

HANDBOOK FOR CANADIAN UNIVERSITIES

Canadian Queen Elizabeth II
Diamond Jubilee Scholarships

Handbook edition: May 2017



Handbook for Canadian Universities

Universities Canada QES program contacts:

Jeanne Gallagher

Manager, International Scholarships

Email: jgallagher@univcan.ca or 613-563-1236 ext. 355

Marie-Eve Bérubé

Program Officer, International Scholarships

Email: mberube@univcan.ca or 613-563-1236 ext 252

Program email: qescholars@univcan.ca

#QEScholars

@QEScholars

www.univcan.ca/qescholars

www.queenelizabethscholars.ca/qescholars



COMMUNITY
FOUNDATIONS
OF CANADA
all for community.

FONDATIONS
COMMUNAUTAIRES
DU CANADA
ensemble pour tous.



**Universities
Canada.
Universités
Canada.**



FONDATION RIDEAU HALL
RIDEAU HALL FOUNDATION

Table of Contents

1.0	PREFACE	1
1.1.	PURPOSE OF THIS HANDBOOK	1
1.2.	ROLES AND RESPONSIBILITIES	1
1.3.	COMMUNICATION	2
1.4.	PROGRAM OBJECTIVES AND COMPONENTS	3
2.0	RESPONSIBILITIES FOR UNIVERSITIES WITH REGARDS TO THEIR SCHOLARS	4
2.1.	SCHOLAR ELIGIBILITY	5
2.2.	PRE-DEPARTURE ORIENTATION	5
2.3.	MONITOR THE SCHOLARS AND OFFER ACADEMIC AND SOCIAL SUPPORT	6
2.4.	SCHOLARSHIP MODIFICATIONS OR CHALLENGES	7
2.5.	DEBRIEFING AND RE-ENTRY SESSION	7
3.0	COMMUNITY OF QUEEN ELIZABETH SCHOLARS	8
3.1.	LEADERSHIP AND COMMUNITY ENGAGEMENT ACTIVITIES	8
3.2.	ALUMNI ENGAGEMENT	8
3.3.	SOCIAL MEDIA	8
3.4.	QES WORLD CONNECT	9
4.0	QES REPORTING REQUIREMENTS	9
4.1.	UNIVERSITY REPORTING	9
4.2.	SCHOLAR REPORTING	11
4.3.	QES PORTAL	12
5.0	ELIGIBLE COSTS AND DOCUMENTATION	14
5.1.	QES CONTRIBUTION	14
5.2.	UNIVERSITY CONTRIBUTION	15
5.3.	SCHOLAR CONTRIBUTION	16
5.4.	DOCUMENTATION	16
6.0	PROJECT DISBURSEMENTS AND DOCUMENTATION	17
6.1.	QES DISBURSEMENTS TO THE UNIVERSITY	18
6.2.	UNIVERSITY DISBURSEMENTS TO SCHOLARS	18
	APPENDIX I - QUARTERLY REPORT CHECKLIST	19
	APPENDIX II – SUMMARY OF ELIGIBLE EXPENSES FOR <i>INTERNATIONAL SCHOLARS</i>	21
	APPENDIX III – SAFETY AND SECURITY	22
	APPENDIX IV – PRE-DEPARTURE ORIENTATION PACKAGE	23
	APPENDIX V – QES PRIVACY POLICY	25
	APPENDIX VI – LINKS	26

1.0 PREFACE

1.1. Purpose of this handbook

This *Handbook for Canadian Universities* expands upon the terms and conditions outlined in the Contribution Agreement and is designed to help Canadian universities understand the requirements of the Canadian Queen Elizabeth II Diamond Jubilee Scholarships program (QES). Canadian universities should review all sections that apply to their project(s).

Terminology

QES: The acronym used in reference to the Canadian Queen Elizabeth II Diamond Jubilee Scholarships program.

#QEScholars: The hashtag for QES. Please use this hashtag in all social media posts and encourage scholars to do the same.

@QEScholars: The Twitter handle and Instagram account for QES.

QES staff: The team at Universities Canada dedicated to QES.

Queen Elizabeth Scholars: All student recipients of QES. In this handbook “**scholars**” refers to all Queen Elizabeth Scholars.

