master`s/PhD university program	<p>maximum \$6,000 for the entire program, with receipts and can include expenses related to computer purchase, conference participation, research in home country etc</p>

Summary of costs* covered under the QES for short-term student training programs**

* each international student funded by QES must receive the monthly living allowance and be covered by health insurance as per individual university requirements. ***All other expenses are eligible but not mandatory***

***** refers to training programs that last less than 12 months***

Tuition	<ul style="list-style-type: none"> ● all costs involved
International air transportation	<ul style="list-style-type: none"> ● economy class (return ticket) between international airport in home country and final destination in Canada ● original air ticket and boarding passes required as receipts
Travel allowances	
International Travel	<ul style="list-style-type: none"> ● \$55/day without receipts; ● \$70/night without receipts
Travel within Canada	<ul style="list-style-type: none"> ● \$50/day without receipts; ● \$70/night without receipts
Clothing allowance	<ul style="list-style-type: none"> ● up to \$350, one-time lump sum, no receipts required other than proof funds were given to student
Installation allowance	<ul style="list-style-type: none"> ● up to \$600 one-time lump sum, no receipts required other than proof funds were given to student
Monthly living allowance	<ul style="list-style-type: none"> ● \$1,000 (exceptions made for certain cities, see attached list)
Medical plan	<ul style="list-style-type: none"> ● health care plan as mandated by the university
Books	<ul style="list-style-type: none"> ● \$600/academic year, or \$300/term (+\$50/course for summer session), no receipts required other than proof funds were given to student
Other expenses related to university program	maximum \$2,000 with receipts and can include expenses related to computer purchase, conference participation and research expenses

Annex D: Monthly living allowances per city

Monthly living allowances* (July 2017) per Canadian city

* each international student funded by QES must receive the monthly living allowance and be covered by health insurance as per individual university requirements. All other expenses are eligible but not mandatory.

\$1,000 For all cities that do not appear in the list below

\$1,050 Campbellton (NB)

Edmundston (NB)

Joliette (QC)

Rimouski (QC)

Rouyn-Noranda (QC)

Saint-Hyacinthe (QC)

Sherbrooke (QC)

Summerside (PE)

\$1,100 Saint-Jean-sur-Richelieu (QC)

Saint John (NB)

Sept-Îles (QC)

\$1,150 Corner Brook (NL)

Chatham - Kent (ON)

Norfolk (ON)

Windsor (ON)

\$1,200 Cape Breton (NS)

Charlottetown (PE)

Cornwall (ON)

Gatineau (QC)

Greater Sudbury (ON)

Moncton (NB)

Montreal (QC)

North Bay (ON)

Prince George (BC)

Quebec (QC)

\$1,250 Abbotsford-Mission (BC)

Fredericton (NB)

London (ON)

Nanaimo (BC)

St. Catharines - Niagara (ON)

Thunder Bay (ON)

Winnipeg (MB)

\$1,300 Belleville (ON)

Brantford (ON)

Hamilton (ON)

Kingston (ON)

Lethbridge (AB)

Peterborough (ON)



Sarnia (ON)

St. John's (NL)

\$1,350 Barrie (ON)

Grande Prairie (AB)

Guelph (ON)

Kamloops (BC)

Kelowna (BC)

Kitchener-Cambridge-Waterloo (ON)

Red Deer (AB)



Regina (SK)

Saskatoon (SK)

\$1,400 Halifax (NS)

Oshawa (ON)

Victoria (BC)

\$1,450 Ottawa (ON)

Edmonton (AB)

\$1,500 Calgary (AB)

\$1,600 Toronto (ON)

\$1,650 Vancouver (BC)

Annex E: Budget Form

(For reference purposes only. The budget form must be completed online via the QES 2017 Portal)

Instructions

1. Complete the budget form according to the expected number of Canadian interns and international students.
2. **Funding for Canadian interns:** Interns will be eligible to receive up to \$6,000 for three to six month internships and up to \$8,000 for seven to twelve month internships, at the discretion of the Canadian university. These funds may be leveraged by additional sources from the university and/or its partners.
3. **Funding for international students:** refer to the following Annex in the Guidelines:
 - a. Annex C: Eligible expenses - LONG TERM and Eligible expenses - SHORT TERM
 - b. Annex D: Monthly living allowance.
4. Please refer to section 2.4.3 Cost-sharing in the Guidelines for details regarding eligible university and/or partner contributions.

Note: Click **Save Draft** to see updates to the totals.

Awards to support outgoing Canadian interns

Number of interns: 0

QES contribution:

(# of interns x \$6,000 or
\$8,000 depending on
duration) \$0.00

University/Partner/Student
contribution: \$0.00

Total budget for outgoing
interns: \$0.00

Awards to support incoming international students

Number of students: 0

QES contribution:

(Refer to [Annex C](#), and
[Annex D](#) of the Guidelines) \$0.00

University/Partner/Student
contribution: \$0.00

Total budget for incoming
students: \$0.00

Leadership, networking, community engagement and administration

QES contribution:

(# of interns x \$1,000)
 (# of International students
 x \$1,000 per 12 months) \$0.00

University/Partner/Student
 contribution: \$0.00

Total Community
 Engagement: \$0.00

Other

University/Partner/Student
 contribution: \$0.00

Total By Contributor

QES contribution: \$0.00

University/Partner/Student
 contribution: \$0.00

Grand Total: \$0.00

Distribution of Contribution

QES Contribution: %

University/Partner/Student
 contribution: %