

# Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES)

2019 Guidelines

**QUEEN  
ELIZABETH**  
*Scholars*

## 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.

## 2019 Competition

Thanks to funding provided by The Waugh Family Foundation, QES 2019 will support projects in Latin America and the Caribbean that focus on education, social services and health.

Canadian universities are invited to submit multi-year project proposals seeking funding of up to \$300,000. Each Canadian university may submit one proposal to the 2019 competition. Up to \$1,800,000 CAD is available through this competition.

Priority will be given to project proposals that focus on diversity and inclusion and which offer innovative solutions to complex community issues.

## 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;
- Proposals 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 QEScholars.

## Key dates

**November 4, 2019 at 4:00pm EST:** the deadline for submission;

**Late 2019/Early 2020:** applicants will be notified of the competition results;

**April 1, 2020:** approved projects activities anticipated to begin; and

**December 31, 2024:** 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).

More detailed criteria are provided in this call for proposals.

## For all inquiries, please contact

Jeanne Gallagher  
613-563-1236 ext. 355  
[QES2019@univcan.ca](mailto:QES2019@univcan.ca)



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*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.*

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## Glossary of terms

The following terms are specific to the 2019 QES call for proposals.

Terms	Definition
Outgoing scholars	Canadian students undertaking an international internship in an eligible Caribbean or Latin American country.
Incoming scholars	International Caribbean or Latin America eligible graduate students coming to Canada to study or conduct research at a Canadian university.
Internship	<p>Broadly defined as an opportunity for the Canadian student to gain practical or professional skills, also often referred to as experiential learning. <b>This does not include study abroad nor does it include conducting research for the student's Canadian university degree.</b> <u>N.B. internships may include research undertaken for the host institution/organisation.</u></p> <p>Internships may be paid or voluntary positions.</p>
Partnerships	<p>Projects must include a partnership between one (or more) Canadian university(ies) and one (or more) institution(s)/organisation(s) in one (or more) eligible country(ies). Projects may build on existing partnerships but funding may also be used to establish new partnerships. This applies to projects with outgoing Canadian interns.</p> <p>Partner institutions/organisations in participating countries may include: non-governmental organisations (NGO), policy institutes, UN agencies, and national and local governments.</p>
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	<p>The cash, in-kind and leveraged contribution(s) provided by the university, the partner institution/organisation and/or participant. This may include:</p> <ul style="list-style-type: none"> <li>• Tuition paid by the students, tuition waivers or discounts; other discounts or waivers to academic, living or travel costs;</li> <li>• 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</li> </ul>

	<ul style="list-style-type: none"> <li>• Financial contributions from other sources including foundations, community and/or industry partners and other funding agencies.</li> </ul> <p>Note: overhead costs are not considered an eligible contribution.</p>
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## 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 has provided funding to 89 projects administered by 44 Canadian universities and has over 2000 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* carries out the community partner role in connecting scholars and alumni to global issues through our network of community foundations and partners; works to assist with partnerships, contributions and supporters;
- *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 participates in strategic communications, branding and web presence.
- *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 2019

Thanks to funding from the Waugh Family Foundation, QES 2019 is the fourth 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.

The Waugh Family Foundation is a Canadian private foundation with a mission of making grants to Canadian registered charities and qualified donors in the areas of social services, health and education. Since its inception in 2011, the Foundation has supported a range of national and international efforts to improve the quality of life for Canadians and the larger global community.

QES 2019 will support projects in Latin America and the Caribbean that focus on education, social services and health.

Priority will be given to project proposals that focus on diversity and inclusion and which offer innovative solutions to complex community issues.

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 <b>Annex C and D</b> for the list of eligible expenses and the monthly living allowance by Canadian city
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\* 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 2019 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**

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:

- Must support projects in Latin America and the Caribbean that focus on education, social services and health.
- Priority will be given to project proposals that focus on diversity and inclusion and which offer innovative solutions to complex community issues.
- *Project implementation period:* It is anticipated that project activity will commence as early as April 2020, subject to the signing of a Contribution Agreement between Rideau Hall Foundation and the successful Canadian universities. All project activities and final reporting must be completed by December 31, 2024
- *Funding:* Canadian universities may seek up to \$300,000 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 leadership development, 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 undergraduate students or graduate 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;
  - 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 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 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 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.

Community engagement activities may include, but are not limited to:

- Volunteering within the local community;
- Participating in community events, such as roundtables, fora and panel discussions;
- Peer mentoring, knowledge sharing and networking between alumni and current scholars;
- Strengthening character and professional skills through public speaking, networking, problem-solving, and leadership activities and;
- Applying global experiences or knowledge to enhance 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 social media posts related to the program and scholars will be required to do the same. QES is active on [Instagram \(@QEScholars\)](#) and on [Twitter \(@QEScholars\)](#).