Canadian scholars: All student recipients of Component 1 and 2 (scholarships for academic study or research in a Commonwealth country and scholarships to conduct internships in a Commonwealth country, respectively).

Outgoing scholars: All student recipients of Component 1.

Outgoing interns: All student recipients of Component 2.

Incoming scholars: All student recipients of Component 3 (scholarships for Commonwealth students to study in Canada).

1.2. Roles and responsibilities

QES is funded by donations from the provinces, the private sector and the Government of Canada. A list of all donors is featured on the website: <http://www.queenelizabethscholars.ca/partners/>. QES is managed through a unique partnership of the Rideau Hall Foundation (RHF), Community Foundations of Canada (CFC), Universities Canada and Canadian universities. The roles and responsibilities of each are listed below:

Rideau Hall Foundation:

- Provide overall program integration and manage interfaces;
- Support program design;

- Steward partnerships, contributions and supporters;
- Lead strategic communications, branding and web presence; and
- Highlight the program's alumni and impact over the course of the program.

Community Foundations of Canada:

- Act as financial trustee and administer the program with technical support from Universities Canada;
- Fund university projects as recommended by Universities Canada;
- Fundraise through its network of Community Foundations across Canada;
- Develop a monitoring and evaluation plan and framework in consultation with Universities Canada; and
- Provide progress and financial reports to the Government of Canada.

Universities Canada:

- Act as the technical leader of the program;
- Launch and manage the calls for proposals process and recommend a selection of university proposals to CFC;
- Liaise with universities on the implementation of the program;
- Recommend disbursements to universities to CFC;
- Monitor, evaluate and report on the program;
- Receive and prepare university narrative and financial reports for submission to CFC; and
- Report on progress and make recommendations for improvement to RHF and CFC.

Canadian universities:

- Develop projects for funding;
- Contribute and leverage financial funding for the program;
- Organize leadership and community engagement activities for Queen Elizabeth Scholars;
- Connect scholars across components to create an active network of Queen Elizabeth Scholars on campus;
- Report on financial and program results to Universities Canada;
- Provide academic and social support to Queen Elizabeth Scholars during their tenure/studies; and
- Fulfill the necessary procedures to ensure scholars receive academic credit(s) for the successful completion of their scholarships.

1.3. Communication

For universities

Canadian universities are encouraged to contact QES staff at any time with questions or concerns regarding the program. Please email all enquiries to qescholars@univcan.ca. All emails will be responded to within two business days. CFC and RHF may contact Canadian universities for community engagement or alumni purposes.

For scholars

Scholars are to direct all enquiries about QES to their Canadian university. Canadian universities are the main points of contact for scholars. QES staff may contact scholars to conduct surveys, case studies or interviews to measure program results. QES staff will inform universities when such monitoring and evaluations are taking place.

CFC and RHF may contact scholars for community engagement, alumni and promotion purposes.

Public recognition

As per the Contribution Agreement, universities must acknowledge all program partners in all public material by clearly and prominently referencing the following text:

“The Canadian Queen Elizabeth II Diamond Jubilee Scholarships (QES) is managed through a unique partnership of Universities Canada, the Rideau Hall Foundation (RHF), Community Foundations of Canada (CFC) and Canadian universities. This program is made possible with financial support from the Government of Canada, provincial governments and the private sector.”

Please adjust all documents, texts, publications and websites accordingly.

1.4. Program objectives and components

The purpose of QES is to activate a dynamic community of young global leaders across the Commonwealth to create lasting impacts both at home and abroad through cross-cultural exchanges encompassing international education, discovery and inquiry, and professional experiences.

Program objectives:

1. Develop global citizens through enriched academic, professional and cross-cultural experiences.
2. Activate a new generation of enterprising leaders in Canada and around the Commonwealth through facilitating lasting local and global community engagement.
3. Enhance collaborative capacity and deepen peer relationships among Queen Elizabeth Scholars to enrich the program experience and facilitate personal and professional growth.

Program expected outcomes:

1. Increased knowledge and skills through academic and professional experiences of young leaders from the Commonwealth.
2. Enhanced networking between Canadians and fellow citizens of the Commonwealth.
3. Increased contributions to local and global communities by young leaders in Canada and the Commonwealth.

