

Saskatchewan Innovation and Opportunity Scholarship



Administrative Guidelines for Educational Institutions

Revised July 2023

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Introduction

The Government of Saskatchewan has committed funding to create the Saskatchewan Innovation and Opportunity Scholarship program for post-secondary students, to match funding raised by public post-secondary institutions (referred to as “institutions”) through the private sector and community-based partners.

The scholarship has three components, one that focuses on innovation and excellence, a second that allows institutions to target scholarships in accordance with the institution’s strategic direction (referred to as “opportunity”) and a third, international education that supports foreign students studying in Saskatchewan or Canadian students studying abroad.

Guiding Principles

There are four overriding principles that will provide the basis on which the Saskatchewan Innovation and Opportunity Scholarship will be administered:

1. Institutions acknowledge that funds provided for the Saskatchewan Innovation and Opportunity Scholarship are subject to annual appropriation and Cabinet approval, and as such, may be discontinued or may vary from year to year.
2. Institutions will comply with the criteria and administrative procedures in the *Saskatchewan Innovation and Opportunity Scholarship Administrative Guidelines for Public Post-Secondary Institutions* as amended from time to time.
3. The Ministry will provide such logistical advice in the administration of the Saskatchewan Innovation and Opportunity Scholarship as the Ministry deems appropriate and feasible.
4. The Ministry will consider the institution’s compliance with the *Saskatchewan*

Innovation and Opportunity Scholarship Administrative Guidelines for Public Post-Secondary Institutions in determining whether to suspend or cancel the institution’s participation in the Saskatchewan Innovation and Opportunity Scholarship program.

Program Criteria

Innovation and Excellence

The innovation and excellence component must be targeted to students in new and emerging areas of study or fields of study where innovative work is being done, or where the field is in high demand by industry or represents improvements to service delivery/quality assurance. Areas of study include but are not limited to:

- Mining
- Energy
- Agriculture/Biotechnology
- Environment
- Science
- Nuclear Medicine
- Forestry
- Manufacturing
- Engineering

The scholarship can be either merit- or needs-based. For Universities, the scholarship is to be targeted to students in 3rd or 4th year undergraduate programs and graduate programs.

Institutions will take into consideration their strategic priorities when determining which areas of innovation will be supported each year. The Ministry may from time to time establish specific targets within allocations based on government priorities.

Opportunity

The Opportunity component is intended to support institutions in providing financial assistance to students in accordance with the priorities established in the institution's strategic plan.

The scholarship can be merit- or needs-based and can be targeted to any program area or student group that is a priority for the institution. The scholarship cannot be allocated to students entering Adult Basic Education programs.

International Education

The international education component is intended to support the University of Saskatchewan, University of Regina and Saskatchewan Polytechnic in providing financial assistance to Canadian students studying out of country or foreign students studying in Saskatchewan at a designated post-secondary institution at any level of study.

Value of Scholarship

Institutions are to determine the value of scholarship in accordance with existing policies governing other financial awards, or they may develop new policy specifically for the Saskatchewan Innovation and Opportunity Scholarship.

Scholarship Recipients

Scholarship recipients must be enrolled in a post-secondary program on either a full-time or part-time basis. Scholarship funding should be used to support the pursuit of an academic credential.

Scholarship recipients are entitled to accept other awards, teaching assignments or other assignments in accordance with the institution's policies.

In the event that a scholarship recipient withdraws from study, the institution will make every effort to have funds returned to be allocated to another recipient.

Administrative Procedures

Matching Funds

All provincial matching funds provided to institutions will be awarded to students in the form of a merit- or needs-based scholarship. Provincial matching funds may not be used to defray expenses related to fund or fundraising management, administration, promotion or for any other use.

Provincial funding will only be awarded to students to the extent that the institution has received equivalent eligible donations (i.e., matched funds).

Eligible donations include the following:

- Cash donations, received through the private sector and community-based partners, designated for scholarships, bursaries and needs-based awards (including donations in-kind converted to cash).
- Donations for scholarship, bursary and needs-based awards that are endowed, whether they are designated for a specific purpose or not. Only the funds available from the endowment to be awarded to students in any year can be considered as matching funds for that year, not the entire endowment fund.
- Student association/union fees identified for scholarships and bursaries.
- Monies raised through fundraising events.
 - When it is not practical to issue receipts, the net proceeds of a fundraising event should be accompanied by a statement signed by the person responsible for the event detailing the total value of the donation.

Institutions that are able to raise more matching funds than required in any year can carry those funds over to subsequent years. These funds are to be reported in the year of receipt. However, overall donated monies raised should be equal to the provincial funding allocated (match 'dollar for dollar') and reflected equally in the reporting of awards. Institutions must not promise donors matching provincial funds that are above the level of allocated funds available. Furthermore, over-reporting of awards will not result in credits on future provincial funds.