### 3.4 Reporting and evaluation

QES requires Canadian universities to submit an initial workplan (narrative and financial), annual narrative reports as well as regular financial reports (templates will be provided). 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.

RHF 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 2019 Portal ([https://portal.scholarshippartners.ca/welcome/qes\\_en/](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 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 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 2019/early 2020.

Successful Canadian universities will enter into a Contribution Agreement with RHF.

## 5.1 Selection criteria

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

### *A. Project feasibility, innovation 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.
- The extent to which the proposed activities support projects focused on education, social services and health.
- The extent to which the proposed activities focus on diversity and inclusion and offer innovative solutions to complex community issues.

### *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 including social media (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.
- The extent to which the proposal offers a clear plan that outlines specific and measurable deliverables for both the university as well as each QEScholars' use of social media.

*D. Cost-Effectiveness (20%)*

- 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 [QES2019@univcan.ca](mailto:QES2019@univcan.ca) within one working day if received by **4 pm, EST, October 28, 2019**. The responses to all enquiries received between the launch for the call for proposal October 28, 2019 will be published on the FAQ page on a weekly basis.

The last update to the FAQ page will be on October 30, 2019. Visit the FAQ page at <https://www.univcan.ca/programs-and-scholarships/queen-elizabeth-scholars/queen-elizabeth-scholarships-2019-faqs/>

Please contact Jeanne Gallagher, Manager, International Scholarships at 613-563-1236 ext. 355 or [QES2019@univcan.ca](mailto:QES2019@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 2019 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.

### **A**

Anguilla  
Antigua and Barbuda

### **B**

Bahamas  
Barbados  
Belize  
Bermuda  
British Virgin Islands

### **C**

Cayman Islands  
Cuba

### **D**

Dominica  
Dominican Republic

### **E**

El Salvador

### **G**

Grenada  
Guyana

### **H**

Haiti

### **J**

Jamaica

### **M**

Montserrat

### **S**

Saint Lucia  
St Kitts and Nevis  
St Vincent and the Grenadines  
Suriname

### **T**

Trinidad and Tobago  
Turks and Caicos

## 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 lasts for more than 12 months*

<b>Tuition</b>	<ul style="list-style-type: none"> <li>● all costs involved</li> </ul>
<b>International air transportation</b>	<ul style="list-style-type: none"> <li>● economy class (return ticket) between international airport in home country and final destination in Canada</li> <li>● original air ticket and boarding passes required as receipts</li> </ul>
<b>Canadian Visa</b>	<ul style="list-style-type: none"> <li>● all costs involved, based on original receipts</li> </ul>
<b>Clothing allowance</b>	<ul style="list-style-type: none"> <li>● up to \$350, one-time lump sum, no receipts required other than proof funds were given to student</li> </ul>
<b>Installation allowance</b>	<ul style="list-style-type: none"> <li>● up to \$600 one-time lump sum, no receipts required other than proof funds were given to student</li> </ul>
<b>Monthly living allowance</b>	<ul style="list-style-type: none"> <li>● \$1,000 (exceptions made for certain cities, see attached list)</li> </ul>
<b>Monthly living allowance in the field (research in home country)</b>	<ul style="list-style-type: none"> <li>● if stay is &lt; 3 months, the student maintains their total monthly allowance</li> <li>● if stay is &gt; 3 months, allowance reduced to \$500/month as of first month</li> </ul>
<b>Medical plan</b>	<ul style="list-style-type: none"> <li>● health care plan as mandated by the university</li> </ul>
<b>Books</b>	<ul style="list-style-type: none"> <li>● \$600/academic year, or \$300/term (+\$50/course for summer session), no receipts required other than proof funds were given to student</li> </ul>
<b>Other expenses related to Masters/PhD university program</b>	<p>maximum \$6,000 for the entire program, <u>with receipts</u> 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 lasts up to 12 months

<b>Tuition</b>	<ul style="list-style-type: none"> <li>● all costs involved</li> </ul>
<b>International air transportation</b>	<ul style="list-style-type: none"> <li>● economy class (return ticket) between international airport in home country and final destination in Canada</li> <li>● original air ticket and boarding passes required as receipts</li> </ul>
<b>Canadian Visa</b>	<ul style="list-style-type: none"> <li>● all costs involved, based on original receipts</li> </ul>
<b>Clothing allowance</b>	<ul style="list-style-type: none"> <li>● up to \$350, one-time lump sum, no receipts required other than proof funds were given to student</li> </ul>
<b>Installation allowance</b>	<ul style="list-style-type: none"> <li>● up to \$600 one-time lump sum, no receipts required other than proof funds were given to student</li> </ul>
<b>Monthly living allowance</b>	<ul style="list-style-type: none"> <li>● \$1,000 (exceptions made for certain cities, see attached list)</li> </ul>
<b>Medical plan</b>	<ul style="list-style-type: none"> <li>● health care plan as mandated by the university</li> </ul>
<b>Books</b>	<ul style="list-style-type: none"> <li>● \$600/academic year, or \$300/term (+\$50/course for summer session), no receipts required other than proof funds were given to student</li> </ul>
<b>Other expenses related to university program</b>	<p>maximum \$2,000 based on original receipts and can include expenses related to computer purchase, conference participation and research expenses</p>