Program components

Component 1 – Scholarships for Canadian students to Commonwealth countries

This component awards scholarships to Canadian graduate students enrolled at a Canadian university **to study** at a partner Commonwealth university or **to conduct research** in a Commonwealth country for a minimum of 90 days (excluding travel days).

Component 2 – Scholarships for Canadian students to conduct internships in Commonwealth countries

This component awards scholarships to Canadian senior-level students (3rd or 4th year undergraduate

students or graduate students) to participate in internships for a minimum of 90 days with partner institutions in Commonwealth countries (excluding travel days).

Component 3 – Scholarships for Commonwealth students to study in Canada

This component awards scholarships to non-Canadian Commonwealth students and professionals to pursue academic credit at Canadian universities towards their master's or doctorate degrees.

Community of Queen Elizabeth Scholars

As part of their projects, all scholars are required to participate in local community engagement activities, in Canada or abroad, benefit from leadership training and to form a dynamic network of Queen Elizabeth Scholars.

2.0 RESPONSIBILITIES FOR UNIVERSITIES WITH REGARDS TO THEIR SCHOLARS

This section outlines the key responsibilities of Canadian universities vis-à-vis their scholars before, during and after their scholarships. Different responsibilities for Canadian or incoming scholars are identified in the appropriate section.

<input checked="" type="checkbox"/> To Do Checklist:	Section in Handbook
<input type="checkbox"/> Advertise the program and select qualified scholars	See section 2.1
<input type="checkbox"/> Ensure scholars complete and submit their Pre-departure form through the QES Portal at least two weeks before their travel date	See section 4.2
<input type="checkbox"/> Ensure scholars receive a comprehensive pre-departure orientation	See section 2.2; Annex IV
<input type="checkbox"/> Provide scholars with an advance for their scholarship	See section 6.2
<input type="checkbox"/> Monitor the scholar and offer academic and social support	See section 2.3
<input type="checkbox"/> Inform QES of any exceptional activities or challenges which may affect scholarship progress	See section 2.4
<input type="checkbox"/> Provide scholars with a debriefing and re-entry session	See section 2.5
<input type="checkbox"/> Offer networking, community engagement and leadership opportunities for the scholars	See section 3.0
<input type="checkbox"/> Ensure scholars receive appropriate academic credit(s) upon successful completion of their scholarship	See section 2.1
<input type="checkbox"/> Ensure scholars complete and submit the Scholar narrative report through the QES Portal no later than one week before the end of their award	See section 4.2
<input type="checkbox"/> Encourage scholars to engage in the QES community as alumni	See section 3.2

2.1. Scholar eligibility

Canadian universities must ensure that selected scholars meet the following criteria:

Canadian scholars must:

- Be registered in a degree program, in any discipline, at a Canadian university and receive academic credit from this institution for the QES funded activities. The number of credits and requirements for obtaining the credits are at the discretion of the Canadian university;
 - **Component 1:** Scholars must be registered as a graduate student.
 - **Component 2:** Scholars must be entering or enrolled in their third or fourth year of an undergraduate degree program, or be enrolled in a graduate degree program.
- Be **35 years of age or under at time of their application**.
- Be proficient in the language of instruction at the Commonwealth partner institution;
- Be a Canadian citizen or permanent resident;
- Participate in community engagement activities in Canada and/or abroad; and
- Work, study or conduct research on a full-time basis at the partner institution.

Incoming scholars must:

- Be pursuing academic credit on a full-time basis at a Canadian university towards their master's or doctorate degree. The number of credits and requirements for obtaining the credits are at the discretion of the Canadian university and/or home institution;
- **Be 35 years of age or under at time of application**;
- Be a non-Canadian Commonwealth country citizen. Anyone who has applied for Canadian citizenship or for permanent residency is not eligible;
- Meet the Canadian university's admission requirements; and
- Participate in community engagement activities in Canada.

Note: An exemption to the maximum participant's age criteria may be considered on a case by case basis. If a student presents compelling reasons why they should be exempted from the eligibility criteria, please send a short written justification to gescholars@univcan.ca explaining why you think an exemption should be considered.

2.2. Pre-departure orientation

Of primary concern to QES is the scholar's personal safety and security throughout the scholarship. Before their departure, outgoing Canadian scholars must receive a pre-departure orientation from their Canadian university that should, at a minimum, address the following topics. See Appendix III for more details on safety and security and Appendix IV for information on pre-departure orientation.

