

Transition to Employment Program

Frequently Asked Questions

GENERAL INFORMATION

1. What is TEP?

The Alberta Innovates (formerly Alberta Innovates – Health Solutions) Transition to Employment Program (TEP) is a pilot initiative designed to provide grants that enhance Alberta’s economy by supporting the placement of highly skilled Alberta graduates in Alberta-based health and/or biotechnology.

2. How does it work?

TEP provides grants to be used by eligible companies towards the starting salary of eligible graduates. Interested graduates/companies are responsible for finding suitable placement opportunities/graduates. Companies and graduates then jointly complete and submit an application to Alberta Innovates for review.

3. How much is the grant and how many TEP grants are available?

Grants are up to \$10,000, depending on the length of the placement. For the 2016-17 pilot program, we're expecting to support around 10-20 placements.

ELIGIBILITY AND APPLICATION

4. Who is eligible to apply for TEP?

Alberta-based health and/or biotechnology companies willing to provide full-time work to research graduates or postdoctoral fellows for a minimum of six months to a maximum of one year are eligible. Graduates must be currently enrolled, or have graduated within the last 12 months, from an Alberta-based graduate or postdoctoral research program. Graduates must also be legally entitled to work in Alberta and not in receipt of Employment Insurance.

5. What is considered full-time work?

Full-time work is considered to be 30 or more hours a week.

6. How to apply?

Eligible companies and graduates jointly complete and submit the TEP application form to Alberta Innovates for review.

7. Will Alberta Innovates help graduates find work placement opportunities? Will Alberta Innovates help companies identify potential graduates?

Alberta Innovates does not assist with placements. Research graduates and companies interested in TEP grants are responsible to seek out suitable work opportunities/graduates. We encourage graduates/companies to contact one of the following programs for career and professional development related assistance:

- [BioTalent Canada's Career Focus](#),
- [University of Alberta's Graduate Student Internship](#)
- [University of Calgary's Transformative Talent Internship](#).

Please note that Alberta Innovates is not directly associated with these programs.

8. What if I am an eligible company but haven't identified an eligible graduate yet?

Alberta Innovates may consider accepting applications from companies for pre-approval prior to identifying an eligible graduate. If successful, the company will have four months to meet all program/graduate eligibility requirements in order to implement their TEP grant.

9. I am an eligible research graduate but haven't found a work placement opportunity yet, can I apply?

No, graduates must apply with a host organization. (See FAQ #7 How to apply)

FUNDING

10. If my application is successful, what happens next?

If your application is approved, you will receive a letter outlining the grant's terms and conditions and the amount you are eligible to receive.

11. How is the amount of the grant calculated?

The amount of the grant is prorated based on the length of support. The length of support is determined based on the information provided in the application form.

12. How is the grant paid?

Funds will be released to and administered by the organization.

13. What costs/activities are allowable under TEP grants?

TEP grants are intended to support the starting salary of eligible graduates and may not be used for any other purposes.

14. Can TEP grants be provided retroactively?

No, TEP grants may not be used to support existing placements or to supplement/substitute for employment offers.

15. Can TEP grants be renewed?

No, TEP grants are non-renewable.

16. Are there any reporting requirements for the grants?

The company and the graduate will be required to submit a short summary report of the work experience at the end of the funding period. Additionally, host organizations must submit a statement of expenditures within one month of the end of the period of support and return any unspent funds to Alberta Innovates.

17. Can my organization submit more than one application?

Please contact us to confirm your eligibility before submitting multiple applications.

18. Who do I contact if I have more questions?

Initiatives & Innovations

grants.health@albertainnovates.ca

(780) 423-5727