



CRITICAL
INDUSTRIAL
TECHNOLOGIES



CIT

Talent Development Internship (TDI) Program

Program Guidelines



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Program Information and Eligibility Requirements

Program Overview and Benefits

The Talent Development - Internship Program (TDI) provides support for recent undergraduate or Master's graduates, to work on industry- driven projects related to the six CIT Critical Technology areas: 5G and advanced networks, AI, Blockchain, Cybersecurity, Quantum, and Robotics, in any one of the four key sector areas: Advanced Manufacturing, Agri-Food, Construction, Mining. 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 in areas such as software and hardware development, artificial intelligence, and data analytics.

The CIT-TDI program contributes funding up to a maximum of \$20,000 in funds. SME's must provide at least a 1:1 funding match.

The Talent Development-Internship Program is part of the Critical Industrial Technologies Initiative (CIT) delivered by OCI (Ontario Centre of Innovation) on behalf of the Ontario Ministry of Economic Development, Job Creation and Trade.

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

How Funding Works

OCI Contribution	\$10,000 per unit (fixed 4-month period) for eligible project costs, up to maximum of \$20,000 (two units – fixed 8-month period)
Matching Requirement	\$10,000 (\$5,000 cash plus \$5,000 in-kind) minimum per one unit (4-month period) Of the total \$20,000 internship budget for one unit (OCI + matching contribution), the intern MUST receive a minimum cash compensation \$ 15,000. The remainder may be used for direct project costs.
Example	Total Eligible Project Costs: \$20,000 - Maximum OCI Contribution: \$10,000 - Minimum private sector contribution: \$10,000
Funding Recipient	SME Applicant Company

Eligibility Requirements

Applicant and Primary Location of Internship

- The internship should be carried out at the company location.

Intern

- Undergraduate level:**
 - Recent graduates from an undergraduate program from an accredited College/University (within three years of graduation).
- Graduate level:**
 - Recent Masters graduates from an accredited College/University (within three years of graduation).
- The intern must be eligible to work in Ontario (an Ontario resident) and have employee status at the company for the duration of the internship.
- Consecutive internships may be held with a maximum of two units.
- 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.).

Company/Industry Partner

- A small-and medium-sized enterprise (SME) with fewer than 500 global full-time employees.
- Must have registered operations (R&D, manufacturing, product management, etc.) in Ontario and a valid CRA business number.
- *Applicants* who have received over \$500,000 of funding from OCI administered programs in their lifetime (excluding TalentEdge) are required to obtain OCI approval before a new application for funding is initiated. Your Business Development Manager can guide you through the process.
- Is using or developing technology-based innovation or innovative processes related to CIT's six Critical Technology areas and four Key Sectors for competitive advantage in provincial, national and/or global markets.
- Has R&D operations 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 timeframe.
- Company subsidiaries (organizations with headquarters outside of Ontario) are eligible, provided that the Ontario operations meet all of the above criteria.
- All applicants and partners MUST be 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.
- Has an R&D component related to CIT's six Critical Technology areas and four Key Sectors.
- Interns will receive on-the-job training in areas related to critical technologies.
- Commensurate with the intern's experience and expertise.
- Maximum of two units per application/company for the program (i.e., maximum \$20,000 in OCI contribution).
- 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.
- Project activities are carried out in Ontario.
- Minimum 1:1 contribution match by Applicants and/or industry Partners.

How to Apply

Program Status: **Open for applications (accepted on a rolling basis)**

Application Process

1. Applications MUST be initiated in AccessOCI by an [OCI Business Development Manager \(BDM\) or CIT](#)

[Sector Manager \(SM\).](#)

Companies that wish to be connected with an OCI Business Development Manager or Sector Manager should submit an [client intake form](#).

Please note completion of this form does not constitute an application for funding.

An OCI Business Development Manager (BDM) or CIT Sector Manager (SM) will contact you within two business days to discuss the opportunity. If you are already working with a Business Development and/or CIT Sector Manager, please indicate this in the form.

2. Once the BDM/SM confirms that the opportunity is suitable for the program, the Applicant will receive login information to OCI's online application system, AccessOCI, to begin completing the application.
3. Complete the online application form and upload the required supporting documents.
 - Company Profile submitted by the applicant company/industry partner, including valid nine-digit CRA business number, incorporation date and number of employees (globally and in Ontario)
 - Intern's CV
 - Intern's official transcript
4. All submitted applications will undergo an initial internal review for eligibility, completeness, and financial compliance. A list of any deficiencies will be sent to the applicant for revision. Applicants will have only two occasions to make all required changes to their application; if outstanding issues remain after the second revision, the application will be withdrawn.
5. When the application is endorsed as eligible and complete by OCI's internal team, the application will be sent for review to the external committee comprising of, subject matter experts as well as the CIT Review Committee.
6. Applicants will be notified by OCI and provided an outline of conditions and additional information necessary to activate the project. Applicants who are not selected will be notified by OCI. Feedback on the decision can be provided by their BD.

Reference Documents

- Eligible Expenditures Guide
- OCI Funding Agreement
- Proposal Questions - (Note: 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 CIT TDI program is a discretionary, non-entitlement program with limited funding. OCI will fund qualified

projects with the potential for the greatest economic benefits and contribution relative to the set TDI program objectives. Not all eligible applications can be funded.

All eligible projects are assessed on their merit and undergo a review process against program objectives and assessment criteria.

Applications are internally reviewed for eligibility, completeness, and financial compliance, prior to evaluation by independent external reviewers with domain and sector expertise. All reviewers are bound by Non-Disclosure Agreements (NDAs). The final funding decision is made by OCI.

Evaluation Criteria

Applications will be evaluated against assessment criteria including but not limited to:

- Project Description: Clarity of project and objectives and relevance to the company
- Demonstrate applicability and benefit of one or more Critical Technologies leading to novel, newly adapted or adopted processes, products, and/or services in one of the Key Sectors
- 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

The Applicant must execute the OCI Funding Agreement, within 15 days of the announcement of award.

The executable agreement with schedules specific to the approved proposal will be generated through our online management system and sent to all contracting parties.

Flow of Funds

- OCI funds flow only to the Applicant.
- 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 (one unit)
Applicant/private sector industry partner contributions	\$10,000
Funds released upon project activation	\$7500

Holdback

\$2500

- 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, proof of payment for the intern and attestation from the applicant organization regarding the use of funds (see details in Project Reporting section).

Use of Funds

OCI funds can only be used for eligible expenses per the [eligible project expenditures document](#).

Project Reporting

Reporting instructions and templates will be sent to successful parties at the time of reporting. Reports must be received and approved by OCI prior to release of funds for eligible claims.

Please note that to receive funding from OCI, the applicant MUST complete all required reports as contractual obligation.

Note: Applicants MUST retain all proof of purchase, receipts, and other relevant documentation relating to eligible expenses. These should be included in Final Report.

The following project reports will be required.

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 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 to release the holdback and maintain good financial standing with OCI.

Retrospective Survey

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

If required, Applicants MUST request project extensions, milestone variances, intern changes and/or variances to the project scope of work using the Project Change Request form in the Project Administration tab in their AccessOCI project file. Such requests must be made at the earliest possible opportunity and approved before any planned changes are implemented. Failure to do so can result in a loss of funding.

Contacts

For further questions regarding program guidelines, eligibility, and submitting the online application, please contact your [OCI Business Development Manager or CIT Sector Manager](#).

For other inquiries, please contact:

CIT Program Manager: Stephanie Sim
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