Canadian scholars

- An introduction to key scholarship personnel and contact information;
- An introduction to the partner institution and the local context;
- Accommodation and daily living logistics;
- Information on travel arrangements if applicable, arrival in country and first few days;
- Community engagement activities, including the use of **#QEScholars**;

- An exploration of the scholar's expectations for the scholarship as well as their concerns and questions;
- Expectations of the partner institution, the Canadian university and QES;
- Cross-cultural issues;
- Personal safety and risk management;
- Health considerations including acquisition of health insurance;
- Emergency preparedness and procedures;
- Other scholarship logistics (including pre-departure and reintegration requirements); and
- Narrative reporting requirements.

Canadian universities must also ensure that scholars have:

- Supplementary medical insurance appropriate for their scholarship destination and which covers the entire duration of the scholarship;
- Registered online with the Registry of Canadians Abroad (ROCA);
- A valid passport ,visa, anti-malaria pills and other medications or documents , as required; and
- Met any other requirements set by the university and/or host

QES Short course: Scholars who are completing their scholarship in a developing country are invited to complete the QES short course on international development. This course is recommended if the scholar is not studying international development, has not taken any prior international development courses, and if a comparable course is not available at the scholar's home university. A copy of the short course can be found at <http://www.univcan.ca/wp-content/uploads/2015/07/qes-short-course-in-international-development.pdf>

Incoming scholars

- An introduction to Canada;
- An introduction to the Canadian university and the local context;
- Accommodation and daily living logistics;
- An introduction to key scholarship personnel and their contact information;
- An exploration of the scholars' expectations for the scholarship as well as their concerns and questions;
- Community engagement activities, including the use of #QEScholars;
- Expectations of the Canadian university and QES;
- Cross-cultural issues;
- Health considerations, including access to clinics and medical assistance in Canada;
- Canadian university registration processes and forms ;
- Release form signed by QEScholar allowing university project coordinators to access their academic files; and
- Narrative reporting requirements.

2.3. Monitor the scholars and offer academic and social support

All scholars are to complete their scholarship on a full-time basis. The level of supervision and support required of the Canadian university will depend on the scholar. It is recommended that the university establish regular check-ins with the scholar and the partner institution (if applicable).

2.4. Scholarship modifications or challenges

Changes to project partners

Universities are permitted to incorporate additional Commonwealth partners or Commonwealth countries in their project, providing these changes support the same project rationale as submitted in their project proposal. It is important that the university informs QES staff, in writing and in advance, of any major modifications wanting to be made to their project or to a scholarship, while respecting the broad parameters of the project proposal submitted and approved for funding.

Transferring scholars between components

Universities may request to transfer scholars and funds between components 1 and 2 due to recruitment challenges. Please contact QES staff.

Universities must seek permission from Universities Canada before making any changes to component 3 (funds or scholars).

Early termination of scholarship

Please inform QES staff if, due to unforeseen circumstances, a scholar must end their award earlier than expected. A scholar may terminate their scholarship earlier than anticipated for security issues or serious health issues. Note: a doctor's note will be required for early termination of a scholarship for health reasons. It is important to keep QES staff informed of all such issues.

Travel warnings

Universities are required to consult the Global Affairs Canada travel advisories website <http://travel.gc.ca/travelling/advisories>. Scholarship activities will not be authorised in Commonwealth countries (or regions within countries) subject to travel advisories from the Government of Canada recommending the avoidance of all travel or non-essential travel. Scholarship funding may be withheld if a travel advisory arises before the students travel. Upon the release of any Travel Report or Travel Warning that raises concerns about the security situation in the country of scholarship, the university must have a plan of action ready to be activated.

In case of emergency, Canadian scholars/universities may contact Global Affairs' Emergency Operations Centre in Ottawa at 613-996-8885 (collect calls accepted) or by email sos@international.gc.ca. (Please note this is only applicable for Canadian scholars abroad). All QEScholars must also know who to contact at their Canadian university in case of emergency.

