

International Qualification Recognition Funding Program Guidelines (2011-2012)

Nova Scotia Department of
Labour and Advanced Education
Skills and Learning Branch
Adult Education Division

Version 1.0
Effective: September, 2011

Table of Contents

1	IQR Funding Program Introduction	4
	Guiding Principles	5
	Priorities	5
	Roles and Responsibilities	6
	Eligibility Criteria	6
	Eligible Applicants	6
	Ineligible Applicants	7
	Eligible Programming	7
	Eligible Themes and Expected Outcomes	7
	Capacity Building	7
	Credential Assessment	8
	Orientation	8
	Program Development	8
	Recognition of Prior Learning (RPL)	8
	Research and Planning	9
	Eligible Activities	9
	Assessment	9
	Assessment-Recognition of Prior Learning (RPL)	9
	Information Access	10
	Research and Planning	10
	Skill Enhancement- Job Specific	10
2	Applying for IQR Funding Program Funding	11
	Applying Online Using LaMPSS Self Serve	11
	Completing an Application Form	11
	Organization Information	11
	Project Details	11
	Project Description	11
	Agreement Contact	12

Project Location(s)	12
Participants	12
Project Activities	12
Project Budget	14
Legal Signing Officers	16
Supporting Documentation	16
Submitting Your Application	16
3 IQR Funding Program Reporting Requirements	17
Reporting Online Using LaMPSS Self Serve.....	17
Completing an Activity Report	17
Project Activities	17
Participants	18
Supporting Documentation	18
Reporting Notes	18
Completing a Financial Report	18
Project Costs	18
Supporting Documentation	19
Reporting Notes	19
Submitting Your Reports	19
4 IQR Funding Program Terms & Conditions	19
5 Contact Information.....	20

1 IQR Funding Program Introduction

The purpose of this guide is to inform applicants about the goals of the International Qualification Recognition (IQR) Funding Program and its terms and conditions in respect to the funding applications and to provide support for completing the 2011 – 2012 program application form and reporting requirements.

Please read this entire Program Guidelines Document. The information contained in this Program Guideline document will become part of an agreement with the Province.

The goal of the IQR Funding Program is to build IQR and recognition of prior learning (RPL) capacity in Nova Scotia by assisting regulatory bodies, immigrant serving agencies, multi-stakeholder groups and other stakeholders to develop tools, programs and services that facilitate the assessment and recognition of international qualifications, and integration of skilled immigrants into the Nova Scotia labour force in their chosen field.

The IQR Funding Program is funded through a three year contribution agreement (2011-2014) with Human Resources and Skills Development Canada (HRSDC). This call for proposal covers a four month period commencing on November 1, 2011 and ending on March 31, 2012. All submitted applications must fit within, and not exceed this timeframe. Organizations seeking funding for longer projects should split the project into phases. For example, this first call for proposals could be used to cover an initial phase of the whole project, and the next call could be used to cover an implementation phase.

The IQR Funding Program is administered by the Recognition of Prior Learning (RPL)/ Labour Mobility Unit within the Adult Education Division of the Department of Labour and Advanced Education, in partnership with the Nova Scotia Office of Immigration, through the Labour Market Programs Support System (LaMPSS). LaMPSS is a common method for administering Labour Market Programs in Nova Scotia focused on providing consistency in processes and improving services to labour market agreement holders.

LaMPSS provides organizations with self serve capability, enabling you to apply for funding online for some labour market programs as well as submitting required financial and activity reports online.

All organizations entering into an agreement for delivering Labour Market Programs in Nova Scotia must first be registered as a LaMPSS organization. This is a one-time registration process. Once registered, we will provide you with the ability to utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, contact LaMPSS support by phone 424-1075 (1-877-404-7074 toll free) or email LaMPSS@gov.ns.ca to receive assistance.

All proposals will be considered, however the Department of Labour and Advanced Education is under no obligation to fund any application submitted through this call for proposal and will not guarantee deficit funding of an organization resulting from programs or services delivered.

Please do not assume that your application is approved until you are notified in writing by the Department of Labour and Advanced Education.

