# NGNP-Talent*Edge* Internship Program (TIP)

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# Program Information and Eligibility Requirements

## Overview and Benefits

The Talent*Edge* Internship Program (TIP) stream of the Next Generation Network Program (NGNP) provides support for current college and university students and recent undergraduate or Masters graduates, to work on industry-driven research and development projects related to Next Generation Network (NGN) technologies at Ontario-based SMEs, preferably using the Centre of Excellence in Next Generation Networks (CENGN) platform. Companies can tap into world-class talent coming out of Ontario's publicly-funded post-secondary institutions and strengthen their capacity to develop new products, services and processes, while interns receive hands-on industry experience to excel in the digital economy.

- Along with applying directly for Internships, Ontario-based SMEs may also apply for Internships as part of an NGN Demonstration Project. For more details refer to the NGN Demonstration Program Guidelines.

| Benefits to Companies | Benefits to Interns |
|---|---|
| <ul><li>Gain access to cutting-edge knowledge, new talent, unique facilities and equipment to extend company R&D capabilities</li><li>Create solutions to current industry challenges, leading to increased productivity, cost savings, revenue and job creation</li><li>Develop and retain top talent in Ontario</li></ul> | <ul><li>Gain valuable, hands-on experience</li><li>Use knowledge and innovative ideas to help solve real-world R&D challenges</li><li>Establish relationships with industry and within OCI's networks</li></ul> |

## How Funding Works

| | |
|---|---|
| **OCI Contribution** | $10,000 per four-month unit for eligible project costs, up to maximum of $60,000 (six units) |
| **Industry Partner Contribution** | $10,000 ($5,000 cash plus $5,000 in-kind) minimum per four-month unit<br><br>Of the total $20,000 per unit, the intern MUST receive a minimum cash compensation of $15,000. The remainder may be used for direct project costs. |
| **Funding Recipient** | Applicant company |
| **Institutional Overhead** | Not eligible |

## Eligibility Requirements

### Intern

- **Undergraduate level:**
  - Undergraduate students in their final year of study (registered at an accredited College or University in Ontario)
  - Or recent graduates from an undergraduate program from an accredited College/University (within three years of graduation)
- **Graduate level:**
  - Current Masters and PhD students, (registered at accredited College or University in Ontario)
  - Recent Masters graduates from an accredited College/University (within three years of graduation)
- For institution-based internships, the intern must have active status at the academic institution for the duration of the internship
- For company-based internships the intern must be eligible to work in Ontario (residence of Ontario) and have employee status at the company for the duration of the internship
- Consecutive internships may be held
- The intern may not apply with a company where there is any conflict of interest, including, but not limited to, a company where the intern or relatives have any control as a major creditor or shareholder or governing board member
- Interns may not apply if they are currently enrolled in a co-op program or other equivalent job placement/employment program
- The intern may not apply if, at the time of application submission, they are a current or past employee (within the last six months) of the company (including consultants, contract position, part-time, etc.)
- Interns may hold a maximum of internship units as mentioned in the table below:

| Educational Status | Maximum Number of 4-Month Units per Intern |
|---|---|
| Current final-year undergraduate student | 3 |
| Recent graduate | 3 |
| Current Masters student | 3 |
| Recent Masters graduate | 3 |
| Current PhD student | 6 |

## Company

- For-profit, incorporated in Ontario or Canada, and has a valid [CRA business number](#)

- Small- or Medium-Sized Enterprise (SME) with fewer than 500 total employees

- Developing NGN technology-based innovation or innovative processes for competitive advantage in provincial, national and/or global markets, preferably using the CENGN platform

- Has operations and/or R&D in Ontario related to the project

    - Has the intent and potential to apply, exploit and/or commercialize the results of the project for the economic benefit of Ontario

    - Has the necessary expertise and resources to put the project into effect within an appropriate time frame

- In good financial and reporting standing with OCI

## Project

- Defined project with clear activities, milestones and outcomes, to be executed within the duration of the internship (not a "first job"-type placement)
- Has an R&D component related to NGN technologies, preferably using the CENGN platform
- Interns will receive on-the-job training in areas related to NGN technologies
- Commensurate with the intern's experience and expertise
- Maximum of **six units** r (i.e. maximum $60,000 in OCI contribution) for the lifetime of the program, per company
    - Pre-approval by the OCI Program Manager is required to apply for more than six units
- Intellectual property (IP) arising from the project will be managed by the project participants; OCI does not claim or manage IP rights. The parties are bound by the IP terms of the company where the intern is an employee for the duration of the internship.
- Participants MUST enter into an agreement with OCI and cooperate in providing project outcomes and metrics, annually at a minimum
- View a list of eligible expenses


# How to Apply

## Application Process and Timelines

Program Status: Now Accepting Applications

1. If you are ready to start applying for the NGNP – Talent*Edge* Internship Program stream, please click the appropriate button to complete the Eligibility Questionnaire*.

   *The applicant company should complete the Eligibility Questionnaire when ready to apply for funding. Companies that do not have a research partner or intern, or wish to find out more about NGNP or other OCI programs, should submit a [generic Client Intake Form](#).

Please note: completion of this Eligibility Questionnaire does not constitute an application for funding.

2. OCI will review the Eligibility Questionnaire within one to two business days. If the applicant, intern and project meet the program eligibility criteria, you will be sent a link to OCI's online application system, AccessOCI.

