

POST-SECONDARY PARTNERSHIP PROGRAM REPORT – LIST OF DATA FIELDS

DCI Number/Fiscal Year:

434111 (2022-2023)

Purpose:

As per funding agreement

Reporting Period:

As per funding agreement

Due Date:

As per funding agreement

Legend:

- **Mandatory:** Completing all mandatory data fields will reduce potential delays as ISC Regional Office staff will need to contact recipients whose Report is incomplete.
- **Pre-Populated:** These fields are automatically populated from the approved proposal such as Recipient Number and Recipient Name.
- **Auto-Calc:** Automatically calculated field.

IMPORTANT:

The list below is a representation of the data fields. The actual reports are available on the [ISC Services Portal](#) or through your Regional Office. Some of these reports will be available with your pre-populated data, which will save you preparation time. If you have any questions please contact your Regional Office.

Field Descriptions:

Field	Description
Report Identification	
This section of the form is used for identification and tracking purposes. The fiscal year is automatically filled with the relevant information.	
Fiscal Year (Auto-Calc)	The fiscal year is entered automatically.
Period (Mandatory)	The time period on which you are reporting.
Title of the approved proposal for which this report is being submitted (Pre-populated and Mandatory)	Title of the approved proposal for which this report is being submitted.
Organization Identification	
This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with ISC.	
Recipient Number (Pre-populated and Mandatory)	The recipient ID number as assigned by ISC. Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.

Field	Description
Recipient Name (Pre-populated and Mandatory)	The official name of the Recipient of ISC funds.
Organization Type (Pre-populated and Mandatory)	A drop-down list of possible organizations that could complete a Proposal.
Organization Name (Pre-populated and Mandatory)	The official name of your organization. This field is automatically populated when you enter the Organization Number in the next field and vice versa.
Organization Number (Pre-populated and Mandatory)	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone Number (Mandatory)	The organization's telephone number.
Extension Number (Pre-populated)	The extension number, if applicable.
Fax Number (Pre-populated)	The organization's facsimile number.
E-mail Address (Pre-populated)	The e-mail address of the organization's contact, if available.
Web site (Pre-populated)	The home page URL for the organization's web site.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
List of Reporting Organizations	
Use this section to list the organizations that are providing you with their information in separate sub-reports.	
<ul style="list-style-type: none"> - Reporting Organization Type - Reporting Organization Name - Reporting Organization Number - Total Budget - File Name Attached (Pre-populated and Mandatory)	Data fields will automatically be populated from the Sub-report once attached, as well as when selecting the Organization type from ISC Funded Recipients.
Contacts	
The Primary Contact is the person who is responsible for the DCI when completed. The Secondary Contact is the back-up contact in case the Primary Contact is unavailable.	
Given Name (Pre-populated and Mandatory)	The given name or first name.

Field	Description
Family Name (Pre-populated and Mandatory)	The family name or surname.
Title/Position (Pre-populated and Mandatory)	The contact's job title or position.
Telephone Number (Pre-populated and Mandatory)	The contact's telephone number.
Extension Number (Pre-populated)	The extension number, if applicable.
Fax Number (Pre-populated)	The contact's facsimile number, if available.
E-mail Address (Pre-populated)	The e-mail address of the contact, if available.
Mailing Address	
<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	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 - City/Town - Province or Territory - Country - Postal Code (Pre-populated and Mandatory)	The street address or P.O. Box at which the party can be reached by mail.
Secondary Contact Information	
Do you want to specify a secondary contact?	Yes or No - if Yes is selected, the same fields are mandatory as the Primary Contact person.
Clients to be Served	
Delivery Organization	
<ul style="list-style-type: none"> - Delivery Organization Type - Delivery Organization Name - Delivery Organization Number (Mandatory)	Automatically copied from the Organization Identification section.
Client Information	
Client Type (Mandatory)	Defaulted to First Nation.

Field	Description
Client Name (Mandatory)	The official name of the client.
Client Number (Mandatory)	The client's identification number, if applicable.
Activities Undertaken and Results Achieved	
Delivery Organization	
<ul style="list-style-type: none"> - Delivery Organization Type - Delivery Organization Name - Delivery Organization Number (Pre-populated and Mandatory)	Automatically copied from the Organization Identification section.
First Nation Post-Secondary Education Institution (Delivery Organization Type) (Pre-populated and Mandatory)	This Delivery Organization Type will automatically display the below three mandatory questions.
Did this organization increase its capacity to manage and support post-secondary education systems as a result of PSPP funding? (Mandatory)	Answer " Yes " or " No "
Total number of Programs offered at this First Nation Post-Secondary Education Institution. (Mandatory)	Enter number.
Number of Programs offered at this First Nation Post-Secondary Education Institution which have been funded by PSPP (Mandatory)	Enter number (cannot exceed number of programs offered at First Nation Post-Secondary Education Institution)
Objective	
Objective (Pre-populated and Mandatory)	The objectives are from the approved proposal and are in line with the program terms and conditions. First Nation Post-Secondary Institutions will have to add the Pandemic Adjustments objective if emergency funding. (See below)
Activity	
Activity Type (Pre-populated and Mandatory)	Activity type is pre-populated from the approved proposal.
Activity Name (Pre-populated and Mandatory)	Activity name is pre-populated from the approved proposal.
Extent Completed (Mandatory)	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)	This field is enabled and mandatory if the Extent Completed is not Fully.