Donations that are not eligible include:

- Funds receipted before January 2011 unless as part of an endowment as described under Eligible donations above.
- Public funds from the provincial government including crown corporations or other public bodies.
- Funds transferred by an institution from provincial grants.
- Donations in-kind not converted to cash.

- Donations intended for other purposes, such as equipment, research and endowed chairs.

Allocation, Disbursement and Reporting Requirements Timeframes

The Saskatchewan Innovation and Opportunity Scholarship has been in place since 2011. Institutions are required to match and award funds related to the 2022-23 fiscal year by June 30, 2023.

Table 1 below summarizes the timelines for allocation and reporting for 2022-23 and 2023-24.

Annual allocations are subject to budget appropriation and will be based on each institution's ability to match funds in the previous year. The Ministry will revisit the Saskatchewan Innovation and Opportunity Scholarship reporting and fundraising progress with all post-secondary institutions prior to the 2024-25 allocation.

Table 1

Timelines for allocation and reporting for 2022-23 and 2023-24

Activity	2022-23 On or Before	2023-24 On or Before
Ministry formally advises institution of annual allocation through a letter.	March 31, 2022	March 31, 2023
Institution advises Ministry of selected target areas for scholarship and plan for utilization of unspent provincial allocations from prior reporting periods.	June 30, 2022	June 30, 2023
Full allocation is disbursed by Ministry.	October 2022	October 2023
Institution submits final report (including ukrainian student information)	July 31, 2023	July 31, 2024
Ukrainian students - Supplemental report submitted		Feb 15, 2024
Ukrainian students - Supplemental funding disbursed by Ministry		March 2024

Note - Institutions are required to report annual Saskatchewan Innovation and Opportunity Scholarship activity from July 1 to June 30 of each year and will have until July 31st to submit their reporting to the Ministry.

Content of Reports to the Ministry

Institutions are required to report to the Ministry twice annually:

1. The institution will advise the Ministry in writing of their priorities for scholarships over the upcoming year in accordance with the timeline, by June 30, 2023, outlined above. This will be communicated by way of a letter or email which provides, at a high level, what areas of study and/or student categories the institution will focus on. For example, an institution may be focusing the Innovation and Excellence funds in the fields of energy and the environment and focusing Opportunity funds on attracting first year students and Aboriginal students. If the institution has unspent allocations from previous reporting periods, please provide a detailed plan on how the unspent funding will be fully utilized, including projected timelines for utilization.
2. Institutions must submit a claim for matching funds, in accordance with the timelines, to the Ministry by July 31, 2023. This claim is outlined above. Reports must be signed by the Chief Financial Officer or designated official. The appendices provide the content and format for reporting for 2022-23 and 2023-24. Reports should be submitted electronically in Microsoft Excel format. The signed report may be submitted electronically in Adobe or by hard copy.

Audit

The Government can choose to conduct an audit to determine or ensure compliance with any of the institution's obligations, including allowing ministry employees reasonable access to and copies of all relevant documents and records upon request.

Issuance of Income Tax Slips

The Saskatchewan Innovation and Opportunity Scholarship is a taxable benefit. Institutions will issue the appropriate tax slips in accordance with Canada Revenue Agency policies and timelines.

Saskatchewan Innovation and Opportunity Scholarship Recognition

The Ministry will actively market and communicate the Saskatchewan Innovation and Opportunity Scholarship.

As part of the promotion of the Scholarship it is expected that institutions will:

- Acknowledge the Government of Saskatchewan's contribution to the Saskatchewan Innovation and Opportunity Scholarship in any correspondence with scholarship recipients. Suggested wording in recipient correspondence:
 - "Funding for this scholarship was made possible by the Government of Saskatchewan through the Saskatchewan Innovation and Opportunity Scholarship program."
- Invite Government to participate in ceremonies or events when students will receive the scholarship.
- Work with the Ministry on any news releases to announce scholarship recipients.
- Acknowledge the Government of Saskatchewan on the institution's website when promoting the scholarship.

Appendix A: 2022-23 Saskatchewan Innovation and Opportunity Scholarship Reporting Requirements

Educational Institution Name

Summary of Awards: 2022-23 Reporting

Identifier	Type	Need or Merit	Faculty/ Department	Program/ Major	Level of Study	International Student	Award
Identifier 1							\$ 5,000
Identifier 2							\$ 4,500
Identifier 3							\$ 5,000
Identifier 4							\$ 3,500
Total Scholarships (combined provincial and matched funding)							\$18,000
Source of Scholarship Funding							
Total Donor Matching							\$9,000
Total Saskatchewan Innovation and Opportunity Scholarship							\$9,000
Total							\$18,000

Notes:

Identifier: Institutions must provide a unique identifier that can be used to trace a file in the event of an audit.