2.5. Debriefing and re-entry session

At the end of their scholarship Canadian universities are expected to provide scholars with a debriefing of their QES experience. The debriefing should cover subjects such as:

- Identification of new knowledge, skills and attitudes gained;
- Development of strategies for successful personal readjustment and professional reintegration back home;
- Practising techniques for sharing and transferring new competencies in one's personal and/or professional environment once back home.

3.0 COMMUNITY OF QUEEN ELIZABETH SCHOLARS

This program requires all scholars to participate in local leadership and community engagement activities and to form a dynamic network of Queen Elizabeth Scholars. This network will be active at the campus, national, and global levels. This community will enrich the program experience through enhancing collaborative capacity and deepening peer relationships among both alumni and current participants of the program.

Universities are required to report on scholars' leadership and community engagement activities in their Annual narrative report.

3.1. Leadership and Community engagement activities

Universities must ensure that all scholars participate in community engagement activities to integrate academic and cross-cultural experiences, as well as facilitate personal, professional, and academic growth.

Definition: QES defines leadership and community engagement activities as:

- Applying global experiences or knowledge to enhance the local community;
- Strengthening character and professional skills through public speaking, networking, problem-solving, and leadership activities; and
- Participating in community events, such as roundtables, fora and panel discussions, volunteering with local groups such as their Community Foundation.

3.2. Alumni engagement

This program encourages interaction and engagement between scholars and program alumni. The program seeks to create a dynamic community of young global leaders across the Commonwealth who are interacting and learning from each other before, during and after the program.

Alumni engagement activities may include, but are not limited to:

- Peer mentoring
- Cross-cultural exchanges
- Knowledge sharing
- Networking

3.3. Social media

Scholars, current and alumni, are encouraged to use all social media platforms to share their QES experience with each other and the public. Universities are encouraged to use the hashtag **#QEScholars** in all social media posts related to the program and to ask their scholars to do the same.

Tagboard: QES features all public social media posts containing the hashtag **#QEScholars** on the website www.queenelizabethscholars.ca/gescholars. Posts from the social media platforms Flickr, Instagram, Twitter, Facebook, Vine, and Google + are captured on this wall.

Twitter: The Twitter handle for QES is @QEScholars. Please follow us on Twitter.

Instagram: The Instagram account for QES is @QEScholars. Please follow us on Instagram.

Facebook: The Facebook group for QES is Queen Elizabeth Scholars (#QEScholars) <https://www.facebook.com/groups/gescholars/>. We encourage all university coordinators and scholars to join our group.

3.4. QES World connect

The new connect function on [QES world](#) helps connect all scholars, current and alumni, across the globe. Scholars are required to provide their email consent on the Pre-departure form in order to gain access to the connect function. If a scholar wishes to gain access to the function but has already submitted their Pre-departure form, scholars should email gescholars@univcan.ca to provide their consent.

Once scholars provide their consent, they may sign in using their email address and can reply directly to other QES scholars. The map is updated bi-weekly in order to account for all new QEScholars and scholars who provide their email consent.

Note: Only scholars who have provided their consent will have the connect option on their scholar profiles in the QES world map.

If any information on the map is incorrect, please contact gescholars@univcan.ca.

4.0 QES REPORTING REQUIREMENTS

This section provides details on reporting requirements for Canadian universities. All templates are available on Universities Canada's website at <http://www.univcan.ca/programs-and-scholarships/queen-elizabeth-scholars/qes-2014-2018/>.

All reports must be submitted by email to gescholars@univcan.ca.

The reporting mechanisms described below are intended to help Canadian universities, partner institutions and QES measure results of the program over the duration of the project. It is expected that partner institutions fully participate in the planning, implementing, monitoring and evaluating of all aspects of the project, and in preparing reports, and/or data required by QES.

4.1. University reporting

The importance of disbursing as planned and reporting on time

It is very important that Canadian universities forecast as accurately as possible and implement their project activities as per their annual workplans and signed Contribution Agreement.

Reports must be submitted **on time** so that Universities Canada can in turn meet its reporting requirements to CFC.

See Appendix I for a checklist of steps involved when preparing quarterly financial reports

QES follows a fiscal year from April 1 to March 31, as indicated in the schedule of reports and deliverables below. Each of these reports are discussed in detail below.

