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**CONCEPT NOTE TEMPLATE WITH INSTRUCTIONS**

Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES)

**Title:** *title of your proposed project*

**Duration:** *Please note all funded activities must be completed by 31 December 2028.*

**Countries involved:** *Please indicate the countries involved.*

**Number of Queen Elizabeth Scholars:** *Please indicate types of scholars involved with your project and the number of anticipated scholars by type (Canadian outbound students and International inbound students).* ***Please note that each scholar is to be accounted for one time throughout the duration of the project (2025-2028)*.**

**For inbound international students, will your QES project build on an existing partnership with an institution/organization?** *Projects may build on existing partnerships between Canadian postsecondary institutions and international partners, but funding may also be used to establish new relationships.*

**Interfaculty partnership:** *Is this project being submitted as a joint effort between two faculties and more within McMaster University? If so, please note which faculties/departments and explain the roles of each as you input information under the other sections of this concept note.* ***If not, the established review committee may recommend merging your proposal with another department/faculty, please note whether you would agree to be part of joint proposal should the committee deem so.***

**Funding requested:**

*Amount of funding (Can$) you are requesting. Please note there is up to $300,000 available per project following the cost breakdown:*

|  |  |  |
| --- | --- | --- |
| ***Component*** | ***Duration\**** | ***QES contribution\*\**** |
| *Outbound Canadian students* | *Minimum: 60 days* | *QES will contribute up to:* *$8,000 for awards of 60 - 89 days.* *$10,000 for awards of 90 - 120 days.* *$12,000 for awards of 121 - 180 days.* *$13,000 for awards over 181 days* |
| *Incoming International students to study or conduct research at a Canadian postsecondary institution* | *Minimum: 60 days* | *See Annex C under guidelines for the list of eligible expenses* |

*\*Travel time and 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, including from the postsecondary institution, the partner institution/organization, and/or the student.*

*Also note that to be considered for funding, applicants must demonstrate that the Canadian postsecondary institution 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 for academic, living or travel costs; and financial contributions from other sources including foundations, placement partners and other funding agencies. While there is no minimum required contribution for each submission, a higher proportional contribution will be viewed more favorably by the selection committee.*

**Point of Contact:**

*Please include the name, phone number and email address.*

**Program background and objectives:**

*In 2 paragraphs please explain the program’s background and objectives.*

Please note that the objectives of the QES program are to:

*1. Develop global citizens through enriched academic, professional, and cross-cultural experiences.*

*2. Foster a new generation of enterprising leaders in Canada and around the world through facilitating lasting local and global community engagement.*

*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.*

*3. Strengthened impact to local and global communities by young leaders.*

**Types of activities:**

*QES 2025 will support projects that focus on the adaptation, response, and resilience to a changing climate.* ***Priority will be given to projects that focus on diversity and inclusion and result in a strengthened impact to local and global communities by young leaders.***

**Project Management and methodology:**

*In 3-4 paragraphs, please describe your management strategy and methodology for outbound Canadian students as well as for inbound international students by including the following:*

* *Recruitment and selection*
* *pre-departure preparation/arrival training*
* *monitoring and nurturing a sense of belonging to the QES program.*
* *How you will aim for a reasonable gender balance and encourage diversity and inclusion.*

**Previous experience in international collaborations and mobility:**

*Please explain your previous experience in international collaborations, any issues with mobility and what steps you took to overcome them.*