

OVIN Talent Development Internship Program (OVIN-TIP)

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Program Information and Eligibility Requirements

Overview and Benefits

The OVIN Talent Development Internship Program (OVIN-TIP) provides support for current college and university students and recent undergraduate or Master's graduates, to work on industry-driven research and development projects related to automotive and smart mobility technology such as Connected and Autonomous Vehicle (CAV) technologies, Electric Vehicles (EV), battery technologies the metallurgical (metal & mining) sector and other related areas. Companies can tap into world-class talent to strengthen their capacity to develop new products, services, and processes, while interns receive hands-on industry experience and mentorship opportunities in areas such as software and hardware development, artificial intelligence, and data analytics.

Benefits to Companies	Benefits to Interns and Post-Secondary Institutions
<ul style="list-style-type: none"> Gain access to cutting-edge knowledge, up-and-coming talent, and 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 	<ul style="list-style-type: none"> Gain valuable hands-on experience and mentorship opportunities 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	\$30,000 per three units (fixed 12-month period) for eligible project costs, up to maximum of \$60,000 (six units, fixed 24-month period)
Private Sector Industry Partner Contribution	Minimum of \$30,000 per three units (of which a minimum of \$15,000 must be cash towards the salary of the intern)
	Of the total \$60,000 per three units, the intern must receive a minimum cash compensation of \$45,000. The remainder may be used for direct project costs.
Funding Recipient	Applicant: institution (for institution-based internships) or company (for company-based internships)
Institutional Overhead	Not eligible

Eligibility Requirements

Applicant and Primary Location of Internship

- The Internship location should be mutually determined depending on the amount of time spent by the intern at the company, how the funds will be administered, and the needs of the project. OCI funds will flow to the applicant organization.
 - Institution-based Internships:** Applicant is a principal investigator from an Ontario-based post-secondary institution and has an eligible Ontario-based company as the contributing Private Sector Industry Partner. Interns must spend a significant

portion of their time on-site or in the field with the company.

- **Company-based Internships:** Applicant is the eligible Ontario-based company

Intern

- Undergraduate Level:
 - Undergraduate students in their final year of study (registered at an accredited post-secondary institution in Ontario)
 - Or recent graduates from an undergraduate program from an accredited post-secondary institution (within three years of graduation)
- Graduate Level:
 - Current Masters and PhD students, (registered at accredited post-secondary institution in Ontario)
 - Recent Masters graduates from an accredited post-secondary institution (within three years of graduation)
- Eligible to work in Ontario
- 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 (an Ontario resident) and have employee status at the company for the duration of the internship
- Consecutive internships may be held
- Not enrolled in a co-op program or other equivalent job placement/employment program
- Has no conflict of interest with the company, including, but not limited to, companies where interns or their relatives have control as a major creditor, shareholder or governing board member
- Not a current or past employee of the company (including consulting, contract or part-time positions, etc.) during the past 6 months from the date of application submission.
- Interns need to hold internship units as mentioned in the table below:

Educational Status*	Institution- or Company-Based Internship	Number Units per Intern (3 units = 12 months)
Current final-year undergraduate student	Institution- or company-based	3
Recent graduate	Company-based only	3
Current Masters student	Institution- or company-based	3
Recent Masters graduate	Company-based only	3
Current PhD student	Institution- or company-based	3 or 6

*PhD graduates or post-doctoral fellows may apply to the OVIN Talent Development Fellowship Program stream.

Company/Industry Partner

- For-profit, incorporated in Ontario or Canada, and has a valid [CRA business number](#)
- Is using or developing technology-based innovation related to automotive and smart mobility technology such as Connected and Autonomous Vehicle (CAV) technologies, Electric Vehicles (EV), battery technologies, metallurgical (metal & mining) technologies, and other related areas

or innovative processes for competitive advantage in provincial, national and/or global markets