Type: Innovation and Excellence (I) or Opportunity (O)

Need or Merit: Need (N) or Merit (M)

Level of Study: Certificate (C), Diploma (D), Undergraduate (U), Masters (M) or PhD (P)

International Student: Student is from a foreign country (1) or Canadian student studying out of country (2). Leave blank if not applicable.

X _____
Signature of Authorized Institution Official

Annual Donations: 2022-23 Reporting

Donors				
Identifier	Donation	Date of Receipt	Amount Used For Matching In Current Reporting Year	Amount Carried Forward For Matching In Future Fiscal Years
Identifier 1	\$500	November 15, 2022	\$500	\$0
Identifier 2	\$10,000	December 1, 2022	\$1,500	\$8,500
Identifier 3	\$1,000	April 1, 2023	\$1,000	\$0
Identifier 4	\$25,000	May 1, 2023	\$0	\$25,000
Staff Fundraiser	\$1,000	Golf Tournament June 2023	\$1,000	\$0
Totals			\$4,000	\$33,500

Notes:

Identifier: Institutions must provide a unique identifier that can be used to trace a file in the event of audit.

Endowments: 2022-23 Reporting

Donors			
Identifier	Endowment Amount	Date of Receipt	Amount of Endowment (including interest earnings) Applicable To Current Reporting Year
Identifier 1	\$10,000	March 12, 2003	\$1,000
Identifier 2	\$25,000	June 15, 2011	\$4,000
Total Endowment Funding for 2022-23			\$5,000

Notes:

Identifier: Institutions must provide a unique identifier that can be used to trace a file in the event of audit.

Total Donor Matching for Current Reporting Year	
From Annual Donations	\$4,000
From Endowment Funding	\$5,000
Total	\$9,000

Appendix B: 2023-24 Saskatchewan Innovation and Opportunity Scholarship Reporting Requirements

Educational Institution Name

Summary of Awards: 2023-24 Reporting

Identifier	Type	Need or Merit	Faculty/ Department	Program/ Major	Level of Study	International Student	Award
Identifier 1							\$5,000
Identifier 2							\$4,500
Identifier 3							\$10,000
Identifier 4							\$5,000
Identifier 5							\$4,500
Total Scholarships (combined provincial and matched funding)							\$29,000
Source of Scholarship Funding							
Total Donor Matching							\$14,500
Total Saskatchewan Innovation and Opportunity Scholarship							\$14,500
Total							\$29,000

Notes:

Identifier: Institutions must provide a unique identifier that can be used to trace a file in the event of an audit.

Type: Innovation and Excellence (I) or Opportunity (O)

Need or Merit: Need (N) or Merit (M)

Level of Study: Certificate (C), Diploma (D), Undergraduate (U), Masters (M) or PhD (P)

International Student: Student is from a foreign country (1) or Canadian student studying out of country (2). Leave blank if not applicable.

X _____
Signature of Authorized Institution Official

Annual Donations: 2023-24 Reporting

Donors					
Identifier	Donation	Date of Receipt	Amount Carried Forward For Matching From Previous Reporting Years	Amount Used For Matching In Current Reporting Year	Amount Carried Forward For Matching In Future Fiscal Years
Identifier 2	\$10,000	December 1, 2022	\$8,500	\$2,500	\$6,000
Identifier 4	\$25,000	May 2, 2023	\$25,000	\$2,000	\$23,000
Identifier 5	\$1,000	August 30, 2023	\$0	\$1,000	\$0
Identifier 6	\$20,000	September 15, 2023	\$0	\$3,000	\$17,000
Totals			\$33,500	\$8,500	\$46,000

Notes:

Identifier: Institutions must provide a unique identifier that can be used to trace a file in the event of audit.

Endowments: 2023-24 Reporting

Donors			
Identifier	Endowment Amount	Date of Receipt	Amount of Endowment (including interest earnings) Applicable To Current Reporting Year
Identifier 1	\$10,000	March 12, 2003	\$2,000
Identifier 2	\$25,000	June 15, 2011	\$3,000
Identifier 3	\$50,000	June 15, 2024	\$1,000
Total Endowment Funding for 2023-24			\$6,000

Notes:

Identifier: Institutions must provide a unique identifier that can be used to trace a file in the event of audit.

