



Indigenous and
Northern Affairs Canada

Affaires autochtones
et du Nord Canada

Indigenous and Northern Affairs Canada

Annual Register of Post-Secondary Education Students

List of Data Fields 2018-2019

INAC·AANC



Canada 

Table of Contents

Overview	1
Report Identification	1
Organization Identification	2
List of Reporting Organizations	4
Contacts	4
Student Information by Institution	6
Unfunded Student Information	6
Funded Student Information	6
Funds Provided by Type of Expense	9
Costs	9
Supporting Documents	10
Declaration	10

Overview

This document shows all the possible data fields in the Annual Register of Post-Secondary Education Students Report (PSE) form (DCI No.4016769). When you indicate your type of organization, the form displays only those sections that are relevant to you. If you do not see a section, it is because Indigenous and Northern Affairs Canada (INAC) does not require that information at this time.

Legend	
*	<p>Mandatory field</p> <p>Completing all mandatory data fields will reduce potential delays as Indigenous and Northern Affairs Canada (INAC) Regional Office staff will need to contact recipients whose Report is incomplete.</p>
◆	<p>Rolled-over data</p> <p>You can roll-over Post-Secondary Education information from the previous year's Report.</p>
Σ	Automatically calculated field

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.

Field			Description
Fiscal Year	◆		The fiscal year is entered automatically.
Period	◆	*	The time period on which you are reporting.

Organization Identification

This section is used to identify the organization completing the report and the Recipient who has the reporting requirement with INAC.

Field			Description
Are you the prospective RECIPIENT of funds directly from INAC?		*	This is a Yes or No answer that causes the form to display only those sections that are relevant to you. ‘Yes’ indicates that your organization receives funding <u>directly</u> from INAC. ‘No’ indicates that it is a sub-report. Only some of the fields are displayed. Also, refer to Reporting Organization Contacts on the next page.
Recipient No.	◆	*	The recipient ID number as assigned by INAC. ★ Important: Make sure to enter a 4-digit number. Add zeroes (0) in front if necessary.
Recipient Name	◆	*	The official name of the Recipient of INAC funds.
Organization Type	◆	*	A dropdown list of possible organizations that could complete a Proposal.
Organization Name	◆	*	The official name of your organization. This field is automatically populated when you enter the Organization No. in the next field and vice versa.
Organization No.	◆	*	The official number of your organization. Some Organization Types do not require an Organization Number.
Telephone No.		*	The organization's telephone number.
Extension No.	◆		The extension number, if applicable.
Fax No.	◆		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

Field			Description
Number/Street/ Apartment/P.O. Box	◆	*	The address or P.O. Box at which the party can be reached by mail.
City/Town	◆	*	
Province or Territory	◆	*	
Country	◆	*	
Postal Code	◆	*	

Reporting Organization Contacts (Sub-reports only)

Field			Description
Provide the Reporting Organization's contact information as requested by your Recipient Organization.			Sub-reports have a Reporting Organization Contacts section where contact information is provided in a text field so that the Recipient Organization knows who to contact if there are questions.

List of Reporting Organizations

Use this section to list the organizations that are providing you with their information in separate forms or XML files exported from their SIS.

Field			Description
Reporting Organization Type	◆		Data fields will automatically be populated from the Sub-report once attached.
Reporting Organization Name	◆		
Reporting Organization No.	◆		
Total Budget	◆		
File Name Attached	◆		

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	◆	*	The given name or first name.
Family Name	◆	*	The family name or surname.
Title/Position	◆	*	The contact's job title or position.
Telephone No.	◆	*	The contact's telephone number.
Extension No.	◆		The extension number, if applicable.
Fax No.	◆		The contact's facsimile number, if available.
E-mail Address	◆		The e-mail address of the contact, if available.

Mailing Address

Field			Description
Number/Street/ Apartment/P.O. Box	◆	*	The address or P.O. Box at which the party can be reached by mail.
City/Town	◆	*	
Province or Territory	◆	*	
Country	◆	*	
Postal Code	◆	*	

Street Address

Field			Description
Same as Mailing Address			If selected, the fields below will automatically be populated.
Number/Street/ Apartment/P.O. Box	◆	*	The street address.
City/Town	◆	*	
Province or Territory	◆	*	
Country	◆	*	
Postal Code	◆	*	

Secondary Contact Information

Field			Description
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.

Student Information by Institution

Unfunded Student Information

You have the option to provide information regarding eligible students who received partial or no PSSSP/UCEP funding (unfunded eligible demand).

Field			Description
Do you wish to indicate how many students were eligible for PSSSP/UCEP funding, and who received partial or no funding?		*	Select Yes or No.
Indicate the number of eligible students who did not receive any of the PSSSP/UCEP funding they requested			If Yes above, this field becomes available and is mandatory.
Indicate the number of eligible students who received a portion of the PSSSP/UCEP funding they requested.			If Yes above, this field becomes available and is mandatory.

