

International Qualification Recognition Funding (IQR) Program Guidelines 2017-2018

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

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1 IQR Funding Program Introduction

Please read the entire document. This information will become part of an agreement with the Province for the delivery of International Qualification Recognition programs.

The purpose of this guide is to inform applicants of the goals and priorities of the International Qualification Recognition (IQR) Funding Program, along with the terms and conditions with respect to funding applications. It is also intended to serve as a key resource for completing the 2017-2018 program application form and other reporting documents.

The goal of the IQR Funding Program is to build capacity for IQR and Recognition of Prior Learning (RPL) in Nova Scotia by assisting regulatory bodies, immigrant-serving agencies, and other stakeholders to develop tools, programs and services that facilitate the assessment and recognition of international qualifications and support the integration of skilled immigrants into the provincial labour force in their chosen fields.

The IQR Funding Program is funded through a three-year contribution agreement (2015-2018) with Employment and Social Development Canada (ESDC) and is managed by the RPL & Labour Mobility Unit within the Adult Education Division of the Department of Labour and Advanced Education (LAE), in partnership with the Nova Scotia Office of Immigration (NSOI).

All proposals will be considered. However, LAE is under no obligation to fund every application which has been submitted. Please do not assume your application is approved until you have received written notification from LAE. LAE will not guarantee deficit funding (expenditures exceeding total approved funding allocation) of an organization resulting from programs or services delivered.

This call for proposals will commence on February 15, 2017 ending April 1, 2017. Other projects may be considered after this date based upon available funding.

Guiding Principles

The funding process will be guided by the following principles:

- **Maximum Benefits:** Proposals will be assessed based on cost and potential contributions to identified priorities.
- **Relevant and Responsive:** Supported proposals will align with the Pan Canadian Framework for the Assessment and Recognition of Foreign Qualifications and address the needs of individuals faced with challenges securing recognition of international credentials. Consideration will be given to existing resources to ensure that there is no duplication.
- **Organizational Appropriateness:** Successful applicants will demonstrate capacity in delivering similar programs/projects.
- **Fair and Transparent:** Clear, published guidelines are intended to give all eligible organizations an equal opportunity to access funding.

Priorities

Priority will be awarded to programs/projects which:

- Impact occupational sectors facing critical shortages 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/successes in other projects or jurisdictions (where relevant work has been done);
- Demonstrate leadership or innovation in the areas of competency-based assessment and/or labour market access practices;
- Develop relevant partnerships (provincially and nationally); and
- Identified gap in programming

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;
- If approved, work with the assigned Agreement Manager from LAE to clarify and/or enhance proposals;
- Meet required reporting formats and deadlines;
- Be accountable for using the IQR Program Funding for its intended purpose by providing required documentation such as Interim and/or Final Reports and applicable documentation;
- Submit project deliverables to LAE in an electronic format (note: these materials are the property of LAE unless otherwise agreed upon by both LAE and the funded organization); and
- Collaborate and form partnerships with other appropriate and eligible partners to submit joint proposals where applicable.

LAE will:

- Establish and communicate criteria for program approval;
- Lead a fair and open assessment process of 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 maximize benefits for internationally educated/trained workers.

Eligibility Criteria

Eligible Applicants

- Nova Scotia regulatory bodies¹;
- Immigrant-serving agencies who are an established non-profit community organization, charity (registered under the Societies Act) or other public or non-governmental organizations;
- Organizations applying on behalf of Nova Scotia's multi-stakeholder internationally educated/trained professionals and regulated trades work groups²;
- Unions;
- Sector Councils;
- Professional Associations; and
- Post-secondary institutions.

Ineligible Applicants

- 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 six broad themes that constitute eligible programming and are aligned with expected outcomes.

¹ A body with authority delegated by law (i.e., provincial or federal legislation) to set or implement measures related to: the establishment of occupational standards or certification requirements, the assessment of the qualifications of workers against established occupational standards or certification requirements and the official recognition that an individual meet established occupational standards or certification requirements.

² 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.

All initiatives undertaken will:

- Improve current programming and policies; and
- Include programming and partnerships that are aligned with the needs of internationally educated/trained workers.

Each theme can encompass one or more activities to achieve a range of expected outcomes. The eligible themes are as follows:

- Capacity Building;
- Credential Assessment;
- Provision of pre-arrival supports/ orientation;
- Program Development;
- Recognition of Prior Learning (RPL); and
- Research and Planning.

