

# Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES)

Advanced Scholars - West Africa, Program Guidelines – August 2020



## 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.

## QES-Advanced Scholars – West Africa (QES-AS-WA) Competition

Thanks to funding provided by the International Research Development Centre (IDRC), QES-AS-WA will support projects in West Africa that will inform progress on the UN's Sustainable Development Goals (SDGs), with preference given to proposals that focus on or clearly integrate SDG 5 (gender equality) as a crosscutting or mainstream goal. Canadian universities are invited to submit multi-year project proposals seeking funding of up to \$300,000 CAD. Each Canadian university may submit one proposal to the 2020 competition. Up to \$3,000,000 will be made available through this call for proposals.

## Summary of Project Criteria:

- Canadian universities which have recognized provincial degree granting powers, or their affiliates, may submit a proposal to QES-AS West Africa. 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 specialized training and/or research activities for doctoral researchers, post-doctoral researchers and early career researchers from Canada and West Africa and each award must include a non-academic research placement with industry/civil society.
- Each scholar must be undertaking research in one or more of the following areas of focus:
  - Climate resilience and sustainable food systems
  - Education and innovation systems
  - Ethics in development research
  - Health equity
  - Inclusive governance
  - Sustainable inclusive growth

### Key Dates:

**October 26, 2020: 2pm EST:** the deadline for submission;

**December 2020:** applicants will be notified of the competition results;

**April 1, 2021:** approved projects activities anticipated to begin

**December 31, 2024:** All project activity and final project reports must be completed 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
4. Upload the letter(s) of support from the non-academic research placement partner(s) (if applicable)

More detailed criteria are provided in this call for proposals.

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**QUEEN  
ELIZABETH**  
*Scholars*

- Eligible projects will demonstrate a partnership between a Canadian university and an institution in at least one of the eligible countries and if available at the time of application, will include information on the non-academic research placement partner(s). Non-academic research placements must be confirmed before the funded researchers travel to/from Canada.
- The program will require all scholars to participate in leadership development and community engagement activities and to participate in the network of Queen Elizabeth Scholars.

## Contact Us:

For all inquiries, please contact:  
Jeanne Gallagher  
613-563-1236 ext. 355  
[Qes-westafrica@univcan.ca](mailto:Qes-westafrica@univcan.ca)

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

*The Advanced Scholars West Africa phase of the QES Program (QES-AS WA) is funded by the International Development Research Centre (IDRC)*



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## Glossary of Terms

The following terms are specific to the QES-AS West Africa call for proposals.

Terms	Definition
QES-AS-WA	The Advanced Scholars West Africa phase of the Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES) Program.
West African scholars	QES recipients, citizens of an eligible West African country, coming to Canada
Canadian scholars	QES recipients, citizens of Canada, going to an eligible West African country.
Doctoral researcher	An individual who has completed all course work and is at the dissertation stage of their PhD. <i>N.B.: The QES-AS West Africa does not fund PhD programs.</i>
Post-doctoral researcher	An individual, who is conducting research after the completion of their PhD, who usually works under the mentorship of a lead researcher or a principal investigator. This does not refer to a formal position falling under a collective bargaining agreement at a Canadian university, it simply refers to someone who has completed their doctoral program.
Early career researcher	An individual with a PhD, who has demonstrated strong evidence of work as an independent researcher, has led his/her own laboratory or research project for 4-6 years or is in a tenure-track position at a degree-granting institution.
Leadership development activities	<p>Activities that strengthen individuals' capacity to take on leadership roles in their fields. These may include activities such as training on negotiation skills, project management, team motivation, fund raising, communications with media, persuasive speaking, inter-disciplinary collaboration, cross-cultural communication, policy understanding, interpersonal skills and coaching, critical thinking, inspiring and achieving results.</p> <p>Examples of where these activities may occur include face-to-face group events, mentoring, self-assessments, hands-on activities, online resources, and job aids.</p>
University/partner(s) contribution	<p>The cash, in-kind and leveraged contribution provided by the university, the West African partner institution, and/or non-academic research placement partner. This can include:</p> <ul style="list-style-type: none"> <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 may also contribute toward airfares, ground transportation, per diems, etc.</li> <li>• University registration/tuition waivers or discounts; other discounts or waivers to academic, living or travel costs;</li> <li>• Financial contributions from other sources including foundations, community and/or industry partners and other funding agencies.</li> </ul>