Guiding Principles

The funding process will be guided by the following principles:

Fairness: criteria used for determining recognition of qualifications are objective, and reasonable; methods used for assessing qualifications are both necessary and sufficient for determining whether occupational standards are met; assessment tools and processes are efficient and avoid duplication; Canadian and internationally-trained applicants are treated equally with regards to the requirements that must be demonstrated in order to achieve qualification recognition.

Transparency: requirements for applying to a specific occupation, as well as the methods for assessment and criteria for recognition of international qualifications, are fully described, easy to understand, and widely accessible; where applicable, applicants are informed of all remaining options when full recognition does not initially occur.

Timeliness: assessment and recognition of international qualifications, as well as the communication of assessment decisions, are carried out promptly and efficiently.

Consistency: mutually acceptable methods for assessment and criteria for determining recognition of qualifications are adopted so that the results of the assessment processes are mutually recognized in jurisdictions across Canada.

Impartial: criteria used for determining and decisions made on assessing international qualifications do not exhibit bias.

Priorities

Priority will be awarded to programs/projects which:

- Impact occupational sectors facing critical shortage in Nova Scotia;
- Relate to obligations under the Fair Registration Practices Act (FRPA);
- Are linked to IQR/RPL/FRPA capacity building in Nova Scotia;
- Build on existing initiatives/success in other projects or jurisdictions (where relevant work has been done);
- Demonstrate leadership or innovation in the areas of competency-based assessment or labour market access practices; and
- Develop relevant partnerships (provincially and nationally).

Roles and Responsibilities

All partners in the funding process share responsibility for outcomes.

Organizations submitting proposals are expected to:

- Follow the guidelines in preparing proposals, which includes submitting all required information and forms;
- If approved, actively work with the Labour Mobility Coordinator to clarify or enhance proposals;
- Meet required reporting formats and deadlines;
- Be accountable for using the funding for its intended purpose, by providing required documentation such as Interim and/or Final Report and applicable appendices;
- Request permission to move funds above \$1,000 from one budget category to another; and
- Collaborate and form partnerships with other appropriate and eligible partners and submit joint proposals that would further develop IQR/RPL/FRPA capacity in Nova Scotia.

The Department of Labour and Advanced Education will:

- Establish and communicate criteria for program approval;
- Lead a fair and an open assessment process of application and funding proposals;
- Finalize and communicate decisions in a timely manner;
- Distribute funding;
- Monitor and evaluate programs and services; and
- Develop or coordinate joint proposals or projects to avoid duplication and to maximize benefits for internationally educated workers.

Eligibility Criteria

Eligible Applicants

- Nova Scotia regulatory bodies;
- Immigrant serving agencies who are an established non-profit community organization, charity (registered under the Societies Act) or other public or non-governmental organization;
- Organizations applying on behalf of Nova Scotia's multi-stakeholder internationally trained professional working groups¹;
- Unions;
- Sector Councils; and
- Professional Associations.

¹ These groups represent members from regulatory bodies, immigrant settlement organizations, immigrants, post secondary institutions, government, unions and employers who work together to address credential issues in the province.

Ineligible Applicants

The following lists ineligible applicants:

- Education institutions not working in partnership with a multi-stakeholder group or professional association;
- Individuals; and
- Funding bodies whose sole mandate is to award grants or funding.

Eligible Programming

Eligible Themes and Expected Outcomes

The following is an overview of five broad themes that constitute eligible programming and are aligned with expected outcomes. All initiatives undertaken will:

- improve current programming and policies; and
- have programming and partnerships that are aligned with needs of internationally educated workers.

Each theme could encompass one or more activities to achieve a range of expected outcomes. The following will provide information related to the themes and outcomes.

Eligible Themes:

- Capacity Building
- Credential Assessment
- Orientation
- Program Development
- Recognition of Prior Learning (RPL)
- Research and Planning

Capacity Building

This theme focuses on improving the organizational capacity of stakeholders to better assess the qualifications of internationally trained workers, provide necessary supports to workers and meet obligations outlined in FRPA.

Expected outcomes for this theme are:

- Build capacity to provide fair, transparent, objective and accessible information and supports for internationally trained workers.
- Increased capacity to sustain coordinated, effective delivery of assessment or labour market access programs and services through improvements in data collection and information sharing.
- Creation of resource materials.
- Improved ability to evaluate, verify and recognize international credentials.