Report	Frequency	Period covered	Due date
1. Annual workplan	Annually	Each workplan covers April 1 – March 31	February 28 th
2. Quarterly financial report	Quarterly	April – June July – September October – December January - March	July 31 st October 31 st January 31 st April 30 th
3. Annual narrative report	Annually	April 1 st – March 31 st	April 30 th
4. End of project report	Once	Duration of the Project	December 31, 2018

The importance of respecting the proposed budget

It is very important that universities ensure the budget in the signed Contribution Agreement is respected. This budget was taken directly from your approved project proposal and is represented in all financial reports in column B. The amounts in column B should never change unless approved by QES via a signed amendment to the Contribution Agreement.

Any decrease in overall university contribution is subject to the decrease of the QES contribution

Annual workplan

Universities must submit the Annual Workplan **by February 28** each year. This workplan summarizes the goals and objectives of the project and outlines activity for the upcoming year.

Quarterly reports

Universities must submit four Quarterly Financial Reports per year due on **July 31, October 31, January 31** and **April 30**. Each quarterly report is comprised of the following spreadsheets:

1. Quarterly report
2. Table 1
3. Advance request

Please ensure that quarterly financial reports are submitted on time, since we then have to report to CFC.

Annual narrative report

All Annual narrative reports are **due no later than April 30th**. The template for the Annual narrative report also includes the partner report; only partners hosting Component 2 (interns) QEScholars will be required to complete a report.

Partner Report

The partner institutions hosting Component 2 (Interns) QEScholars are expected to provide a short annual report on their project for component 2 scholars. The report will be annexed to the to the Canadian university's annual report.

The partner is not expected to comment on individual QEScholars but rather on the overall impact the QEScholars have had on their institution. The following will give you an idea of the type of questions we will be asking of the partner:

- Please provide an overview of the QEScholars' activity at your institution.
- What were some of the key results of QEScholars' activities at your institution?
- Did your institution benefit from the QEScholars' presence? Please explain.
- Did QEScholars strengthen the capacity of your institution? Please elaborate.
- What do you foresee as the medium-term impact of the QEScholars' contribution to your institution's work?
- The QES program hopes that QEScholars are able to contribute to and learn from the partner institution. Do you have any suggestions for how future QEScholars can better contribute to the priorities of your institution?

End of Project Report

The End of Project Report is **due on December 31, 2018**. This report must cover the duration of the QES project. More information on the content and the format of this report will be available on our website closer to the end of the program.

4.2. Scholar reporting

All scholars are required to complete and submit the following documents to QES. We are often asked for exact numbers of scholars, by project and by country and it is imperative that we be able to provide up to date, accurate information. We recommend that they use Chrome or Internet Explorer when accessing the portal.

- 1) *Pre-departure form*: **to be submitted at least two weeks prior** to the scholar's travel date. All scholars are to complete the form via the QES Portal (see below 4.3).

Note: Effective May 1st, 2017, scholars cannot access any QES funds until they have submitted their pre-departure form (PDF) and it has been approved by the university.

We understand that travel and scholarships dates indicated in the PDF may change slightly, based on the ticket they purchase once they receive QES funds, but they should be as accurate as possible. The Scholar Narrative Report, which scholars must submit one week before the end of the award, is where scholars will be asked to provide actual dates.

- 2) *Scholar narrative report*: Scholars must complete their Scholar narrative report via the QES Portal (see below 4.3) **no later than one week before the end of their award**.
- 3) *QES Follow-up survey*: to be **completed one year after their scholarship**.

4.3. QES Portal

The QES Portal is where scholars submit their pre-departure forms and narrative reports and where Project coordinators keep track of scholars by project and access all scholar reports. It is the responsibility of project coordinators to ensure that scholars are registered to the portal and submit their forms on time. We recommend both scholars and university contacts use Chrome or Internet Explorer. The link to the portal is as follows: <http://qes.univcan.ca/>.

Each university project is attributed a **unique QES Project code and Access Code**. Project coordinators must have both codes to register to the Portal. University coordinators will have received their project's project code and access code in an email from Universities Canada. It is important to keep record of the project code as it needs to be provided to every scholar in order for them to register and complete their pre-departure and narrative reports via the portal: <http://qes.univcan.ca/>.

