For information purposes only, this form cannot be used to submit a proposal. Please access the complete application form via the QES2017 portal at:

<https://portal.scholarshippartners.ca/welcome/qes_en/>

Overview

**Overview**

Canadian universities are invited to submit multi-year project proposals seeking funding of up to $300,000 CAD for projects of up to four years. Each Canadian university may submit one proposal to the 2017 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 in Guidelines); and
* The program will require all scholars to participate in leadership development and community engagement activities and in the network of Queen Elizabeth Scholars.

**Proposal Requirements:**

1. Complete the application form;
2. Upload the Indication of University Support Form, signed by a senior administrator;
3. Complete the budget form; and
4. Upload the letter(s) of support from the partner organisation(s) in the case of outgoing Canadian interns.

More detailed criteria are provided in this call for proposals.

1. General Information: Please provide the required information below.

1.1 Canadian university

Primary contact for the project:

Title (Mr, Mrs, Ms, Dr):

First Name:

Last Name:

Title:

Department:

Street 1:

Street 2:

Street 3:

City:

Province:

Postal code:

Email:

Telephone number:

1.2 Are you partnering with another Canadian university?

[ ] Yes

[ ] No

Please indicate the partner Canadian university(ies):

1.3 Are you partnering with a Canadian organization other a university?

[ ] Yes

[ ] No

Please indicate the partner Canadian organization(s):

Project

1. Project

2.1 Project title:

2.2 Project summary: Please summarize your project. Clearly and succinctly describe your objectives, partners (if applicable), activities and expected results. (500 words)

* 1. Indicate your project’s area(s) of focus:

[ ]  Education

[ ]  Environment

[ ]  Food Security

[ ]  Governance

[ ]  Economic Growth

[ ]  Health

[ ]  Aboriginal Issues

[ ]  Gender

[ ]  Children and Youth

2.4 University Experience: Describe your university's experience in working in projects of similar complexity and scope. Please provide examples. (400 words)

Scholar Data

1. Scholar Data

3.1 Country(ies) involved: Indicate the number of countries involved in your project.

3.2 Number of Queen Elizabeth Scholars: Select the type of scholars involved with your project. Enter the number of anticipated scholars by type (Canadian outbound interns vs. International inbound students). Note: each scholar is to be accounted for one time throughout the duration of the project (2018-2021).

3.2.1 Outgoing Canadian Interns

Indicate the total number of outgoing Canadian interns:

3.2.2 Incoming International Scholars

Indicate the total number of incoming international Scholars:

Project Partners

4.0 Project Partners

4.1 Project Partners Hosting Canadian Interns

Projects must include a partnership between one (or more) Canadian university(ies) and one (or more) institution(s)/organization(s) in one (or more) eligible country(ies). Projects may build on existing partnerships but funding may also be used to establish new partnerships.

For each partner institution/organization referred to in this section, describe the partnership between the Canadian university and the partner institution/organization, including current activities as well as initiatives this funding would support. Please describe their key objectives as an institution/organization, and the roles and responsibilities they will assume in implementing this project. Describe how your university will help ensure the success of the partnership.

Partner Institution(s)/Organisation(s)

Partner institutions/organizations in participating countries may include: non-governmental organizations (NGO), policy institutes, UN agencies, and national and local governments. Universities may permit the intern 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.

4.1.1 Number of Partner Institutions/Organizations

Indicate the number of partner institutions/organizations:

Please describe their key objectives as an institution/organization, and the roles and responsibilities they will assume in implementing this project. Describe how your university will help ensure the success of the partnership (400 words)

4.2 Project partners sending international students to Canada:

If you are partnering with an institution/organization abroad, please provide the information below:

For each partner institution/organization referred to in this section, describe the partnership between the Canadian university and the partner institution/organization including current activities and initiatives this funding would support.