Capacity Building

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

Expected outcomes for this theme are:

- Enhanced capacity to provide fair, transparent, objective and accessible information and supports to internationally educated/trained workers;
- Improved ability 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; and
- 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 the 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, quality and consistency of credential assessment and other support tools;
- Development of assessment processes and methodologies for determining the recognition of international credentials that are fair, transparent and as timely and cost effective as possible; and
- More efficient licensing and workforce access timeframes for internationally educated/trained workers.

Orientation

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

Expected outcomes for this theme are:

- Development of easily accessible and understandable pre-arrival support tools and orientation services (i.e., plain language);
- Improved websites with clear information on pathways to licensure for internationally educated/trained workers and linkages to IQR partners and resources; and
- Increased availability of information in French and other languages.

Program Development

This theme focuses on developing, implementing or expanding bridging and training programs to assist internationally educated/trained workers in having their qualifications recognized to obtain licensure to practice and work in the Province.

Expected outcomes for this theme are:

- Development of bridging programs or gap training modules;
- Reduced barriers to licensure; and
- Improved access to Canadian work experience for internationally educated/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:

- Development of assessment methods which consider internationally obtained skills, experience and education relevant to working in each occupation in Nova Scotia;
- Creation of flexible licensure and certification processes that encompass RPL principles; and
- Development of criteria for pre-arrival decision-making.

Research and Planning

This theme focuses on conducting research, program evaluation or planning activities to create 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; and
- Improved awareness and understanding among stakeholders of best practices and program models.

Eligible Activities

Eligible themes can be further described as one or a set of activities. Depending on the project's scope, you will be providing detailed descriptions of one or more activities in your application. The following provides an overview of eligible activities.

Assessment

Projects related to credential assessment of internationally educated/trained workers.

Examples could include but are not limited to:

- Development of new credential assessment frameworks/tools;
- Updating existing credential assessment frameworks/tools;
- Creation of alternative pathways for internationally educated/trained workers; and
- Production of evaluation grids.

Assessment-Recognition of Prior Learning (RPL)

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

Examples could include but are not limited to:

- Development of new RPL frameworks and assessment tools;
- Analysis of the competencies required for a given occupation; and
- Updating existing frameworks and assessment tools.

Information Access

Projects related to improving access to information for both stakeholders (i.e., to build capacity) and internationally educated/trained workers.

Examples could include but are not limited to:

- Development of specific self-assessment tools (i.e. delivered online and can be used to facilitate pre-arrival decision-making);
- Translation of materials/website content;
- Creation of promotional, reference and exam preparation materials (including assistance in challenging exams);
- Updating materials in plain language;
- Website development;
- Database upgrades; and
- Providing access to relevant databases.

Research and Planning

Projects that involve research or investigations to create new knowledge and/or findings and recommendations.

Examples could include but are not limited to:

- Research on best practices and/or jurisdictional reviews related to international systems/credentials;
- Development of targeted academic and skills upgrading to address identified gaps and barriers to qualification recognition;
- Development of policies and procedures that address IQR, fair-access issues;
- Production of guides; and
- Development of criteria for decision-making.

Job-specific Skills Enhancement

Projects that develop or improve bridging or gap training programs for internationally educated/trained workers.

Examples could include but are not limited to:

- Development or improvement of bridging programs;
- Improvement of coordination and/or provision of mentorship or internship opportunities;
- Production of gap training modules (e.g., report writing training); and
- Creation of professional practice seminars.

2 Applying for IQR Funding Program Funding

Applying Online Using LaMPSS Self-Serve

The IQR Funding Program is administered by LAE 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, as well as submit required Financial Reports, Activity Reports and supplementary documentation.

All applicants must be registered users of LaMPSS to apply for IQR Program Funding. This is a one-time registration process. Once registered, you will can utilize the LaMPSS self service capabilities. If your organization has not previously registered with LaMPSS, please contact LaMPSS Operational Support via e-mail lampss@novascotia.ca or call 902-424-1075 (1-877-404-7074 toll free) to receive assistance.

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

Completing an Application Form

This section provides supporting information required to complete the application form. Please note that LAE reserves the right to request additional information and a copy of the application form should be saved 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 LaMPSS Operational Support (lampss@novascotia.ca or call 902-424-1075/1-877-404-7074 toll free) 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 April 1st of the year in which you are applying.
Agreement End Date	March 31st of the applicable fiscal year.

Project Description

Provide an executive summary of approximately 300 words (2,000-character limit) that clearly describes project objectives (including outputs and outcomes).

Project objectives should be:

- Specific and demonstrate the project's outputs/outcomes in relation to identified IQR/RPL/FRPA needs;
- Provide a rationale for why this project is needed (i.e., explain the current situation);
- Measurable;
- Achievable 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, additional information may be included by attaching relevant document(s).