3. Complete the online application form and upload the required supporting documents.

   o Required supporting documents:
     ▪ Company Profile submitted by the applicant company, including valid nine-digit CRA business number, incorporation date and number of employees (globally and in Ontario).
     ▪ Intern's CV
     ▪ Intern's official transcript

   For assistance, please see the following resources:
   o Sample application form (for reference purposes only)
   o OCI's Knowledge Base (Frequently Asked Questions)

4. OCI will internally review the application within approximately one week for eligibility, completeness and financial compliance. A list of any deficiencies will be sent to the applicant for revision. Applicants will have only two chances to make all required changes to their application; if outstanding issues remain after the second revision, the application will be withdrawn.

5. Eligible and complete applications will be sent for review by external, subject matter experts. A funding decision will be provided within four to six weeks.

   o Reference Documents:
     ▪ Eligible Expenditures Guide
     ▪ Sample application template - this sample application template is for informational purposes only. Applications are only accepted through OCI's online system where full application requirements are listed.

## Assessment Process and Criteria

The NGNP - Talent*Edge* Internship Program stream is a discretionary, non-entitlement program with limited funding. All eligible applications undergo a review process where the applications are assessed against program objectives and other criteria. Not all eligible applications will be approved for funding.

1. Complete applications will undergo a written external peer review by three subject-matter experts from academia, industry and/or government. Reviewers are contractually bound by confidentiality and conflict of interest requirements.
2. Recommendations from the peer review process will be assessed by OCI's Internal Review Panel, which will have responsibility for the final OCI decision.

### Evaluation Criteria

Applications will be evaluated against assessment criteria including:
- Project Description: Clarity of project and objectives and relevance to the company

- Project Plan: Clarity of objectives for the intern, suitability of methodology and feasibility of timeline and milestones
- Intern Qualifications and Experience: suitability of intern's background and expertise for the project, benefit of the placement to the intern and strength of interaction with the partner organization to provide the intern with first-hand industry experience and/or exposure
- Overall quality and completeness of the application

# Project Activation, Funds and Reporting

## Project Activation

- Upon approval of a project for funding, the applicant will be forwarded a copy of OCI's standard funding agreement for execution. This funding agreement must be signed, via OCI's online electronic signature function, by the applicant and returned to OCI within fifteen days (15) of notification of an approved award.
    - A copy of the Funding Agreement can be downloaded for your reference. Please do not fill out this form; a copy of the agreement will be generated through OCI's online management system and sent to you upon approval of your project.
- Upon receipt of the funding agreement, OCI will activate the project
- The start date will be by default the date of activation and may not be changed

## Reference Documents

- OCI Funding Agreement

## Flow of Funds

- Upon activation, OCI will release a payment equal to 75 per cent of the OCI award. The remaining 25 per cent of the OCI award will be held back until project completion. For example:

| | |
|---|---|
| **OCI award amount** | $10,000 |
| **Applicant contributions** | $5,000 cash plus $5,000 in-kind |
| **Funds released upon project activation** | $7,500 |
| **Holdback** | $2,500 |

  o OCI will not release any funds until the project is activated and will not be held responsible for any expenses incurred for the project prior to activation. If for any reason the requirements for activation are not met within fifteen (15) days from the date of release of the approval notification, the funding offer may be retracted.

- The holdback will be released upon project completion and receipt of the following: applicant final progress and financial reports, outcomes, and proof of payment for the intern (see details in Project Reporting section).

## Project Reporting Requirements

The following project reports will be required.

**Please note that completion of all required reports is a contractual obligation to receive funding from OCI.**

### Final Reports

1. Forty-five (45) days prior to the scheduled completion date, the applicant and intern will receive a notification of the project end date from OCI's AccessOCI system, with a link to the Final Project Report should the partners wish to begin entering data. If an extension to complete the project is required, the applicant MUST request it prior to the scheduled project completion date using the Project Administration tab in their AccessOCI project file. A maximum extension of three months will be allowable.

   - As part of the final report, applicants MUST provide proof of payment for the intern (MUST include intern's name, company/institution name, payment periods and amounts, e.g. intern pay stub, payroll print-out, T4/T4A).

2. On the scheduled project completion date, the applicant and intern will receive notification and a link to complete a Final Project Report (including progress, financials and metrics) from OCI's AccessOCI system. Both of the applicant and intern reports MUST be received and approved by OCI within 30 days of project completion.

3. All required final reports by all partners MUST be submitted within 30 days of project completion in order to release the holdback and maintain good financial standing with OCI.

### Retrospective Survey

4. At one, two and three years after project completion, the company will be sent a link to complete a retrospective survey to collect data on commercial outcomes from the project. This information is required by OCI for assessment of program impact and continuous improvement.

## Project Changes

- For any variances to the OCI budget of $5,000 or greater, or extensions to the project end date, the applicant MUST complete a Project Change Request form prior to the project end date using the Project Administration tab in their AccessOCI project file. A maximum extension of three months will be allowable.

- For any other material change to the project, including, but not limited to, changes related to the applicant company, the intern, scope of work or eligible expenses, the applicant MUST contact the Program Manager as soon as the changes are known.

## Contacts

Search OCI's Knowledge Base of Frequently Asked Questions.

For further questions regarding program guidelines, eligibility and submitting the online application, please contact your OCI Business Development Manager .

For other inquiries, please contact:
**Natalia Lobo**
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