

LIST OF DATA FIELDS – EDUCATION PARTNERSHIP PROGRAM

DCI Number/Fiscal Year:

1770281 (2019-2020)

Purpose:

As per funding agreement

Reporting Period:

As per funding agreement

Due Date:

As per funding agreement

Legend:

- Auto-Calc: Automatically calculated field.
- Auto-Fill: Automatically filled field.
- Mandatory: Field must be completed by recipient to reduce potential delays in processing as Regional Office staff may need to contact recipients for incomplete reports.
- Pre-Populated: Data field is Pre-Populated with information contained in the proposal submitted to the department.
- Roll-Over: Data that has been rolled-over from the previous years' submitted report.

Field Descriptions:

Field	Description
Report Identification - When you indicate your type of organization, the form displays only those sections that are relevant to you. If you do not see a section, it is because Indigenous Services Canada (ISC) does not require that information.	
Fiscal Year (Pre-Populated field)	The fiscal year is entered automatically.
Period (Pre-Populated and Mandatory field)	The time period on which you are reporting.
Title of the approved proposal for which this report is being submitted (Pre-Populated and Mandatory field)	The title of the approved proposal for which this report is being submitted.
Indicate the stream (or the phase) for this report (Pre-Populated and Mandatory field)	The streams or phases are displayed in the drop down list.
Organization Identification - This section is used to identify the organization information that is required to complete the Report.	
Recipient Number (Pre-Populated and Mandatory field)	The recipient ID number as assigned by ISC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name (Pre-Populated and Mandatory field)	The official name of the Recipient of ISC funds.
Organization Type (Pre-Populated and Mandatory field)	A dropdown list of possible organizations that could complete a Proposal.

Field	Description
Organization Name (Pre-Populated and Mandatory field)	The official name of your organization. This field is automatically populated when you enter the Organization No. in the next field and vice versa.
Organization Number (Pre-Populated and Mandatory field)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory field)	The organization's telephone number.
Extension Number (Pre-Populated field)	The extension number, if applicable.
Fax Number (Pre-Populated field)	The organization's facsimile number.
E-mail Address (Pre-Populated field)	The e-mail address of the organization's contact, if available.
Web site (Roll-Over data)	The home page URL for the organization's web site.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field) - City/Town (Pre-Populated and Mandatory field) - Province or Territory (Pre-Populated and Mandatory field) Country (Pre-Populated and Mandatory field) - Postal Code (Pre-Populated and Mandatory field) 	The address or P.O. Box at which the party can be reached by mail.
Reporting Organization Contacts (Sub-reports only).	
Provide the Reporting Organization's contact information as requested by your Recipient Organization.	Sub-reports have a Reporting Organization Contacts section where contact information is provided in a text field so that the Recipient Organization knows who to contact if there are questions.
Contacts - The Primary Contact is the person who ISC would contact for general questions regarding the Report. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name (Pre-Populated and Mandatory field)	The given name or first name.
Family Name (Pre-Populated and Mandatory field)	The family name or surname.
Title/Position (Pre-Populated and Mandatory field)	The contact's job title or position.
Telephone No. (Pre-Populated and Mandatory field)	The contact's telephone number.

Field	Description
Extension No. (Pre-Populated field)	The extension number, if applicable.
Fax No. (Pre-Populated field)	The contact's facsimile number, if available.
E-mail Address (Pre-Populated field)	The e-mail address of the contact, if available.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field) - City/Town (Pre-Populated and Mandatory field) - Province or Territory (Pre-Populated and Mandatory field) - Country (Pre-Populated and Mandatory field) - Postal Code (Pre-Populated and Mandatory field) 	The address or P.O. Box at which the party can be reached by mail.
Street Address	
Same as Mailing Address	If selected, the fields below will automatically be populated.
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field) - City/Town (Pre-Populated and Mandatory field) - Province or Territory (Pre-Populated and Mandatory field) - Country (Pre-Populated and Mandatory field) - Postal Code (Pre-Populated and Mandatory field) 	The address or at which the party can be reached.
Secondary Contact Information	
Do you want to specify a secondary contact? (Pre-Populated field)	Yes or No - if Yes is selected, the same fields are Mandatory as the Primary Contact.
Given Name (Pre-Populated and Mandatory field)	The given name or first name.
Family Name (Pre-Populated and Mandatory field)	The family name or surname.