## Annex D: Monthly living allowances by city, for incoming international students

### Monthly living allowances 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	<b>For all cities that do not appear in the list below</b>
\$1,050	Campbellton (NB) Rouyn-Noranda (QC) Sherbrooke (QC)
\$1,100	Corner Brook (NL) Joliette (QC) Rimouski (QC) Saint-Hyacinthe (QC) Saint-Jean-Sur Richelieu (QC) Sept-Iles (QC)
\$1,150	Saint-John (NB)
\$1,200	Cape Breton (NS) Charlottetown (PE) Chatham - Kent (ON) Gatineau (QC) Norfolk (ON) North Bay (ON) Quebec (QC) Windsor (ON)
\$1,250	Cornwall (ON) Fredericton (NB) Greater Sudbury (ON) Moncton (NB) Montreal (QC) Prince George (BC)
\$1,300	Abbotsford-Mission (BC) Brantford (ON) Lethbridge (AB) London (ON) Regina (SK) Sarnia (ON) St. Catharines - Niagara (ON)

	Thunder Bay (ON)
	Winnipeg (MN)
\$1,350	Belleville (ON) Kingston (ON) Peterborough (ON) Red Deer (AB) St-Johns (NL) Saskatoon (SK) Summerside (PE)
\$1,400	Guelph (ON) Kamloops (BC) Kitchener -Cambridge-Waterloo (ON) Nanaimo (BC) Surrey (BC)
\$1,450	Barrie (ON) Grand Prairie (AB) Halifax (NS) Hamilton (ON) Oshawa (ON)
\$1,500	Calgary (AB) Edmonton (AB) Kelowna (BC) Ottawa (ON)
\$1,550	Victoria (BC)
\$1,700	Toronto (ON)
\$1,750	Vancouver (BC)

# Annex E: Budget form

The following is for reference only. The Excel spreadsheet is available on the QES2019 portal and once complete, must be uploaded as part of the university's application form.

### Canadian Queen Elizabeth II Diamond Jubilee Scholarships

Name of University:

Project Title:

**Instructions:**

- Complete the budget sheet according to the expected number of Canadian interns and international students.
- Funding for Canadian interns:** Interns will be eligible to receive up to \$6,000 for 3 to 6 month internships and up to \$8,000 for 7 to 12 month internships, at the discretion of the Canadian university. These funds may be leveraged by additional sources from the university and/or its partners.
- Funding for international students:** refer to the following tabs: Eligible expenses - LONG TERM, Eligible expenses - SHORT TERM, and Monthly living allowance
- Please refer to section 2.4.3 Cost-sharing in the Guidelines for details regarding eligible university and/or partner contributions

**Note:** Formulas have been locked for the purposes of ensuring accuracy in your submission.

**2020-2024 PROJECT BUDGET**

#### 1 - Awards to support outgoing Canadian interns

Total Number of Interns	Number	QES Contribution	University/Partner/Student contribution
Number of scholars with awards between 3-6 months	Select	\$ -	\$ -
Number of scholars with awards between 7-12 months	Select	\$ -	\$ -
<b>Contribution subtotal</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Total budget for outgoing interns</b>		<b>\$ -</b>	

  

#### 2 - Awards to support incoming international students

Total Number of students	Number	QES Contribution*	University/Partner/Student contribution
	Select	\$ -	\$ -
<b>Contribution subtotal</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Total budget for outgoing interns</b>		<b>\$ -</b>	

\* QES contribution (refer to the following tabs: Eligible expenses - LONG TERM, Eligible expenses - SHORT TERM, and Monthly living allowance)

  

#### 3 - Leadership, networking, community engagement and administration

Canadian interns \$1,000/scholar	Number	QES Contribution	University/Partner/Student contribution
	0	\$ -	\$ -
<b>International students \$1,000/scholar/12 months</b>	<b>Select</b>		
Select international students award duration: <span style="color: red;">the sum of awards must match total number of international students</span>			
between 90 and 365 days	Select		
between 13 months and 24 months	Select		
between 25 months and 36 months	Select		
between 37 months and 48 months	Select		
in excess of 49 months	Select		
<b>Contribution subtotal</b>		<b>\$ -</b>	<b>\$ -</b>
<b>Total activity fund</b>		<b>\$ -</b>	

  

#### 4 - Other Contributions - University/Partner/Student

Other contributions:

  

#### 5 - Total by Contributor

	QES Contribution	University/Partner/Student contribution
	\$ -	\$ -

  

**TOTAL PROJECT BUDGET \$ -**

Queen Elizabeth II Diamond Jubilee Scholarships  
2019 Guidelines

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