Credential Assessment

This theme focuses on improving the availability and quality of credential assessment support tools. Credential assessment is the process of verifying that knowledge, skills, work experience and education obtained in another country is comparable to the standards established for professionals and tradespersons in Nova Scotia.

Expected outcomes for this theme are:

- Improved availability and quality of credential assessment and other support tools.
- Assessment processes and methods used for determining the recognition of international credentials are fair, sufficient, and as timely and cost effective as possible.
- Faster licensing and workforce access timeframes for internationally trained workers.

Orientation

This theme focuses on improving information and services on pathways to licensure, credential assessment and academic and skills upgrading for internationally trained workers.

Expected outcomes for this theme are:

- Information, support tools and orientation services are easily accessible and understandable (i.e. in plain language).
- Improved websites with clearer information on pathways for internationally trained workers and stronger linkages to IQR partners and resources.
- Key information is available in French and other languages.

Program Development

This theme focuses on developing, implementing or expanding bridging or training programs to assist internationally-trained workers in getting their qualifications recognized and licensed to work in the Province.

Expected outcomes for this theme are:

- Development of bridging programs or gap training modules.
- Reduced barriers to licensure.
- Increased access to Canadian work experience for internationally-trained workers.

Recognition of Prior Learning (RPL)

This theme focuses on developing/improving availability and quality of RPL using a variety of methods including competency framework development and assessment tools.

Expected outcomes for this theme are:

- Assessment methods consider internationally obtained skills, experience and education relevant to working in a given occupation in Nova Scotia.

- Develop flexible licensure and certification processes that encompass recognition of prior learning principles.
- Criteria for decision-making will be clearly and comprehensively communicated.

Research and Planning

This theme focuses on conducting research, investigation or planning activities in order to create new knowledge, findings and recommendations related to IQR/RPL/FRPA processes in Nova Scotia.

Expected outcomes for this theme are:

- Updated environmental scan and gap analysis to support increased understanding among stakeholders of current systems, processes, practices, programs, barriers, roles, responsibilities, strengths, challenges and opportunities.
- Development of action plans/recommendations with respect to pathways to licensure.
- Informed planning on pathways to licensure.
- Improved awareness and understanding among stakeholders of best practices and models.

Eligible Activities

Eligible themes can be further described as one or a set of activities. Activities are integral part of your programming and the LaMPSS system. Depending on the project's scope, you will be using one or more activities and will need to provide details on each of them in your application. The following provides an overview of eligible activities.

Assessment

Projects related to credential assessment of internationally trained workers.

Examples could include and are not limited to:

- developing new credential assessment frameworks/tools;
- improving existing credential assessment frameworks/tools;
- developing alternative pathways for internationally educated workers; and
- developing evaluation grids.

Assessment-Recognition of Prior Learning (RPL)

Projects related to RPL, competency assessment and frameworks development to aid in the assessment of internationally trained workers.

Examples could include and are not limited to:

- developing new RPL frameworks and assessment tools;
- analysis on the competencies required for a given occupation; and
- improving existing frameworks and assessment tools.

Information Access

Projects related to improving access of information for both stakeholders (e.g. to build capacity) and internationally trained workers.

Examples could include and are not limited to:

- developing specific self-assessment tools;
- translation of materials/website content;
- developing promotional, reference and exam preparation materials (including assistance in challenging exams);
- updating materials in plain language;
- website development;
- database upgrades; and
- accessing relevant databases.

Research and Planning

Projects that conduct research or investigations in order to create new knowledge and/or findings and recommendations.

Examples could include and are not limited to:

- research on international systems/credentials (i.e. best practices);
- identifying targeted academic and skills upgrading to address identified gaps and barriers to qualification recognition;
- policy development;
- research on alternative careers for internationally trained workers (e.g. when their skills, knowledge and abilities do not match those required to work in their field in Nova Scotia)
- developing of guides; and
- developing criteria for decision making.

Skill Enhancement- Job Specific

Projects that develop or improve bridging or gap training programs for internationally trained workers on specialized skills needed to perform a specific job.