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	Note: overhead costs are not an eligible contribution.
Eligible countries(s)	Please see Annex B for a complete list of countries eligible for the QES-AS West Africa program.
West African partner institution	A university or research facility located in one of the eligible countries in West Africa partnering with the Canadian university.
Non-Academic Research placement partner	<p>Refers to a for-profit and/or not-for-profit partner. Non-academic research placement partners could be located in either Canada or in an eligible West African country and will host the Queen Elizabeth Scholar for at least 30% of the duration of each researcher’s QES award.</p> <p>The following types of organizations are eligible for-profit partners:</p> <ul style="list-style-type: none"> <li>• A private-sector, for-profit organization that is doing R&amp;D and is federally or provincially incorporated in Canada or in an eligible West African country</li> <li>• A private-sector, for-profit organization that is doing R&amp;D and is not incorporated, but is wholly Canadian-owned or wholly West African owned</li> <li>• A utility or provincial electrical generating and distribution company in Canada or in an eligible West African country</li> <li>• A start-up/spinoff company in Canada or in an eligible West African country with its own research facilities and technical staff that are separate from the university</li> <li>• A foreign company in Canada or an eligible West African country (as long as sufficient opportunities will be provided for interaction between the scholar and the company)</li> <li>• An organization that represents a group of Canadian and/or West African enterprises or producers</li> <li>• Consulting firms, engineering firms and other enterprises in Canada and/or in an eligible West African country that do not have production facilities</li> <li>• A government-owned organization in Canada or in an eligible West African country, operating as a regular for-profit enterprise, or on a cost-recovery basis</li> </ul> <p>The following types of organizations are eligible not-for-profit partners:</p> <ul style="list-style-type: none"> <li>• A not-for-profit organization based in Canada or in an eligible West African country</li> <li>• A social enterprise based in Canada or in an eligible West African country.</li> </ul>

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## 1.0 Program Overview

Launched in 2014 to celebrate the 60<sup>th</sup> anniversary of Her Majesty Queen Elizabeth II's accession to the Throne, 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. To date, over 2200 scholarships have been awarded through 89 projects managed by 44 Canadian universities.

Scholarship recipients, called "QEScholars", engage with communities, learn about cultures and create projects and actions that impact the world. They are part of a global network of QEScholars who share knowledge, exchange ideas, and collaborate on meaningful initiatives. QEScholars have travelled to or are from 73 countries.

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

### 1.1 QES Governance

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

- *Rideau Hall Foundation* is the financial trustee, funding university projects as recommended by an independent selection committee, providing progress reports to funding partners, stewards partnerships, manages alumni engagement, and leads strategic communication, branding and web presence.
- *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.
- *Canadian universities* develop and manage projects, contribute and leverage financial funding, organize leadership and community engagement activities, select and support scholars before, during and after their award, and report on activities to Universities Canada.

## 2.0 QES-Advanced Scholars West Africa (QES-AS WA)

Thanks to the generous financial support of the [International Development Research Centre \(IDRC\)](#), QES is launching a call for proposals for projects that invest in doctoral researchers, post-doctoral researchers and early career researchers in universities in Canada and eligible West African countries. The scholars' research will inform progress on the UN's Sustainable Development Goals (SDGs), with preference given to proposals that focus on or clearly integrate SDG 5 (gender equality) as a crosscutting or mainstream goal.

The Advanced Scholars West Africa phase of the QES program will support a new generation of highly skilled scholars in Canada and West Africa. Through their applied research, creative leadership, and professional networking, these scholars will contribute to stronger economies and prosperous societies, and significantly enrich the knowledge base within their respective fields.



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In addition, the mandatory placement at a non-academic research partner is an outreach trademark of this mobility program. QES-AS West Africa aims to strengthen university linkages with industry, community, and international partners to explore new opportunities and to better position Canadian universities in the competitive international higher education market.

It will support Canadian champions abroad and create a network of Canadian and West African researchers who are engaged in finding solutions to complex global development challenges.

## 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-AS West Africa will fund multi-year projects implemented by Canadian universities that comprise one or more of the following (see definitions in Glossary of Terms):

- Awards to support doctoral researchers;
- Awards to support post-doctoral researchers;
- Awards to support early career researchers.

As part of their projects, Canadian universities will help strengthen scholars' leadership skills as well as provide networking and community engagement opportunities. Please see section 3.0 for more details on the program components.

## 2.3 Program Targets

Each project will involve incoming West African scholars, outgoing Canadian scholars, or a mix of both. The program is targeting an **overall** participation rate<sup>1</sup> of:

- 50% West African incoming scholars
- 50% Canadian outgoing scholars

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<sup>1</sup> This is the overall target rate, and does not apply to individual proposals

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Please see **Annex B** for a list of eligible West African countries.

QES-AS West Africa will prioritize the following:

1. Women researchers – overall, 60% of the researchers should be women.
2. Francophone researchers – applications focusing on Francophone countries will be prioritised.
3. Institutional strengthening – proposals which make a convincing case that scholar exchanges, beyond advancing individual scholars' own careers, will deliberately be used by Canadian and West African universities to strengthen their own institutional capacity (research areas, curriculums, partnerships etc.) will be prioritised.