4.2.1 Number of Partner Institution(s)/Organization(s)

Indicate the number of partner institutions/organizations:

Please describe their key objectives as an institution/organization, and the roles and responsibilities they will assume in implementing this project. Describe how your university will help ensure the success of the partnership (400 words)

Objectives, Results and Risks

5.0 Objectives, Results and Risks

5.1 Rationale

Provide a rationale for the proposed project. Explain how your approach, partnerships (as applicable) and activities will contribute to meeting the objectives and outcomes of the program. (550 words)

5.2 Results

Referring to the logic model, add three proposed activities for each Immediate Outcome that will contribute towards the achievement of results.



Enter 3 activities per immediate outcome below.

1. Increased number of students receiving credit from Canadian universities through studies, research and internships.

1. Enhanced leadership and professional skills among scholars.

1. Increased engagement between Canadian and international scholars.

1. Enhanced network of program alumni and current scholars (both Canadian interns and international students).

1. Increased engagement and linkages with community organisations by international students and Canadian interns.

1. Strengthened capacity of international partner organisations to address their priorities. NOTE: For projects involving Canadian interns ONLY. If you will not be sending any Canadian interns abroad, please indicate N/A.

5.3 Risk Assessment

On a scale of 1 to 5, with 1 = Low Risk and 5 = High Risk, list up to five potential risks in implementing the project and achieving the expected results. Consider operational, financial and reputational risk with respect to the students/interns, the Canadian university and the partner institution(s)/organisation(s). Make sure to provide specific strategies to mitigate each risk.

Risk 1

|  |  |
| --- | --- |
| Risk 1: |       |
| Risk 1 response (mitigation strategy): |       |

Impact and likelihood of risk:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Impact: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Likelihood: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Risk 2

|  |  |
| --- | --- |
| Risk 2: |       |
| Risk 2 response (mitigation strategy): |       |

Impact and likelihood of risk:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Impact: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Likelihood: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Risk 3

|  |  |
| --- | --- |
| Risk 3: |       |
| Risk 3 response (mitigation strategy): |       |

Impact and likelihood of risk:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Impact: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Likelihood: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Risk 4

|  |  |
| --- | --- |
| Risk 4: |       |
| Risk 4 response (mitigation strategy): |       |

Impact and likelihood of risk:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Impact: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Likelihood: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Risk 5

|  |  |
| --- | --- |
| Risk 5: |       |
| Risk 5 response (mitigation strategy): |       |

Impact and likelihood of risk:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Impact: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Likelihood: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Project Management

6.0 Project Management (Methodology)

6.1 Scholar Management Strategy

Describe your management strategy for outgoing Canadian interns as well as for incoming international students. Describe each of the following: recruitment, selection, pre-departure preparation, monitoring, nurturing a sense of belonging to the QES program and ongoing support strategies for the selected recipients. Please outline how you will seek to achieve a gender balance and encourage participation from students from diverse academic, geographic and social backgrounds.

A. Recruitment and Selection: Describe your recruitment and selection strategy (300 words):

B. Pre-departure Training: Provide specific information on the pre-departure (interns) / arrival in Canada (international students) training offered to QEScholars (300 words):

C. Monitoring and Support: Describe how you will monitor and provide ongoing support to QEScholars (300 words):

D. Belonging to the QES Program: Describe how you will help scholars nurture a sense of belonging to the QES program. Please include your social media and alumni strategies (500 words):

6.2 Scholar Activities

A. Leadership Activities: Describe how you will develop and/or strengthen scholars’ leadership skills throughout the project (300 words):

B. Community Engagement: Describe how you will connect scholars with the local community in Canada and abroad (300 words):

C. Networking Activities

Describe how you will connect current scholars with each other as well as with alumni (300 words):

Cost Effectiveness and Budget

7.0 Cost Effectiveness and Budget

7.1 Cost Effectiveness and Budget

Referring to your completed budget form, explain how this proposal provides good value for money. Explain the assumptions behind both the project budget and the university/partner contributions. Additionally, please provide details of all items included in 'Other Contributions'. (500 words)

To be considered, the following supporting documentation must also be submitted:

1. The completed budget form
2. The letter(s) of support from the research placement partner(s) (if applicable)

**Submission instructions**

Please submit the (i) application form and (ii) budget form to brendan.morey@ubc.ca by 4:00pm on Tuesday, 10 October 2017.