



Economic and Rural Development
PRIVATE SECTOR RESEARCH AND DEVELOPMENT
CO-OPERATIVE EMPLOYMENT PROGRAM

PROGRAM GUIDELINES

Deadline for Application Submission: June 5, 2009

ONLY PRIVATE SECTOR COMPANIES ENGAGED IN RESEARCH AND DEVELOPMENT AS DEFINED BY THE PROGRAM ARE ELIGIBLE TO APPLY.

A) OBJECTIVE

This program partners private sector companies engaged in research and development activities with post secondary co-operative education students enrolled in eligible institutions to provide skills-based work experience, and learning opportunities. These highly qualified students provide superior value to employers.

B) PROJECT APPLICATION DEADLINE

Applications must be clearly postmarked, or delivered by hand, to Nova Scotia Economic and Rural Development, on or before June 5, 2009. **Faxed/electronic applications will not be accepted.**

C) PROGRAM DURATION

START: August 31, 2009 END: December 18, 2009 (maximum 16 weeks)

Applicants must contact the educational institution to verify the minimum weeks required for the student to gain credit towards graduation requirements.

If you require information about completing the forms, contact the Student Employment Program staff at (902) 424-6000 or 1-800-424-5418.

D) FUNDING AVAILABLE

A business is eligible to receive a subsidy of **\$15.00 per hour**. The funding is reimbursed at the end of the work term. Positions must be full time. The student is required to work at least the minimum hours per week, approved by the educational institution, in order to receive the rebate. The rebate reimburses the organization for a maximum of 35 hours per week. **Note: hours worked above 35 hours per week will not be reimbursed by this program.**

E) ELIGIBILITY

I. EMPLOYERS:

- i) Private sector companies operating in Nova Scotia who are engaged in research and development activities
- ii) are currently in receipt of the Scientific Research and Experimental Development Tax Credit (SR&ED); and/or are currently in receipt of Industrial Research Assistance Program (IRAP) funding within the past 24 months
- iii) Companies must be able to provide an active Canada Revenue Agency business number.

II. STUDENTS:

- i) must be a current post-secondary cooperative student in the fields of Business, Engineering or Science. **The work term must be a mandatory requirement for graduation.**
- ii) must be legally entitled to work in Canada.

- iii) must not be family* of the business owner, the project contact, or senior administrative staff of the company. *Family under this program includes the contact person's (and spouse's) child, stepchild, ward, spouse, common-law spouse, parent, sister, brother, grandparent, grandchild, aunt, uncle, niece and nephew.

F) TERMS AND CONDITIONS

- Employers must pay at least \$20.00 per hour plus 4% vacation pay. The employer is also responsible for paying Employment Insurance, Canada Pension premiums and Workers' Compensation coverage.
- Positions must be *relevant to the student's field of study*, and be acceptable to the Co-operative Education Program Coordinators before the application is submitted. (See provided list).
- The organization must supply the institution with a copy of the application submitted to the Student Employment Program, along with copy of position description.
- The student employee must not displace any existing staff.
- A wage subsidy will not be paid for any student whose wages are also funded by another employment assistance program.

SEND APPLICATIONS TO:

Mailing Address: Private Sector Research and Development Co-operative Employment Program
Nova Scotia Economic and Rural Development
PO Box 2311
Halifax, NS B3J 3C8

Civic Address: Private Sector Research and Development Co-operative Employment Program
Nova Scotia Economic and Rural Development
1660 Hollis Street, Suite 600
Halifax, NS B3J 3C8

IMPORTANT

Inquiries about program administrative matters (approvals, appeals, forms, required documents and form submission deadlines) are directed to:

Student Employment Program

Telephone: (902) 424-6000

Toll-Free: 1-800-424-5418

Facsimile: (902) 424-0508

Email: sepinfo@gov.ns.ca

Website: <http://www.gov.ns.ca/econ/employment>