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. The “Location description/notes” field is not mandatory.

If the project is carried out 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 your project has participants, enter the total number of participants expected.

Project Activities

The table below outlines the required information for each eligible activity for the IQR Funding Program. This is the complete set of eligible activities.

<i>Assessment/Assessment-RPL/Information Access/Research & Planning/Job-specific Skills Enhancement</i>	
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; and • Information on any partnerships created to deliver the project.
Expected Results	List all planned outputs and provide details on project deliverables (i.e., new credential assessment framework).
Linkages to IQR/RPL/FRPA	Identify how this activity relates to IQR, RPL or the FRPA.
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.

*where applicable include participant numbers

3 Project Budget

Eligible Costs

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 included under the ‘Administrative Costs’ category.

	<p>Wages will be negotiated with organizations by position, based on a defined number of hours per week and an agreed hourly wage before finalizing the agreement. The RPL & Labour Mobility Unit reserves the right to refuse a salary if it is determined to be disproportionate to industry standards.</p> <p>The total approved wages, per annum/hourly wage, for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager. Any change in budgeted staff (i.e., a position becomes vacant) should be communicated to the Agreement Manager at the time it occurs and be reflected in the financial reports.</p>
<p>Benefits a) Mandatory Employment Related Costs b) Other HR Related Benefits</p>	<p>a) <u>Mandatory Employment Related Costs</u> (MERCs) include: Canada Pension Plan (CPP); Employment Insurance (EI); Worker’s Compensation Benefits (WCB) and Vacation Pay (VAC) based on wages (in the absence of paid vacation). Employer contributions to CPP, EI and WCB are eligible costs. As per Nova Scotia Labour Standards, vacation pay of 4% of gross wages (6% for employees after 8 years) is also eligible for funding.</p> <p>b) <u>Other Human Resource Benefits</u> (HRBs) include: health; dental; insurance premiums; pension and RRSPs. A maximum contribution of 50% of each non-MERC benefit cost (employer contribution) is eligible for funding. For example, if an employee contributes 5.21% to their medical, then LAE may cover up to 5.21% as well. When an employee is contributing to an RRSP and LAE is covering an employer’s contribution to that RRSP, the employee’s contribution must be reflected on their paystub.</p> <p>The total approved benefit amount for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager.</p>
<p>Professional Development</p>	<p>Professional Development (PD) required by program delivery staff to better enable them to perform their duties will be considered for funding. PD may include conferences and short-term training programs/courses. Diploma and degree programs are not applicable. PD must be deemed reasonable according to the duration of the project. Please provide names of the types of proposed professional development and explain how the proposed training is relevant to project activities.</p>
<p>Travel</p>	<p>Travel expenses for direct staff involvement in project delivery will be considered for funding, including reimbursement for mileage for the use of personal vehicles, taxis, parking, tolls, overnight accommodations and meals.</p>