Examples could include and are not limited to:

- developing or improving bridging programs;
- development or coordination of mentorship or internship opportunities;
- developing gap training modules (e.g. report writing training); and
- professional practice seminars.

2 Applying for IQR Funding Program Funding

Applying Online Using LaMPSS Self Serve

Once you are a registered LaMPSS user, you can apply for funding on line using the self service capability. To apply on line go to www.gov.ns.ca/lampss.

Completing an Application Form

This section provides supporting information required in completing the application form contents for the IQR funding program:

- Incomplete submissions will delay the application review.
- The Department of Labour and Advanced Education reserves the right to request additional information.
- You should keep a copy of the completed application for your records.

Organization Information

Enter the name and complete mailing address for your organization.

When applying online, this information will be pre-populated.

If your organization name or mailing address has changed, please contact the Labour Mobility Coordinator to obtain a LaMPSS Registration Change form to update your information.

Project Details

Please provide the following:

Project Title	Provide a title specific to this project.
Agreement Start Date	A start date no earlier than November 1, 2011.
Agreement End Date	Must end by March 31, 2012.

Project Description

Provide an executive summary of approximately 300 words (2,000-character limit) that serves as an overview of the project and clearly describes its objectives. These should be:

- specific and demonstrate the change the project will accomplish in relation to identified IQR/RPL/FRPA needs;
- provide a rationale for why this project is needed (e.g. explain the current situation);
- measurable;
- achievable and realistic given organizational constraints, timeframes, and resources; and
- time bound, so that readers know when the results are expected.

If your application is approved, this description will be used to summarize your project in the signed agreement with the Province.

Attach a detailed project description / proposal to the application

If you wish, you can provide additional information to this application by attaching a document.

Agreement Contact

Provide the name and contact information for a person in your organization who is authorized to negotiate and finalize your application.

Project Location(s)

In the “Care of” field enter the name of the location or the building name. Fill out the rest of the required information. “Location description/notes” field is not mandatory.

If the project is carried on in various locations, provide address details for each one. This information will be used in the “Project Activities” section of this application.

If the exact address for a project activity is not yet known, you may wish to enter “to be determined” in the “Street address” field so that it is available as a choice when you are indicating the locations of project activities later in this application.

Participants

If this project has participants, enter the total number of participants expected.

Project Activities

The tables below outline the required information for each eligible activity for the IQR funding program. This is the complete set of eligible activities.

Assessment	
Brief Description	Provide a brief description, including: <ul style="list-style-type: none"> • purpose of the project • scope of the project and the specific tasks to be carried out • information on any partnerships created to deliver the project
Expected Results	Lists all planned outputs and provide details on project deliverables (e.g. new credential assessment framework).
Linkages to IQR/RPL/FRPA	Identify how this activity relates to international qualification recognition, recognition of prior learning and/or the Fair Registration Practices Act.
Where does this activity take place	Identify the location for each activity.

Assessment-Recognition of Prior Learning (RPL)	
Brief Description	Provide a brief description, including: <ul style="list-style-type: none"> • purpose of the project • scope of the project and the specific tasks to be carried out • information on any partnerships created to deliver the project

Expected Results	Lists all planned outputs and provide details on project deliverables (e.g. new competency framework and assessment tools).
Linkages to IQR/FRPA	Identify how this activity relates to international qualification recognition and/or the Fair Registration Practices Act.
Where does this activity take place	Identify the location for each activity.

Information Access	
Brief Description	Provide a brief description, including: <ul style="list-style-type: none"> • purpose of the project • scope of the project and the specific tasks to be carried out • information on any partnerships created to deliver the project
Expected Results	List all planned outputs and provide details on project deliverables (e.g. translated WebPages).
Linkages to IQR/RPL/FRPA	Identify how this activity relates to international qualification recognition, recognition of prior learning and/or the Fair Registration Practices Act.
Where does this activity take place	Identify the location for each activity.
Expected number of participants	If this activity has participants, enter the total number of participants expected.

Research and Planning	
Brief Description	Provide a brief description, including: <ul style="list-style-type: none"> • purpose of the project • scope of the project and the specific tasks to be carried out • information on any partnerships created to deliver the project
Expected Results	Lists all planned outputs and provide details on project deliverables (e.g. best practices report).
Linkages to IQR/RPL/FRPA	Identify how this activity relates to international qualification recognition, recognition of prior learning and/or the Fair Registration Practices Act.
Where does this activity take place	Identify the location of this activity.

