**CANADIAN QUEEN ELIZABETH II DIAMOND JUBILEE SCHOLARSHIPS**

**Annual Narrative Workplan for the period: April 1, 2017 – March 31, 2018**

**Due: February 28, 2017**

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](mailto:qescholars@univcan.ca) **no later than February 28, 2017**. 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) N.B. this may be slightly different than the information submitted in the proposal**

|  |  |
| --- | --- |
| **Name of Commonwealth partner** | **Country** |
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**Number of forecasted QE Scholars (2015 – 2018)**

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| --- | --- | --- | --- | --- |
| **Program component** | 1. **Forecasted number of scholars for 2015-2018 as per the signed contribution agreement** | 1. **Actual number of scholars placed to date, as reflected in the QES portal and your latest financial report** | 1. **Forecasted number of scholars who will begin between April 1, 2017 and March 31, 2018** | **Total anticipated number of scholars at March 31, 2018**  **(B + C)** |
| 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 QES Project.** ( Recommended 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, 2018). The activities must contribute to achieving expected results outlines in your Project Logic Model.**

**Component 1:**

**Component 2:**

**Component 3:**

1. **Please include specific information on leadership, networking and community engagement activities planned. (Recommended maximum ½ page per item)**
2. **Recruitment and selection of scholars**
3. **Leadership development activities**
4. **Networking activities**
5. **Community Engagement activities**

**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, 2017 and March 31, 2018.***

**\*\* You are not limited to any specific number of scholars by fiscal year. If you have good candidates and your partners have the capacity to host, you can increase the number of scholarships you award this year, while always keeping in mind that you cannot exceed the total QES contribution as per the contribution agreement. It is important to keep in mind that all projects end in 2018 and all final reports, including narrative and financial, must be submitted no later than December 31, 2018.**

**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) \*** |
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**\* *If the scholars name is not yet available, this information is still required.***

**Component 2 – Outgoing Canadian Interns**

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| --- | --- | --- | --- | --- | --- |
| **Scholar’s name**  **(if available)** | **Scholarship objectives** | **Commonwealth country \*** | **Commonwealth partner \*** | **Anticipated start date (dd/mm/yyyy) \*** | **Anticipated end date (dd/mm/yyyy)\*** |
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**\* \* *If the scholars name is not yet available, this information is still required.***

**Component 3 – Incoming Graduate Scholars**

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| --- | --- | --- | --- | --- | --- |
| **Scholar’s name**  **(if available)** | **Scholarship objectives** | **Home Commonwealth country \*** | **Commonwealth partner \*** | **Anticipated start date (dd/mm/yyyy) \*** | **Anticipated end date (dd/mm/yyyy) \*** |
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**\* *If the scholars name is not yet available, this information is still required.***

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. (Recommended maximum ¼ page)**

**6. Describe your strategy to encourage participation from students from a diversity of academic, geographic, and social backgrounds. (Recommended maximum ¼ page)**

**7. Do you plan on visiting your QEScholars and/or project partners ? If yes, please indicate the location and approximate dates (even if not yet finalized).**