- 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
- Company subsidiaries (organizations with headquarters outside of Ontario) are eligible, provided that the Ontario operations meet all of the above criteria
- For institution-based internships, the applicant and industry partner must have an [arms-length relationship](#)
- 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 (not a “first job”-type placement)
- Has an R&D component related to automotive and smart mobility technology such as Connected and Autonomous Vehicle (CAV) technologies, Electric Vehicles (EV), battery technologies, metallurgical (metal & mining) technologies, and other related areas
- Interns will receive on-the-job training in areas related to automotive and smart mobility technology such as software and hardware development, artificial intelligence, and data analytics
- Commensurate with the intern’s experience and expertise
- Maximum of **six units** per application/company active at any given time (i.e., maximum \$60,000 in OCI contribution per application)
 - Pre-approval by the OCI Program Director 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.
 - **Institution-based internships:** the parties are bound by the IP terms of the university, unless a separate agreement between the parties is in effect for the duration of the internship
 - **Company-based internships:** 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

How to Apply

Application Process

1. If you are ready to start applying for the OVIN Talent Development Internship Program (OVIN-TIP), please submit a [Client Intake Form](#).
2. If the applicant/partner, 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, in collaboration with the industry partner if applicable, and upload the required supporting documents. 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

- Academic supervisor's CV or NSERC Form 100/103CV (institution-based internships only)
 - Intern's CV
 - Intern's official transcript
- 4. OCI will internally review the application 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. 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.

Assessment Process and Criteria

The OVIN Talent Development Internship Program (OVIN-TIP) 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 benefit to the company
- Project Plan: Clarity of objectives for the Intern, suitability of methodology, feasibility of timeline and milestones, plan for implementation of results at the company
- Intern Qualifications and Experience: suitability of intern's background and expertise for the project, benefit of the placement to the intern, capacity of industry partner, 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

Institution-Based Internships

- All Private Sector Industry Partner cash contributions must be provided directly to the post-secondary institution. The institution's Financial Officer must confirm the receipt of these funds to the Program Manager, for OCI to release its funds to the post-secondary institution.
- The applicant and partner organization(s) will also 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 institution and partner and returned to OCI along with the EFT or cheque within fifteen days (15) of notification of an approved award.
 - The executable funding agreement will be generated through OCI's online management system and sent to all contracting parties upon approval of your project.

- The purpose of the OCI funding agreement is to define roles and obligations for the project partners with regards to OCI's guidelines and funding contribution only. Project partners are encouraged to enter into a separate research agreement to ensure agreement on other roles and responsibilities specific to the project.
- Upon receipt of the signed funding agreement and required private sector industry cash component, OCI will activate the project.
- The start date will be by default the date of activation and may not be changed.

Company-Based Internships

- 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
 - The executable funding agreement will be generated through OCI's online management system and sent to all contracting parties 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 (institution-based and company-based)
- 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.
- Reference documentation is available for your perusal here:
[Resource Documents - OVIN - Ontario Vehicle Innovation Network \(ovinhub.ca\)](https://www.ovinhub.ca/resource-documents)

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	\$30,000
Applicant/private sector industry partner contributions	\$30,000 (minimum \$15,000 as cash)
Funds released upon project activation	\$22,500
Holdback	\$7,500

- 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 the project Committee Decision Date stated in the project award notification issued by OCI. 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 and private sector industry partner (where applicable) 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).

Project Reporting

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 for project durations of 12 months or up to six months for project durations of 24 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 (first and last pay stub for each calendar year involved in the project), payroll print-out, T4/T4A). Attestation Letter for any eligible intangible expenses incurred towards the project.
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. For institution-based internships, the Finance Office of the post-secondary institution must also review and submit the applicant report to OCI. 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 thirty (30) days of project completion to release the holdback and maintain good financial standing with OCI.

Project Metrics

- If the project continues past a fiscal year end (March 31), the applicant will be required to complete an annual Metrics survey each April, for the part of the project that has been completed since the previous March 31. This annual report is mandatory for OCI to fulfil its contract with its funding Ministries. Required metrics reports from all partners must be submitted in order to 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 the project undergoes a significant change, such as a change in principal investigator, industry partner, intern, scope of work, or expenditures, the applicant must contact the OCI

Program Manager before changes are known. Failure to do so can result in a loss of funding.