## 2.4 Eligibility

### 2.4.1 Eligible Institutions

Canadian universities which have recognized provincial degree granting powers, or their affiliates, may submit a proposal to QES-AS West Africa. 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.

### 2.4.2 Partnerships

Projects must include a partnership between one or more Canadian universities, one or more institutions in one or more eligible West African countries and one or more non-academic research placement partner(s). The non-academic research placement partner(s) may be in either Canada or an eligible West African country.

Projects may build on existing partnerships between Canadian universities and West African institutions. QES funding can also be used to establish new partnerships.

### 2.4.3 Cost-sharing

To be considered for funding, applicants must demonstrate that Canadian universities, West African institutions, and/or non-academic research placement partners will contribute to project costs. This program aims for an **overall** 50% contribution from universities, West African institutions, and/or non-academic research placement partners.

Contributions may include in-kind contributions such as administrative costs<sup>2</sup>, cash contributions such as salary paid while the researcher is undertaking their QES award, 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. Please see section 5.0 for more information on the selection process and section 3.1 for eligible expenses.

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<sup>2</sup> Based on QES-AS experience, lead universities are strongly advised to provide for daily project management tasks to be performed by an individual other than the scholar in the role of PI.



## 3.0 General Criteria

All projects must meet the following general criteria:

- *Project implementation period:* It is anticipated that project activity may commence as early as April 2021, subject to the signing of a Contribution Agreement between Rideau Hall Foundation and the Canadian university. All project activities and final reporting must be completed by December 31, 2024.
- *Funding:* Applicants may seek up to \$300,000 CAD in funding. Funding is available to support doctoral researchers, post-doctoral researchers, and early career researchers only. There is no limit to the number of incoming or outgoing scholars that can be included in a project. An activity fund of up to \$2,000 per scholar, can be included in the project budget to support project administration, partner relationships, community engagement, leadership development and networking activities. Please see section 3.1 for eligible QES expenses.
- *Cost-sharing:* Universities and all partner institutions will be expected to contribute and leverage additional funding to support their Queen Elizabeth Scholars. Higher proportional contributions will be viewed favourably by the selection committee.
- *Geographic focus:* All projects must undertake activity with one or more West African countries. Please see Annex B for a list of eligible countries.
- *Focus areas:* All scholars must be undertaking research in one or more of the following areas of focus:
  - Climate resilience and sustainable food systems
  - Education and innovation systems
  - Ethics in development research
  - Health equity
  - Inclusive governance
  - Sustainable inclusive growth
- *Ethics:* issues arising from individual research projects must be properly dealt with by each institution's own ethical review boards and shall comply with the requirements set out in the following documents: IDRC's [Corporate Principles on Research Ethics](#).
- *Open access clause:* All QES-AS projects and their associated research must ensure compliance with [IDRC](#) open access clause for publications.
- *Program outcomes:* Projects must align with the QES program's outcomes, as per the logic model in Annex A.

### 3.1 Project Specific Criteria

- *Canada-West Africa mobility:* Outgoing scholars must be Canadian citizens conducting their research in an eligible West African country.
- *West Africa-Canada mobility:* Incoming scholars must be citizens of one of the countries listed in Annex B conducting their research in Canada. Candidates with dual nationality with Canada are not eligible.

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- *Non-academic Research placement:* As part of their QES funding, each scholar must spend at least 30% of their award participating in a research placement, outside of academia. Incoming scholars are expected to conduct their placements in Canada; however, if the Canadian university or the partner West African institution has appropriate placement partners in the scholar’s home country or in an eligible third country, the scholar’s non-academic research placement may take place at that location.
- *Community engagement:* All scholars must conduct community engagement activities. More details are provided in Section 3.2.
- *Length of research abroad and QES contribution, by program component:* Each award must be for a minimum of 35 days. The following table details the maximum financial QES contribution:

Component	Duration*	Maximum QES contribution**
Component 1: Awards to support Canadian researchers	35 days +	Up to \$8,000
Component 2: Awards to support West African researchers	35 - 60 days 61 - 180 days 181 - 365 days 366+ days	Up to \$10,000 Up to \$25,000 Up to \$35,000 Up to \$40,000

\*Travel dates are not to be counted in the required duration. Individuals that do not meet the minimum duration are not eligible for funding.

\*\*These funds should be leveraged by additional sources from the university, the West African partner institution, and/or the non-academic research placement partners.