Field	Description
Title/Position (Pre-Populated and Mandatory field)	The contact's job title or position.
Telephone No. (Pre-Populated and Mandatory field)	The contact's telephone number.
Extension No. (Pre-Populated field)	The extension number, if applicable.
Fax No. (Pre-Populated field)	The contact's facsimile number, if available.
E-mail Address (Pre-Populated field)	The e-mail address of the contact, if available.

Mailing Address

<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field) - City/Town (Pre-Populated and Mandatory field) - Province or Territory (Pre-Populated and Mandatory field) - Country (Pre-Populated and Mandatory field) - Postal Code (Pre-Populated and Mandatory field) 	The address or P.O. Box at which the party can be reached by mail.
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Street Address

Same as Mailing Address	If selected, the fields below will automatically be populated.
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box (Pre-Populated and Mandatory field) - City/Town (Pre-Populated and Mandatory field) - Province or Territory (Pre-Populated and Mandatory field) - Country (Pre-Populated and Mandatory field) - Postal Code (Pre-Populated and Mandatory field) 	The address or at which the party can be reached.

List of Clients to be served

Delivery Organization

Field	Description
<ul style="list-style-type: none"> - Type (Pre-Populated and Mandatory field) - Name (Pre-Populated and Mandatory field) - Number (Pre-Populated and Mandatory field) 	Automatically copied from the Organization Identification section
Client Information	
Client Type (Pre-Populated and Mandatory field)	A drop down list of possible client type
Client Name (Pre-Populated and Mandatory field)	The official name of the client
Client Number (Pre-Populated and Mandatory field)	The client's identification number, if applicable
Activities Undertaken and Results Achieved	
Delivery Organization	
<ul style="list-style-type: none"> - Delivery Organization Type (Pre-Populated and Mandatory field) - Delivery Organization Name (Pre-Populated and Mandatory field) - Delivery Organization Number (Pre-Populated and Mandatory field) 	Automatically copied from the Organization Identification section.
Objective	
Objective	Objectives approved are pre-populated. The objectives are in line with the program terms and conditions.
Activity	
Activity Type (Pre-Populated and Mandatory field)	A list of possible activities for the Objective. If there is only one Activity available, it appears automatically. For more information see the <i>National Program Guidelines</i> attached to the form.
Activity Name (Pre-Populated and Mandatory field)	The activity name must be unique.
Extent completed (Mandatory field)	Indicate the extent to which the activity was completed as described on the approved proposal. Select Fully, Partially, or Not at all.
Reason not fully completed (Mandatory field)	This field is enabled and mandatory if the Extent Completed is not Fully.
Explanation (Mandatory field)	A detailed explanation for why the activity was not fully completed. This field is mandatory if the Extent Completed is not Fully.

Field	Description
Activities Undertaken (Pre-Populated and Mandatory field)	A narrative description of the activities undertaken as compared with what was planned.
Results Achieved (Mandatory field)	A narrative description of the results achieved as compared with what was planned.
Activities Undertaken and Results Achieved	
Delivery Organization	
<ul style="list-style-type: none"> - Type (Pre-Populated and Mandatory field) - Name (Pre-Populated and Mandatory field) - Number (Pre-Populated and Mandatory field) 	Automatically copied from the Organization Identification section.
Objective	
Objective (Pre-Populated and Mandatory field)	Objectives approved are Pre-Populated. The objectives are in line with the program terms and conditions
Activity	
Activity Type (Pre-Populated and Mandatory field)	A list of possible activities for the Objective. If there is only one Activity available, it appears automatically. For more information see the <i>National Program Guidelines</i> attached to this form.
Activity Name (Pre-Populated and Mandatory field)	The activity name must be unique.
Extent completed (Mandatory field)	Indicate the extent to which the activity was completed as described on the approved proposal. Select Fully, Partially or Not at all.
Reason not fully completed (Mandatory field)	This field is enabled and Mandatory if the Extent Completed is not Fully.
Explanation (Mandatory field)	A detailed explanation for why the activity was not fully completed. This field is Mandatory if the Extent Completed is not Fully.
Activities Undertaken (Pre-Populated and Mandatory field)	A narrative description of the activities undertaken as compared with was planned.
Results Achieved (Mandatory field)	A narrative description of the results achieved as compared with what was planned.
Expenses - This section of the form collects planned expenses required to undertake activities for this objective.	
Expense Type (Pre-Populated and Mandatory field)	A list of possible Expense Types.
Amount Approved (Pre-Populated field)	Automatically populated from the approved proposal.
Amount spent (Mandatory field)	The amount spent on this Activity for this objective.