Total Donor Matching for Current Reporting Year	
From Annual Donations	\$8,500
From Endowment Funding	\$6,000
Total	\$14,500

Appendix C: Guidelines for the Interim Use of Saskatchewan Innovation and Opportunity Scholarship Living Cost Bursary for Post-Secondary Ukrainian Students

Introduction

The Ministry of Advanced Education is repurposing funding from the Saskatchewan Innovation and Opportunity Scholarship (SIOS) to provide bursary funding to Ukrainian students impacted by the war. The guidelines below are intended to temporarily supplement the current Saskatchewan Innovation and Opportunity Scholarship, Administration Guidelines.

Guidelines

Saskatchewan public post-secondary institutions will provide a \$1,750 scholarship annually, for up to two years, to Ukrainian students who are living in Canada under the Canada-Ukraine Authorization for Emergency Travel (CUAET) and are attending a Saskatchewan post-secondary institution. Institutions will provide this bursary on the first day of classes, if possible, once eligibility has been established.

If an institution has unspent funding from the SIOS by the end of the year, they may give up to \$1,750 from that balance to each Ukrainian student who meets the eligibility criteria. For example, if the institution has unspent program funding of \$10,000 in 2023-24, then the \$1,750 can be used for the bursary per Ukrainian student that meets the eligibility criteria.

If institutions use all SIOS funding, the ministry will provide additional funding to be reimbursed at the end of the fiscal period (March 31). Institutions are still required to advise the

ministry of planned earmarked expenditures as part of their priority letter (submitted at the end of June, or by a amendment letter).

Matching donations are not required for the purpose of the bursary. Institutions will administer and distribute funding based on the eligibility criteria outlined below.

Eligibility Criteria

To be eligible, students must demonstrate that they:

- Are in Canada under the Canada-Ukraine Authorization for Emergency Travel (CUAET) program and plan to pursue part-time or full-time studies at a Saskatchewan post-secondary institution.
- Are connected to the province in one of the following ways:
 - o Graduated from a Saskatchewan secondary school; or
 - o Resided in Saskatchewan for one year prior to the start of their post-secondary program; or
 - o Arrived in Canada in 2022 or later and have only lived in Saskatchewan.

*Student must provide the required documentation, such as proof of landing and residency, that satisfies the post-secondary education institution policies and processes.

Appendix C: Guidelines for the Interim Use of Saskatchewan Innovation and Opportunity Scholarship Living Cost Bursary for Post-Secondary Ukrainian Students

Value of Bursary Funding

\$1,750 per year, for up to two years.

Funding Disbursement and Payment

- Institutions should use existing unspent Saskatchewan Innovation and Opportunity Scholarship funding first.
 - Confirmation of fully expended budget allocations (no unspent funds) based on regular program reporting submitted by July 31, 2023.
- If program funding is already earmarked (and included in the priority letters), additional/new funding will be distributed to institutions by the end of the fiscal year (March 31).
 - Confirmation of earmarked funding included in priority letters (submitted in June), and supplemental report received by the end of the fiscal year.

****See Reporting section below.***

Bursary Funding Recipients

Eligible students who are enrolled in a post-secondary program on either a full-time or part-time basis and meet the eligibility criteria noted in the ministry guidelines.

Term

These guidelines are approved for April 1, 2023 to March 31, 2024 in year one, and April 1, 2024 to March 31, 2025 in year two, if applicable. This may be amended as necessary by the Ministry of Advanced Education.

Reporting Requirements

Post-secondary institutions will report the funds used as bursary for Ukrainian students on a separate line/report section as “USEG” under the Need or Merit column in the Summary of Awards reporting template

While the program reporting period is typically between July 1 to June 30, the reporting for the Ukrainian student initiative is based on the fiscal year (April 1 to March 31). Therefore, institutions should report the students (de-identified) through regular report (ending June 30), as well as a supplemental report submitted by February 15 to be reimbursed by the end of the fiscal year (March 31).

Additional notes or explanations may be provided in the reporting as needed.

Audit

Institutions will cooperate fully with any audit that the Government of Saskatchewan chooses to undertake to determine or ensure compliance with any of the institution’s obligations, including allowing ministry employees reasonable access to and copies of all relevant documents and records upon request.

Issuance of Income Tax Slips

The Saskatchewan Innovation and Opportunity Scholarship is a taxable benefit. Institutions will continue to issue the appropriate tax slips in accordance with Canada Revenue Agency policies and timelines.

Saskatchewan Innovation and Opportunity Scholarship

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Revised July 2023

Need more information?

Student Service Centre

Ministry of Advanced Education

Outside Regina call toll-free: 1-800-597-8278

Regina area (or outside Canada): 306-787-5620

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