Skill Enhancement-Job Specific	
Brief Description	Provide a brief description, including: <ul style="list-style-type: none"> • purpose of the project • scope of the project and the specific tasks to be carried out • information on any partnerships created to deliver the project
Expected Results	Lists all planned outputs and provide details on project deliverables (e.g. expanded bridging program).
Linkages to IQR/RPL/FRPA	Identify how this activity relates to international qualification recognition, recognition of prior learning and/or the Fair Registration Practices Act.
Where does this	Identify the location for each activity.

activity take place	
Expected number of participants	If this activity has participants, enter the total number of participants expected.

Project Budget

The following table outlines the eligible costs and specific instructions for each budget category funded by the IQR Funding Program. Please include your complete project costs and requested amounts by budget category. **Please note** that all expenses should be entered in the budget without HST included as there is an independent HST category.

When calculating project costs, organizations are reminded to ensure the “requested amount” is **less cash and/or in-kind contributions** for each project budget category. Cash and in-kind contribution information is captured at a cumulative level on the form, for each applicable program budget subsection. For example:

Salaries & Benefits (Subtotal)

- less cash contributions
- less in-kind contributions

Please note: If the project costs and requested amount budget column totals do not equal each other, the budget total lines change to red and the message “Total requested amount must equal the project cost less your cash and in-kind contributions” will appear until the corrected amounts are entered. To resolve this problem, either change the individual budget category fields values, if they were entered incorrectly or if the values were entered correctly, enter the differences (project costs less requested amount) in the appropriate contributions fields; “less cash contributions” and/or “less in-kind contributions.”

Program Delivery- Salaries & Benefits	Eligible Costs
<i>Salaries</i>	Staff must be directly involved in the delivery of project activities. Administrative salaries are not covered in this category, as they are reimbursed under the ‘Administrative Costs’ category.
<i>Other HR Related Benefits</i>	Benefits such as mandatory employment related costs, health and pension are eligible where warranted by current organizational Human Resources/Personnel Policies to a maximum contribution of 50% of benefit cost.
<i>Professional Development</i>	Courses required by staff to better enable them to perform their duties. Can include conferences and short-term training programs/courses. Diplomas and degree programs are not applicable. PD must be deemed reasonable according to the duration of the project.
<i>Travel</i>	Provide the funds required to cover travel costs associated with program delivery from staff directly involved in the project. Includes reimbursement for mileage for the use of

	personal vehicles, taxis, parking, overnight accommodations, meals, airfare, and incidentals. Reimbursements are to be made according to current organizational Human Resources/Personnel policies, not to exceed provincial government rates . Due diligence must be demonstrated in reimbursing for overnight accommodations and airfare, and costs associated with out-of-province travel must be negotiated with your agreement holder in advance.
--	---

Operational-Standard	Eligible Costs
<i>Professional Fees</i>	Costs may be included for professional services (e.g. IT/web maintenance and resource people).
<i>Honoraria</i>	Costs may be included for special payments for guest speakers, resource persons and/or consultants at reasonable market price.
<i>Facility Lease/ Rent</i>	Costs may be included for rent of meeting rooms and/or offices.
<i>Equipment</i>	Costs associated with equipment rental or copier and telecommunication charges.
<i>Office Supplies</i>	Costs for supplies related to the program (e.g. paper, markers and file folders) may be included.
<i>Program Materials</i>	Other costs related to printing, reproduction and distribution costs.
<i>Resource Materials</i>	Costs associated with resources required to complete the project may be included.
<i>HST</i>	If Canada Revenue Agency (CRA) refunds 100% of your HST expenses, enter \$0.00 here. Otherwise enter the amount that CRA does not refund. Note that all other budget expenses should be entered without HST.
<i>Other Operational</i>	May be considered.