	<p>Reimbursements are to be made according to current organizational Human Resources/Personnel Policies and may not exceed the following rates: 0.4379 cents/km (0-16,000 km) and 0.3865 cents/km (over 16,000.1 km); \$8.00 for breakfast; \$15.00 for lunch and \$20.00 for dinner. Where work-related travel requires the employee to stay overnight in commercial accommodations, incidentals of \$5.00 per day (for each night's accommodation only) to cover miscellaneous out-of-pocket expenses other than meals and taxi use can be applied. The purpose of travel must be indicated, and travel needs to be broken down as follows:</p> <ul style="list-style-type: none"> • mileage, location(s), tolls; • accommodation and meals (include number of nights); • parking; and • taxi total and locations. <p>Out-of-province travel must be negotiated with your Agreement Manager in advance. International travel is not eligible.</p>
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Operational-Standard	Eligible Costs
<i>Professional Fees</i>	Fees to third party via contract to obtain a service (i.e., IT/website maintenance, resource people).
<i>Honoraria</i>	Costs may be included for special payments for guest speakers, resource persons and/or subject matter experts at reasonable market price.
<i>Equipment Repair/Rental</i>	Costs associated with equipment rental or copier and telecommunication charges. Note that this does not include purchasing equipment (e.g., computers, printers).
<i>Facility Lease/Rent</i>	Costs may include project office space, meeting rooms, etc. In the case of project office space, provide cost per square footage.
<i>Advertising and Promotion</i>	Advertising, signage, catalogues, etc., may be included.
<i>Office Supplies</i>	Costs for supplies used to run the day-to-day operations of the project (e.g., postage, paper, ink and stationery) may be included. Provide average expense per month.
<i>Resource and Program Materials</i>	Costs associated with resources required to complete the project may be included (e.g., books, videos and instructional guides) for both staff and participants. Costs may also include printing, reproduction and distribution of resources. Provide breakdown of items and associated costs.
<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 (Up to a maximum of 15% of Program Delivery & Operational Costs subtotal)
<i>Administrative Costs Excluding Salaries and Benefits for Administrative Staff</i>	Costs associated with the administration of the project (excluding salaries and benefits for any administrative staff which are to be included in the “Administrative Staff Salaries” and “Administrative Benefits” sections below) which guide and enable effective program delivery by providing support through overall governance, management, planning, finance, communications, human resources and information technology (e.g., bookkeeping and auditing, administrative staff costs and project related legal costs).
<i>Administrative Staff Salaries</i>	Costs include administrative staff salaries and must be calculated based on the last negotiated wage on the previous agreement where applicable. Wages will be negotiated with organizations by position based on a defined number of hours per week and an agreed hourly wage before finalizing the agreement. The total approved administrative staff wages, per annum/hourly wage, for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager. Any change in budgeted staff (i.e., a position becomes vacant) should be communicated to the Agreement Manager at the time of the occurrence and reflected in the financial reports.
<i>Administrative Benefits</i> <i>a) Mandatory Employment Related Costs</i> <i>b) Other HR Related Benefits</i>	a) <u>Mandatory Employment Related Costs (MERCs)</u> include: Canada Pension Plan (CPP); Employment Insurance (EI); Worker’s Compensation Benefits (WCB) and Vacation Pay (VAC) based on wages (in the absence of paid vacation). Employer contributions to CPP, EI and WCB are eligible costs. As per Nova Scotia Labour Standards, vacation pay of 4% of gross wages (6% for employees after 8 years) is also eligible for funding in the absence of paid vacation. b) <u>Other Human Resource Benefits (HRBs)</u> include: health; dental; insurance premiums; pension and RRSPs. A maximum contribution of 50% of the non-MERC benefit cost (employer contribution) is eligible for funding. For example, if an employee contributes 5.21% to their medical, then LAE may cover up to 5.21% as well. When an employee is contributing to an RRSP and LAE is covering an

	<p>employer's contribution to that RRSP, the employee's contribution must be reflected on their paystub.</p> <p>The total approved benefit amount for each individual position included in the agreement cannot be exceeded unless approval is secured from the Agreement Manager.</p>
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4 Other Considerations in Completing the Project Budget Section of the Application

In completing the *Project Budget* section of the application, please note that all expenses should be entered in the budget without HST included. There is a separate HST sub-category within the Operational Costs category, where the projected HST total should be entered. As noted above, the amount of HST claimed should only reflect the amount which Canada Revenue Agency **does not** refund to your organization.

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 correct amounts are entered. To resolve this problem, change the individual budget category field 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."

5 Completing the Itemized Cost Budget Workbook

In addition to completing the *Project Budget* section of the self-serve application form, an applicant must also provide a detailed cost budget breakdown in the "IQR Itemized Budget Breakdown Workbook," available at <http://novascotia.ca/lae/RplLabourMobility/Funding.asp>. This workbook includes three worksheets that need to be completed. Please attach the completed workbook to your self-serve application form in the "Supporting Documentation" section after selecting the document type "Itemized Budget Breakdown" from the dropdown list.

If there are cash contributions and/or in-kind contributions to be reflected in your budget, when completing the Itemized Budget Breakdown Workbook, add the total project cost items and then, in the next row, enter cash contributions and in-kind contributions amounts. Subtract the latter from the total project cost.

See the following example:

Office supplies			
The total amount must be provided on your application form or financial report in the Operational – Standard Costs – Office Supplies budget			
Description	Amount	Breakdown	Notes
Stationery, paper, printer cartridges and notepads	\$2,400	\$200 x 12 months	Total project cost for this item
Cash contribution/ In-kind	(\$800)		
Total	\$1,600		

Legal Signing Officers

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

Supporting Documentation

As already noted, LAE requires the completion of an Itemized Cost Budget Workbook to assist in the assessment process. In addition, an applicant must also provide a detailed organization overview using the “IQR Organization Overview” available at <http://novascotia.ca/lae/RplLabourMobility/Funding.asp>. Please attach the completed overview to your self-serve application form in the “Supporting Documentation” section after selecting the document type “Organization Overview” from the dropdown list.

Organizations may also choose to attach additional documentation to help support the request for funding or to inform LAE of your future priorities.

