

MÉTIS NATION POST-SECONDARY EDUCATION REPORT – LIST OF DATA FIELDS

DCI Number/Fiscal Year:
45904390 (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 Indigenous Services Canada (ISC) 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.

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 and reporting period are automatically filled with the relevant information.	
Fiscal Year (Pre-populated)	The fiscal year is entered automatically.
Period (Pre-populated)	The time period is entered automatically.
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 (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 (Mandatory)	The official name of the Recipient of ISC funds.
Organization Type (Pre-populated)	Defaulted to Métis Nation.

Field	Description
Organization Name (Mandatory)	The official name of your organization (Métis Nation Jurisdiction).
Telephone Number (Mandatory)	The organization's (Métis Nation Jurisdiction) telephone number.
Extension Number	The extension number, if applicable.
Fax Number	The organization's (Métis Nation Jurisdiction) facsimile number.
E-mail Address	The e-mail address of the organization (Métis Nation Jurisdiction) contact, if available.
Web site	The home page URL for the organization's (Métis Nation Jurisdiction) web site.

Mailing Address

<ul style="list-style-type: none"> - Number/Street/ Apartment/P.O. Box - City/Town - Province or Territory - Country - Postal Code (Mandatory)	The address or P.O. Box at which the party can be reached by mail.
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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 (Mandatory)	The given name or first name.
Family Name (Mandatory)	The family name or surname.
Title/Position (Mandatory)	The contact's job title or position.
Telephone Number (Mandatory)	The contact's telephone number.
Extension Number	The extension number, if applicable.
Fax Number	The contact's facsimile number, if available.
E-mail Address	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 (Mandatory)	The address or P.O. Box at which the party can be reached by mail.
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Street Address

Field	Description
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 (Mandatory)	The street address 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.
Métis Information	
Métis Student Information	
Provide information regarding students:	
Number of students funded for post-secondary education. (Mandatory)	Enter a number by gender.
Percentage of eligible students who applied and received funding for post-secondary education. (Mandatory)	Enter a percentage by gender.
Percentage of students who accessed support services provided by your Métis Nation jurisdiction (such as mentorship, career counselling, Elder guidance). (Mandatory)	Enter a percentage by gender.
Percentage of students who continue to be funded beyond the first year of their program of study. (Mandatory)	Enter a percentage by gender.
Percentage of funded Métis students with a post-secondary certificate, diploma or degree. (Mandatory)	Enter a percentage by gender.
Number of funded Métis students who graduate with a post-secondary certificate, diploma or degree. (Mandatory)	Enter a percentage by gender.
Number of Métis students accessing Métis Nation resources, training and other programming provided by your Métis Nation jurisdiction. (Mandatory)	Enter a number by gender.

Field	Description
Métis Jurisdiction Information	
Provide information regarding your organization:	
Did your Métis Nation jurisdiction increase post-secondary education capacity in one or more key areas of need (such as language and culture)? (Mandatory)	Answer "Yes" or "No".
Number of education professionals in your jurisdiction who accessed Métis cultural resources, training and other programming. (Mandatory)	Enter a number
Did your Métis Nation jurisdiction develop policy/guidelines regarding professional standards to support culturally competent teaching and education practices? (Mandatory)	Answer "Yes" or "No" or "In Progress".
Number of MOUs and/or partnership agreements established in this reporting year. (Mandatory)	Enter a number
Supporting Documents	
If you add a Supporting Document, these fields become mandatory.	
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 (Pre-populated)	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.
Date (Mandatory)	Today's date (YYYY-MM-DD)