Administrative	Eligible Costs
<i>Administrative-Inclusive</i>	<p>Include any costs associated with the administration of the project including salaries and benefits for any administrative staff. Administrative costs cannot exceed 15 percent of the total project budget.</p> <p>Examples of Administrative Costs:</p> <ul style="list-style-type: none"> • Bookkeeping • Administrative staff costs • Legal costs, if project related

Legal Signing Officers

Provide the appropriate signing officers for this project agreement as well as the legal signing requirements for your organization.

Although the LaMPSS self-serve system allows for functions to be completed electronically, the final agreement between the organization and the Department of Labour and Advanced Education must be done in writing. Therefore, the names and titles of anyone in your organization authorized to sign the legal agreement to receive funds for the proposed project must be listed here. In addition, if the organization does not require signatures from all persons listed, identify whose signatures **must** be included on the final agreement.

For example, if the chair, vice-chair, president and treasurer of your organization has signing authority but only two signatures are required, one of which must be the chair or the vice-chair, ensure that information is noted in the second block requesting the combination of signatures.

Supporting Documentation

The Department of Labour and Advanced Education requires completion of an Itemized Budget Breakdown Workbook to assist in the assessment process. This template can be found at the following link <http://gonssal.ca/LaMPSS/application-AEPfunds.shtml> . Organizations may wish to attach additional documents to help support the request for funding or to inform the department of your future priorities.

Please note that open documents cannot be attached, and that individual attachments cannot exceed one megabyte in size. In addition, there is a five megabyte limit on the combined size of all attachments. If you have an attachment that cannot be submitted due to these size restrictions, contact the Labour Mobility Coordinator to discuss other means of submission for the attachment, or ways to reduce the file size.

Submitting Your Application

Once your organization has finalized the application including the attachment of the required templates, and projects costs less cash and in-kind contributions, the application may be submitted to the department using the LaMPSS self-serve system.

To submit the application, follow the steps outlined below:

1. Open the completed application form saved on your computer. Save a duplicate copy.
2. Enter your organizations ID, username and password. This information would have been provided to you when your organization was registered in LaMPSS.
3. Click the “submit” button. The interactive application reconnects with the LaMPSS system automatically and enables the user to submit the application.

Please note: There is a 120 day calendar timeline to open, complete and submit an application. After 120 days you must begin the process again to ensure the application information is current.

Organizations should ensure the submitted application remains in an electronic state (i.e. saved on your computer network) to allow the organization to make any requested edits and then resubmit. Additionally, the saved document can be used for future reference in developing proposals in subsequent years.

At this point the application enters the “verification” stage of the proposal submission. A member of the Department of Labour and Advanced Education confirms that the submitted proposal includes all required documentation, as well as sufficient details in order to make a fair assessment.

3 IQR Funding Program Reporting Requirements

The Department of Labour and Advanced Education requires an interim activity, financial and final activity reports. During the course of the project, the organization will be notified through the LaMPSS self-serve system when the activity and financial reports are required.

Reporting Online Using LaMPSS Self Serve

Reports should be submitted online using LaMPSS self serve functionality at www.gov.ns.ca/lampss.

Completing an Activity Report

The Interim Activity Report requires submission of the outputs related to each activity. The Final Activity Report requires submission of the outputs related to each activity, as well as outcomes of the project. The following section provides further supporting information required to complete the activity report.

Project Activities

The tables below outline the information reporting requirements for each eligible activity for the IQR Funding Program. Provide this information for each activity in your Labour Market Agreement.

If there is insufficient room to report this within the LaMPSS reporting form, attach the list in a word processing or spreadsheet format in the Supporting Documentation section of the form. Select the document topic “Supplementary Info” and then click “Attach a Document.”

<i>Assessment</i>	
Update / Status this Period	Provide an achievement % of all planned outputs related to this project activity (outputs must be the same as proposed). Please include details on any adjustments and unexpected outputs.

<i>Assessment- Recognition of Prior Learning (RPL)</i>	
Update / Status this Period	Provide an achievement % of all planned outputs related to this project activity (outputs must be the same as proposed). Please include details on any adjustments and unexpected outputs.

<i>Information Access</i>	
Update / Status this Period	Provide an achievement % of all planned outputs related to this project activity (outputs must be the same as proposed). Please include details on any adjustments and unexpected outputs.

