INUIT POST-SECONDARY EDUCATION REPORT - LIST OF DATA FIELDS

DCI Number/Fiscal Year:
45901064 (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 Indigenous Services Canada (ISC) staff will need to contact recipients whose Report is incomplete.
- Automatically populated: Automatically populated/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 and reporting period are automatically filled with the relevant information.	
Fiscal Year (Automatically populated)	The fiscal year is entered automatically.
Period (Automatically 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 (Automatically populated and Mandatory)	Inuit Organization

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

Mailing Address

- 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.

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.

Field	Description
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

- 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.

Street Address

Field	Description
Same as Mailing Address	If selected, the fields below will automatically be populated.
- 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.
Inuit Post-Secondary Education Information	
Inuit Student Information Provide information regarding students:	
Number of eligible students who were funded (fully or partial) for post-secondary education with funding provided under the Inuit PSE Strategy. (Mandatory)	Enter a number by gender
Percentage of eligible students who applied and received funding (fully or partial) for post-secondary education, with funding provided under the Inuit PSE Strategy (number of eligible students who applied and received funding/number of eligible students who applied). (Mandatory)	Enter a percentage by gender
Percentage of students who continue to be funded (with funding provided under the Inuit PSE strategy) beyond the first year of their program of study. (Mandatory)	Enter a percentage by gender
Percentage of funded Inuit students (with funding provided under the Inuit PSE Strategy) with a post-secondary certificate, diploma or degree. (Mandatory)	Enter a percentage
Number of funded Inuit students (with funding provided under the Inuit PSE Strategy) who graduate with a post-secondary certificate, diploma or degree. (Mandatory)	Enter a number
Percentage of Inuit students directly benefiting from this Inuit organization's increased capacity in any one of the key areas of need. (Mandatory)	Enter a percentage

Field	Description
Number of funded and enrolled students who access support services provided by Inuit organizations (such as mentorship, Elder guidance, and career counselling). (Mandatory)	Enter a number

Inuit Organization Information
Provide information regarding your organization:

Field	Description
Did this Inuit organization increase its post-secondary education capacity in one or more key areas of need? (Mandatory)	Answer "Yes" or "No"
Number of partnerships established, such as Memoranda of Understanding and partnership agreements. (Mandatory)	Enter a number

Supporting Documents

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

Field	Description
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	The file name of the attached document will appear automatically.

Declaration

Field	Description
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).