

# EDUCATION PARTNERSHIPS PROGRAM REPORT - LIST OF DATA FIELDS

**DCI Number/Fiscal Year:**

1770281 (2023-2024)

**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
<b>Report Identification</b>	
Fiscal Year (Pre-populated)	The fiscal year is entered automatically.
Title of the approved proposal for which this report is being submitted (Pre-populated and Mandatory)	The title of the approved proposal for which this report is being submitted.
Indicate the stream for this report (Pre-populated and Mandatory)	The streams are displayed in the drop-down list.
<b>Organization Identification</b>	
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.
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.

Field	Description
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.
<b>Mailing Address</b>	
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box</li> <li>- City/Town</li> <li>- Province or Territory</li> <li>- Country</li> <li>- Postal Code</li> </ul> (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
<b>Contacts</b>	
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)	The given name or first name.
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.
<b>Mailing Address</b>	

Field	Description
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box</li> <li>- City/Town</li> <li>- Province or Territory</li> <li>- Country</li> <li>- Postal Code</li> </ul> (Pre-populated and Mandatory)	The address or P.O. Box at which the party can be reached by mail.
<b>Street Address</b>	
Same as Mailing Address	If selected, the fields below will automatically be populated.
<ul style="list-style-type: none"> <li>- Number/Street/ Apartment/P.O. Box</li> <li>- City/Town</li> <li>- Province or Territory</li> <li>- Country</li> <li>- Postal Code</li> </ul> (Pre-populated and Mandatory)	The street address.
<b>Secondary Contact Information</b>	
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.
<b>List of Clients to be Served</b>	
<ul style="list-style-type: none"> <li>- Delivery Organization Type</li> <li>- Delivery Organization Name</li> <li>- Delivery Organization Number</li> </ul> (Pre-populated and Mandatory)	Automatically copied from the Organization Identification section.
<b>Client Information</b>	
Client Type (Pre-populated and Mandatory)	A drop-down list of possible client types.
Client Name (Pre-populated and Mandatory)	The official name of the client.
Client Number (Pre-populated and Mandatory)	The client's identification number, if applicable.
<b>Activities Undertaken and Results Achieved</b>	
<ul style="list-style-type: none"> <li>- Delivery Organization Type</li> <li>- Delivery Organization Name</li> <li>- Delivery Organization Number</li> </ul> (Pre-populated and Mandatory)	Automatically copied from the Organization Identification section.
<b>Objective</b>	
Objective (Pre-populated and Mandatory)	Objectives approved are pre-populated. The objectives are in line with the program terms and conditions.
<b>Activity</b>	
Activity Type (Pre-populated and Mandatory)	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.

<b>Field</b>	<b>Description</b>
Activity Name (Pre-populated and Mandatory)	The activity name must be unique.
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.
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)	A narrative description of the activities undertaken as compared with what was planned.
Results Achieved (Mandatory)	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)	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 and is where you enter administration costs.

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	

<b>Field</b>	<b>Description</b>
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**

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.
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There is a table listing the Expense Types, Approved Amounts from the Proposal, the Amounts Spent, Program Administration Costs and a Grand Total.

### **Achievements, Lessons Learned and Community Engagement Summary**

Achievements and Successes (Mandatory)	Describe your achievements and successes.
Challenges and Lessons Learned (Mandatory)	Describe your challenges and lessons learned.
Engagement with Communities and Partners (Mandatory)	Describe how you engaged with your communities and partners.

### **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 organization types 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**

If you add a Supporting Document, these fields become mandatory.

Field	Description
Type of Supporting Document	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	The title and file name of the supporting document.
Method of Submission	A drop-down list of possible submission methods.
File Name Attached	The file name of the attached document will appear automatically.
<b>Declaration</b>	
Given Name (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title (Mandatory)	The job title or position.
Date (Mandatory)	Today's date (YYYY-MM-DD)