Funded Student Information

List all institutions where students were accepted into a program of study and did receive PSSSP/UCEP funding.

- For each institution, list all students who received partial or full PSSSP/UCEP funding.
- Provide information for each semester in which the student attended an institution and received PSSSP/UCEP funding.

Post-Secondary Education Institution

Field			Description
PSE Institution	◆	*	A search field for the official name of the institution that the student attended.
PSE Institution No.	◆		This field is automatically populated with the institution's ID number when the previous field is completed.
Number of Students	Σ		A tally of the number of students at this school; automatically calculated.

Student Information

For registered First Nation students, make sure identifying information is the same as in the Indian Registry System (IRS).


Field			Description
Family Name	◆	*	The family name or surname.
Given Name	◆		The given name or first name.
Alias Name(s)	◆		A family or given name other than their legal name.
Date of Birth	◆	*	The student's birth date (YYYY-MM-DD).
Gender	◆	*	The student's gender.
Identity	◆	*	The student's ancestry or heritage.
Indian Registry No.	◆	*	This field is enabled when the student's Identity is First Nation.

Enrolment Information

This section of the form displays a summary of the student's enrolment details at this institution.

Make sure there is a Semester section for each semester they received funding. You can record enrolment information for a maximum of four semesters.

Field			Description
Semester	◆	*	A dropdown list of four possible semesters.
No. of Dependents	◆	*	The number of people who are dependents of the student.
Marital Status	◆	*	The legal Marital Status that best describes the student's situation.
Full-time / Part-time	◆	*	The student's level of participation. Source: Transcript; for new students, letter of sponsorship and/or acceptance letter from PSE institution.
Method of Delivery	◆	*	The method that the institution uses to deliver the program in which the student is enrolled.
Program Start Date	◆	*	The date that the student started the program.

Field			Description
Academic Program Length	◆	*	The number of years normally required to complete the program. This number, determined by the educational institution, is the normal length of time required to complete the program on a continuing full-time basis. This is not necessarily the time it takes for the student to complete the program. Source: Transcript or institution.
Degree Granting Institution	◆	*	A search field for the official name of the institution that will be granting the credential.
Level of Education Sought	◆	*	The level of education that the student is seeking. This list only contains credentials that are eligible for PSE funding.
Area of Study - Category	◆	*	The major area of study for the level of education obtained.  Note: University and College Entrance Preparation program (UCEP) is under the Category of Other.
Area of Study - Sub-category	◆	*	This list is populated with relevant specializations based on the Category that you selected. Source: Transcript. For new students, refer to the letter of sponsorship and/or acceptance letter from PSE institution.

Student Achievement Information

Describe the results of the semester funded.

Field			Description
Student Achievement		*	The student's achievement status at the end of the semester.
Student's Academic Year of Study Just Completed		*	The year must be successfully completed. Until a student completes all the requirements for the first year of the program, select 0 (zero). When they complete all first year requirements, select 1 (one), and so on. Source: Transcript.

Funds Provided by Type of Expense


Select an Expense Type and enter the amount of funding the student received. The amount you enter in the Funds Provided is a sum of all expenses of this type.

Field			Description
Expense Type		*	A dropdown list of possible expense types.
Funds Provided		*	The sum of all the funding provided for this expense type for this semester.

Costs

There is no information displayed in this section until you click Calculate.

This section is a summary of all amounts entered by your organization for PSSSP/UCEP and where you enter administration costs. This table is automatically populated from the Expenses section.

Field			Description
			A button used to display the summary of the costs.
Expense Type	Σ		A list of expenses that were provided (may take many rows).
Sub-Total: <Objective>	Σ		A sub-total of expenses by objective.
Sub-Total before Administration Costs	Σ		A sub-total of all objectives' expenses before administration costs.
Program Administration Costs		*	A list of costs for Program Administration (may take many rows).
Explanation		*	An explanation for each of the Program Administration costs.
Sub-Total: Program Administration	Σ		A sub-total of all Program Administration costs.
Total	Σ		This field displays the total amount spent for the Annual Register of Post-Secondary Education Students including Administration Costs.
Administration Costs (percentage)	Σ		The Administration Costs are expressed as a percentage and automatically calculated. It should not exceed 10% of the Sub-Total before Administration Costs.

Supporting Documents

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

Field			Description
Type of Supporting Document		*	A dropdown 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 dropdown list of possible submission methods.
File Name Attached	◆		The file name of the attached document will appear automatically.

Declaration

Field			Description
Given Name		*	The given name or first name.
Family Name		*	The family name or surname.
Title		*	The job title or position.
Date		*	Today's date (YYYY-MM-DD).