- *Eligible QES expenses:* 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;
  - Any registration/tuition fees required by the Canadian university
  - Living allowance: which include accommodation, local transportation, food and communications and all other personal expenses;
  - Research expenses: remuneration for research assistants, resources for the research (e.g. journals, data) as well as computer and laboratory services. This is not a procurement project, but reasonable equipment purchases may be allowed.
  - Subsidies to support teaching replacements at the West African partner institution
  - Costs association with conference participation

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## 3.2 Leadership and Community Engagement

In addition to the criteria mentioned above, the program will require all scholars to participate in leadership development and community engagement activities to integrate academic and cross-cultural experiences, as well as facilitate personal, professional, and academic growth. Interaction and engagement between scholars and program alumni are encouraged.

- *Canadian universities:* The Canadian university will need to demonstrate how it will:
  - Provide each scholar with a non-academic 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; and
  - Enable ongoing peer mentoring and alumni interaction.
- *Activities:* 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
  - Cross-cultural exchanges.

## 3.3 Creating a Community of Queen Elizabeth Scholars

QES seeks to create a dynamic 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. This network is active at the campus, national, and global levels and largely supported through social media.

## 3.4 Reporting and Evaluation

QES requires Canadian universities to submit annual narrative reports as well as semi annually financial reports. Universities and scholars will be required to participate in program evaluation processes which may involve surveys, interviews and both summative and formative evaluations.

Rideau Hall Foundation 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 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 upload the indication of university support form, signed by a senior administrator
3. Fill out and upload a completed budget form
4. Upload the letter(s) of support from the non-academic research placement partner(s) (if applicable)
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.

University proposals will be recommended to the QES-AS-WA Steering Committee and then to RHF for approval. Results are expected to be e-mailed to applicants in December 2020.

Successful Canadian universities will enter into a Contribution Agreement with RHF and will be required to submit narrative and financial reports to Universities Canada.

### 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 and QES-AS-West Africa's objectives (30%)
- The extent to which proposals convincingly explain how participating universities or institutes shall use exchanges of scholars to strengthen their own institutional capacity in specific sectors (research, curriculum, broader partnerships, etc.)
  - 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 proposals focus on or clearly integrate Sustainable Development Goal #5 (gender equality) as a crosscutting or mainstream goal.
  - The extent to which women are involved in the recruitment and selection process both in Canada as well as in the West African partner institution

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## B. Likelihood of Success and Sustainability (25%)

- The extent to which the Canadian university can support Queen Elizabeth Scholars through program activities, leadership development, networking opportunities and community engagement activities.
- The soundness of the proposed management strategy for the project.
- The extent to which potential risks and mitigation strategies have been well identified.
- In the case of an existing partnership, the level of experience of the Canadian university in working with the West African partner institution. In the case of new partnerships, the proposed strategy to develop strong, effective partnerships given the limited duration of the QES-AS-WA

## C. Innovation (15%)

- The extent to which proposals demonstrate a coherent vision and an innovative and strategic approach
- The extent to which innovative elements are incorporated into the project and the degree to which the project will select, create, and nurture innovative leaders.

## D. Leadership development, community, and alumni engagement (15%)

- The extent to which the proposals demonstrate an effective and specific plan for leadership development, community engagement and networking activities as well as alumni engagement.

## E. Cost-Effectiveness (15%)

- The cost-effectiveness of the budget is justified given the proposed scope of activities and expected results proposed.
- 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 [ges-westafrica@univcan.ca](mailto:ges-westafrica@univcan.ca) within one working day if received by 4pm, EST, October 19, 2020. The responses to all enquiries received following the launch for the call for proposal and October 19, 2020 will be published on the FAQ page.

The last update to the FAQ page will be on October 20, 2020. Visit the FAQ page at <https://www.univcan.ca/programs-and-scholarships/queen-elizabeth-scholars/>

Please contact Jeanne Gallagher, Manager, International Scholarships at 613-563-1236 ext. 355 or [ges-westafrica@univcan.ca](mailto:ges-westafrica@univcan.ca) should you have any questions pertaining to the QES-AS-WA call for proposals.

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## Annex A: QES-AS-WA logic model





# Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES)

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## Annex B: Eligible Countries

Below is the list of countries eligible for funding in the QES-AS-WA 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. Funding may be withheld if a travel advisory arises before the scholar travels.

### **B**

Benin  
Burkina Faso

### **C**

Cabo Verde  
Cameroon  
Central African Republic  
Chad  
Congo  
Cote d'Ivoire

### **D**

Democratic Republic of the  
Congo

### **E**

Equatorial Guinea

### **G**

Gabon  
Gambia  
Ghana  
Guinea  
Guinea-Bissau

### **L**

Liberia

### **M**

Mali  
Mauritania

### **N**

Niger  
Nigeria

### **S**

Sao Tome and Principe  
Senegal  
Sierra Leone

### **T**

Togo