Please note: 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, please contact your Agreement Manager 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 and supplementary documentation (e.g., Itemized Cost Budget Workbook, Organization Overview and detailed project description), the application may be submitted to the Department using the LaMPSS self-serve system.

1. Open the completed application form saved on your computer;
2. Enter your organization's ID, Username and Password. This information would have been provided to you when your organization was registered in LaMPSS;
3. Attach supporting documentation (e.g., Itemized Cost Budget Workbook, Organization Overview and any other documents you deem relevant to your application); and
4. 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 your 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 re-submit. 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 LAE confirms that the submitted proposal includes all required documentation, as well as sufficient details to make a fair assessment.

6 IQR Funding Program Reporting Requirements

LAE requires the submission of Activity and Financial Reports. During the project, the organization will be notified through the LaMPSS self-serve system when the submission of Activity and Financial reports is required. Due date(s) for reports are also indicated in the service agreement for your project. The number of reporting periods for projects supported by the IQR Funding Program will vary from project to project, depending on numerous factors (e.g., duration, complexity, total funding allocation). Most often, organizations supported via the IQR Funding Program will be required to submit reports on one to two occasions during the life of the project; however, some projects will be required to submit reports on more than two occasions. Please contact the Agreement Manager if you have any questions or concerns.

Reporting Online Using LaMPSS Self-Serve

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

Completing an Activity Report

The Activity Report template you are required to download and complete is available through LaMPSS self-serve functionality at www.gov.ns.ca/lampss. The 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 table below outlines the reporting requirements for each eligible activity for the IQR Funding Program. Please provide this information for each activity in your Labour Market Agreement.

If there is insufficient room to report on project activities 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 Assessment-RPL/Information Access/Research & Planning/Job-specific Skills Enhancement</i>	
Update / Status this Period	Provide information on 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. If the project does not include participants, leave this section blank.

Supporting Documentation

This section can be used by the organization to submit supporting documentation (e.g., status report) that might be different from what was reported above or include additional information that provides a more complete picture of the project’s progress.

Reporting Notes

This section can be used to provide commentary on the successes achieved and/or challenges that have developed over the course of the activity. Additionally, any supporting documents related to this information can be attached.

Completing a Financial Report

The Financial Report template you are required to download and complete is available through LaMPSS self-serve functionality at www.gov.ns.ca/lampss. 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 for which project funds were approved. The original approved funding allocation is listed.

It should be noted that organizations can record actual costs that may exceed the original requested amount on cost item lines, but the total project expenditures should not exceed the total approved project funding. If an organization's total project expenditures exceed the total approved funding, the applicant will be required to absorb project expenditures more than the total approved funding. If an organization anticipates project expenditures might exceed total approved funding, the organization is encouraged to contact the Agreement Manager to discuss the circumstances.

An organization may re-allocate underspent funds up to a maximum of \$1000 from one cost item line to a cost item line within the Operational Cost Category in the absence of securing approval in advance from the Agreement Manager. Re-allocation of unspent funds to the Program Delivery or Administrative cost categories, or re-allocation of unspent funds more than \$1000 must be approved in advance by the Agreement Manager.

Supporting Documentation

This section can 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 that may provide a more complete financial picture of project's progress.

Reporting Notes

If project costs reported above exceed 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 and attached all required templates, the report may be submitted to LAE using LaMPSS.

In this section of the report, enter the information that was submitted when your organization was registered in LaMPSS.

Enter your organization's ID, username and password and click the "submit" button.

7 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

LAE's Communications Advisor:

Jacqueline Van Amburg Phone: 902-424-2107 E-mail: jacqueline.vanamburg@novascotia.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 LAE's Communications Advisor. Organizations shall notify LAE'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 and 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 LAE's website.

Watermarks, wordmarks, signage and/or logos can be obtained from LAE's Communications Advisor.

Funding Announcements

Get in touch with LAE's Communications Advisor if you are contacted by the media about the project or as soon as your organization starts to discuss:

- Funding announcement or event;
- News release or features;
- Radio or television spots;
- Advertisement; and
- Poster or brochure.

8 Contact Information

Information about the IQR Funding Program can be obtained through LAE by contacting the Labour Mobility Coordinator, via e-mail labourmobility@novascotia.ca , phone 902-424-3968, fax 902- 424-1171 or mail:

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

New location effective April 1st- Maritime Centre

Mailing address:

PO BOX 697

Halifax, NS B3J 2T8

Civic address:

1505 Barrington Street

Halifax, Nova Scotia

B3J 3K5