<i>Research and Planning</i>	
Update / Status this Period	Provide an achievement % of all planned outputs related to this project activity (outputs must be the same as proposed). Please include details on any adjustments and unexpected outputs.

<i>Skill Enhancement- Job Specific</i>	
Update / Status this Period	Provide an achievement % of all planned outputs related to this project activity (outputs must be the same as proposed). Please include details on any adjustments and unexpected outputs.
Number of unique participants	If this activity includes participants, provide the actual number of participants for this activity during this reporting period.

Participants

If the project includes participants, enter the actual number of participants during this reporting period for all activities.

Supporting Documentation

This section can be used by the organization to submit supporting documentation (e.g. status report) that may be different from what was reported above or any additional information or documents that may provide a more complete picture of the progress of the project.

Reporting Notes

If your organization would like to make a comment or provide commentary on the successes achieved and/or challenges that have developed over the course of the activity, that information can be documented in this space. Additionally, any supporting documents related to this information can be attached as noted above.

Completing a Financial Report

This section provides supporting information required to complete the financial report.

Project Costs

In this section, organizations are asked to report actual costs to date for each eligible budget category where project funds were approved. The original approved funding allocation is listed.

It should be noted that organizations are able to record actual costs that may exceed the original requested amounts. If this occurs, organizations are **required** to provide details in the “Notes” section as to why the costs have exceeded the approved funding allocation for that category. In this situation organizations must contact the Labour Mobility Coordinator to discuss the circumstances.

Supporting Documentation

Organizations will need to attach an updated Itemized Budget Breakdown Workbook. This section can also be used by the organization to submit supporting documentation to report any details that may be different from what was reported above or any additional information or documents that may provide a more complete financial picture of the progress of the project.

Also, any documentation that supports why costs exceeded the originally approved budget could also be included here.

Reporting Notes

If project costs reported above exceeded the originally approved budget, the organization is expected to provide details explaining those differences in this section. The organization is also free to use this space to report any successes or challenges related to the financial activities of the project.

Submitting Your Reports

Once your organization has finalized the report including the attachment of all the required templates, the report may be submitted to the Department using the LaMPSS self-serve system.

In this section of the report enter the following information that would have been received when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button. This will connect you with the LaMPSS system to submit the report.

4 IQR Funding Program Terms & Conditions

The following terms and conditions form part of IQR Funding Program agreement in addition to the "General Terms and Conditions" outlined in the agreement.

Communications Requirements

Department of Labour and Advanced Education Communications Advisor:

Tom Peck
Phone: (902) 424-3742
E-mail: PECKTO@gov.ns.ca

The Government of Canada and Nova Scotia must be acknowledged in all communications related to the project. Any public communication of the project via news release or any other event must be coordinated with the Department of Labour and Advanced Education's Communications Advisor. Organizations shall notify Department's Communications Advisor at least 15 working days in advance.

Communications activities can be generally defined as, but not limited to, the following:

- news releases;
- public events such as funding announcements, official openings, press conferences;
- written or electronic communications material;
- program products such as brochures, program descriptions , forms for the use of clients, annual plans and reports; and
- advertising in all forms.

At offices or kiosks where information is provided to the public or transactions are conducted with the public pertaining to this project, signage is required indicating that the Programs/Services provided are funded in whole or in part by the Government of Canada and the Province Nova Scotia. Bilingual notices are required in designated bilingual offices. Please note that the project will be made public on the Department's website.

Watermarks, wordmarks, signage and/or logos can be obtained from the Department of Labour and Advanced Education's Communications Advisor.

Funding Announcements

Contact the Department of Labour and Advanced Education Communications Advisor if you are contacted by the media about a project or as soon as your organization starts to discuss:

- a funding announcement or event
- a news release or feature
- a radio or television spot
- an advertisement
- a poster or brochure

5 Contact Information

Information about the IQR Funding Program can be obtained through the Department of Labour and Advanced Education by contacting Alison Tracy, Labour Mobility Coordinator, via e-mail tracyaz@gov.ns.ca , phone (902) 424-3968, fax (902) 424-1171 or mail:

Alison Tracy, Labour Mobility Coordinator
Department of Labour and Advanced Education
Brunswick Place
2021 Brunswick St.
P.O Box 578
Halifax, NS B3J 2S9