Field	Description
Explanation (Mandatory field)	An explanation of any variances between the amounts approved and spent.
Total (Auto-Calc field)	This field is automatically calculated.
Summary of Expenses	
The following data fields are applicable to all Education Programs. This section is a summary of the expenses and is where you enter administration costs.	
Amount Approved	
Sub-Total Amount before Program Administration Costs (Pre-Populated field)	A sub-total before administration costs. Automatically populated from the approved proposal.
Administration Costs (Pre-Populated field)	The cost for administration for this fiscal year. Automatically populated from the approved proposal.
Total (Auto-Calc field)	This field is automatically calculated.
Program Administration Costs Percentage) (Auto-Calc field)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 10% of the Sub-Total before Administration Costs.
Amount Spent	
Sub-Total Amount before Program Administration Costs (Auto-Calc field)	A sub-total before administration costs. This field is automatically calculated.
Administration Costs (Mandatory field)	The cost for administration for this fiscal year.
Explanation (Mandatory field)	A detailed explanation or description for the Administration Cost.
Total Requested (Auto-Calc field)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc field)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 10% of the Sub-Total before Administration Costs.
Costs	
There is no information displayed in this section until you click Calculate.	
Calculate Button (Auto-Calc and Mandatory field)	A button used to display the summary of costs. The information is automatically populated from the Expense section.
There is a table listing the Expense Types, Approved Amounts from the Proposal, the Amounts Spent, Program Administration Costs and a Grand Total.	
Partners	
A Partner is an organization that you expect to provide or has provided funding or in-kind contributions to the project.	
Partner Organization Type (Pre-Populated and Mandatory field)	A dropdown list of possible organizations that could be partners.
Partner Organization Name (Pre-Populated and Mandatory field)	Official name of your partner.

Field	Description
Partner Organization Number (Pre-Populated and Mandatory field)	The partner's identification number if available. This field is only Mandatory if the partner has an identification number.
In-Kind Contribution (Pre-Populated and Mandatory field)	A check box to indicate an in-kind contribution. The amount defaults to \$0.00.
Amount (Mandatory field)	The amount received from the Partner.
Explanation (Mandatory field)	A detailed explanation to describe the type of in-kind contribution expected or received or the main purpose of the funds received.
Achievements, Lessons Learned and Community Engagement Summary	
Achievements and Successes (Mandatory field)	Describe your achievements and successes
Challenges and Lessons Learned (Mandatory field)	Describe your challenges and lessons learned
Engagement with Communities and Partners (Mandatory field)	Describe how you engaged with your communities and partners.
Supporting Documents	
Type of Supporting Document (Mandatory field)	A dropdown list of the types of Mandatory documents. If there are no Mandatory documents, the only available item is Other.
Name of Supporting Document (Mandatory field)	The title and file name of the supporting document.
Method of Submission (Mandatory field)	A dropdown list of possible submission methods.
File Name Attached (Mandatory field)	The file name of the attached document will appear automatically.
Declaration	
Given Name (Mandatory field)	The given name or first name.
Family Name (Mandatory field)	The family name or surname.
Title (Mandatory field)	The job title or position.
Date (YYYYMMDD) (Mandatory field)	Today's date, in the format of Year, Month and Day.