Field	Description
Explanation (Mandatory)	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)	The Activities Undertaken is pre-populated from the approved proposal.
Results Achieved (Mandatory)	A narrative description of the results achieved as compared with what was planned.
Institution Details for a Program of Study	
Degree Granting Institution (Pre-populated and Mandatory)	The educational institution that will be issuing the certificate or credentials.
Area of Study – Category (Pre-populated and Mandatory)	The major area of study for the level of education Note: University and College Entrance Preparation program (UCEP) is under the Category of Other.
Area of Study - Sub-category (Pre-populated and Mandatory)	This list is populated with relevant specializations based on the Category that you selected. Select the area of study for the level of education.
Level of Education Sought (Pre-populated and Mandatory)	The education level of the course.
Method of Delivery (Pre-populated and Mandatory)	The method by which the course will be delivered.
Audience	
Audience Type (Pre-populated and Mandatory)	Defaulted to Students.
Target Number (Pre-populated)	Automatically populated from the approved proposal.
Number Reached (Mandatory)	The number of individuals reached by this activity.
Student Outcomes by Gender	
Gender (Mandatory)	The gender, or sex, of the student.
Enrolled this year (Mandatory)	The number of students who were enrolled to take the course during the reporting year.
Successfully completed this year (Mandatory)	The number of students who successfully completed the course during the reporting year.
Student Outcomes by Full-Time / Part-Time Status	
Full-time (Mandatory)	The Full-time or Part-time status of the student.

Field	Description
Enrolled this year (Mandatory)	The number of students who were enrolled to take the course during the reporting year.
Successfully completed this year (Mandatory)	The number of students who successfully completed the course during the reporting year.
Pandemic Adjustments Objective	
First Nation administered Post-Secondary Institutions who received Emergency Funding MUST add this Objective (Pandemic Adjustments) and report accordingly.	
Activity Type (Mandatory)	Defaulted to Emergency Funding Activities.
Activity Name (Mandatory)	The activity name must be unique.
Indicate how your Organization made use of the Emergency Funds (check all that apply – at least one of the check boxes needs to be completed).	
Adapting courses for online learning	Purchase of IT Hardware Purchase of IT Software Upgrading Internet access Other
Implementing public health guidelines related to the pandemic	Installing Plexiglas shields Deep cleaning of the facilities Personal Protective Equipment (PPE) (masks, gloves, sanitizer, etc., for students, staff and visitors for in-person services Other (Please specify)
Automating services to process student applications and registrations	Purchase of IT Hardware Purchase of IT Software Upgrading Internet access Other (Please specify)
Development of specific COVID-19 resources to support staff and instructors	Additional support staff Other (Please specify)
Culturally responsive counselling for students	Additional counselling for students Other (Please specify)
Pandemic Adjustments Expenses	
Expense Type (Pre-populated and Mandatory)	Defaulted to Emergency Funds.
Amount Approved	Blank as not part of the proposal.
Amount Spent (Mandatory)	The amount spent on this Activity for this objective.
Explanation (Mandatory)	An explanation of how funding was spent.
Total (Auto-Calc)	This field is automatically calculated.
Expenses	

Field	Description
This section of the form collects planned expenses required to undertake activities for this objective.	
Expense Type (Pre-populated and Mandatory)	A list of possible Expense Types.
Amount Approved (Pre-populated)	Automatically populated from the approved proposal.
Amount Spent (Mandatory)	The amount spent on this Activity for this objective.
Explanation (Mandatory)	An explanation of any variances between the amount approved and spent.
Total (Auto-Calc)	This field is automatically calculated.

Summary of Expenses

This section is a summary of the expenses that are applicable to all Education Programs.

Amount Approved

Sub-Total Amount before Program Administration Costs (Pre-populated)	A sub-total before administration costs. Automatically populated from the approved proposal.
Administration Costs (Pre-populated)	The cost for administration for this fiscal year. Automatically populated from the approved proposal.
Total (Auto-Calc)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 15% of the Sub-Total before Administration Costs.

Amount Spent

Sub-Total Amount before Program Administration Costs (Auto-Calc)	A sub-total before administration costs. This field is automatically calculated.
Administration Costs (Mandatory)	The cost for administration for this fiscal year.
Explanation (Mandatory)	A detailed explanation or description for the Administration Cost.
Total Requested (Auto-Calc)	This field is automatically calculated.
Program Administration Costs (Percentage) (Auto-Calc)	The Administration Costs are expressed as a percentage and are automatically calculated. It should not exceed 15% of the Sub-Total before Administration Costs.

Costs

Field	Description
There is no information displayed in this section until you click Calculate .	
Calculate Button (Auto-Calc and Mandatory)	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)	A drop-down list of possible organizations that could be partners.
Partner Organization Name (Pre-populated and Mandatory)	Official name of your partner.
Partner Organization Number (Pre-populated and Mandatory)	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)	A check box to indicate an in-kind contribution. The amount defaults to \$0.00.
Amount (Mandatory)	The amount received from the Partner.
Explanation (Mandatory)	A detailed explanation to describe the type of in-kind contribution expected or received or the main purpose of the funds received.
Supporting Documents	
Type of Supporting Document (Mandatory)	A drop-down list of the types of mandatory documents. If there are no mandatory documents, the only available item is Other.
Name of Supporting Document (Mandatory)	The title and file name of the supporting document.
Method of Submission (Mandatory)	A drop-down list of possible submission methods.
File Name Attached (Mandatory)	The file name of the attached document will appear automatically.
Declaration	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title (Mandatory)	The job title or position.

Field	Description
Date (YYYY-MM-DD) (Mandatory)	Today's date (YYYY-MM-DD).