**CANADIAN QUEEN ELIZABETH II DIAMOND JUBILEE SCHOLARSHIPS**

**Annual Narrative Workplan for the period: April 1, 2016 – March 31, 2017**

**Due: February 28, 2016**

The annual workplan should identify and describe what the University and its partners can reasonably expect to accomplish in the upcoming year toward meeting Project objectives and the projected expenditures. Please complete the following sections and submit the workplan via email to qescholars@univcan.ca **no later than February 28, 2016**. We encourage the use of bullets to lighten the presentation and allow for quicker identification of activities.

**General information**

|  |  |
| --- | --- |
| **Name of Canadian university:** |  |
| **Title of QES project:** |  |
| **Name of person completing the workplan:** |  |
| **Email of person completing the workplan:** |  |

**Commonwealth partners for the project (2015-2018)**

|  |  |
| --- | --- |
| **Name of Commonwealth partner** | **Country** |
|  |  |
|  |  |
|  |  |
|  |  |

**Number of forecast QE Scholars (2015 – 2018)**

***\*Note: the number of scholars indicated in this section must equal the number of scholars in your financial quarterly report.***

|  |  |  |
| --- | --- | --- |
| **Program component** | **Forecast number of scholars from 2015-2018 as per the signed contribution agreement** | **Forecast number of scholars from April 1, 2016 – March 31, 2017** |
| Component 1: Scholarships for Canadian students to Commonwealth countries |  |  |
| Component 2: Internships for Canadian students in Commonwealth countries |  |  |
| Component 3: Scholarships for Commonwealth students to study in Canada |  |  |

1. **Please provide a summary of the objectives of the Project.** (Maximum ¼ page)
2. **Please provide information on the key activities and expected results, by Project Component, planned for the upcoming year (to March 31, 2017). The Activities must contribute to achieving expected results outlines in your Project Logic Model.**

**Please include a description of leadership, networking and community engagement activities planned. (Maximum ½ page)**

**Please complete the table below. If needed, please add supplementary rows for all planned scholarships for the fiscal year.**

**\**Note, each table is only to include scholars who will be starting their scholarship between April 1, 2016 and March 31, 2017.***

**Component 1 – Outgoing Canadian Scholars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scholar’s name (if available** | **Scholarship objectives** | **Commonwealth country** | **Commonwealth partner** | **Anticipated start date (dd/mm/yyyy)** | **Anticipated end date (dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Component 2 – Outgoing Canadian Interns**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scholar’s name (if available** | **Scholarship objectives** | **Commonwealth country** | **Commonwealth partner** | **Anticipated start date (dd/mm/yyyy)** | **Anticipated end date (dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Component 3 – Incoming Graduate Scholars**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Scholar’s name (if available** | **Scholarship objectives** | **Commonwealth country** | **Commonwealth partner** | **Anticipated start date (dd/mm/yyyy)** | **Anticipated end date (dd/mm/yyyy)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Describe your gender strategy and give concrete actions to be taken in an attempt to reach a 50% gender balance of female and male students. (maximum ¼ of a page)**
2. **Describe your strategy to encourage participation from students from a diversity of academic, geographic, and social backgrounds. (maximum ¼ of a page)**
3. Do you plan on visiting your QES project partners? If yes, please indicate the location and approximate dates (even if not yet finalized).