- Coordinators associated to more than one project only need to register **once** with the portal. They can then add additional projects to their profile once they have logged in.
- Coordinators can then switch between projects by selecting the project they wish to view in the **Information** section. They can also remove a project from their view if they are no longer associated to it.

The image displays three screenshots of the QES Portal interface. The top left screenshot, titled 'Add Project', shows input fields for 'Project Code' and 'Access Code', an 'Add' button, and a green callout box stating 'You can add a project' with an arrow pointing to the Project Code field. The top right screenshot, titled 'Remove Project', shows a 'Project' dropdown menu with 'Sport, a driver for empoweri' selected and a 'Remove' button. The bottom screenshot, titled 'Information', shows the same 'Project' dropdown menu with the same selection and a 'View' button, with a green callout box stating 'Your project appears here' and an arrow pointing to the dropdown menu.

Once scholars are selected to be QEScholars, the project coordinators must **ONLY** send them the Project Code. Scholars will need that code to create an account:

Registration

The image shows the 'Registration' page of the QES Portal. It features a blue header with the title 'Information'. Below the header, there is a text prompt: 'Select the type of account you want to create from the drop-down menu below.' This is followed by two bullet points: 'Choose *Scholar* if you have been selected to participate in a project. You will need to enter the QES Project Code provided by your university coordinator.' and 'Select *University* if you are a project coordinator at the university. You will need to enter the QES Project Code as well as the Access Code provided by Universities Canada'. Below the text, there is a dropdown menu with 'Scholar' selected. Underneath the dropdown, there is a text prompt 'Enter a QES Project Code' followed by the word 'Mandatory' in red. To the right of this text is an empty input field and a 'Validate Code' button.

When scholars submit a form, it is automatically forwarded to the project coordinator(s), who receive an email notification informing them that scholar X has submitted his/her form. Project coordinators must log into their account, review the scholar's form and approve them or request modifications.

Scholars

First Name ↑↓	Last Name ↑↓	Pre-departure Status ↑↓	Narrative Status ↑↓	Component ↑↓	Start Year ↑↓
[Redacted]		Pending Approval			
		Rejected			
		Pending Approval			
		Pending Approval	Not Started	1	2017
		Approved		1	

When the status is 'Pending Approval', coordinators must click on the link and review the form.

UNIVERSITY APPROVAL

Please review the above pre-departure form, complete the information below and click 'Approve' to submit this form to Universities Canada.

QES Project Title **Mandatory**

Sport, a driver for empowerir ▼

Scholar's Program Component **Mandatory**

Component 1: Scholarships ▼

Submission Approval Date **Mandatory**

Comments

Changes Required

If a coordinator wants to reject a form, they must provide comments in the "Changes Required" field.

Approve Reject Cancel

Automatic emails from the Portal will be sent to **scholars**:

- Upon scholar registration;
- Upon submission of their pre-departure form;
- Two weeks prior to the end of their scholarship (based on the dates indicated in the pre-departure form);
- If their pre-departure form or narrative report is rejected;
- Upon approval of their scholar narrative report.

Automatic emails from the portal will be sent to **university coordinators**:

- Upon university registration;
- Upon completion of a scholar's pre-departure form, requiring the university to approve or reject the form;

- Upon completion of a scholar's narrative report, requiring the university to approve or reject the form.
- If a form has been submitted and has been pending university approval for 7 days, 14 days and 21 days.

Should university coordinators or scholars wish to amend their pre-departure form or narrative report once they have been approved please email QES staff at qescholars@univcan.ca.

5.0 ELIGIBLE COSTS AND DOCUMENTATION

One very important element of the evaluation of project proposals was the budget. The selection committee took into consideration the university contribution which also includes scholar and partner contributions. Contribution agreements were signed based on specific contributions to be made by QES as well as by the university/scholar/partner.

Please note that an amendment to the Contribution Agreement may be required should there be any significant deviations from the university's proposal (and consequently signed Contribution Agreement) with regards to the university and/or scholar contribution or number of scholars.

5.1. QES contribution

Canadian scholars

Canadian scholars are eligible to receive up to \$6,000 for three to six month scholarships. Canadian scholars must study, conduct research or intern in the Commonwealth country for a minimum of 90 days. **If the duration of the scholarship (scholarship dates, not travel dates) is less than 90 days, the scholar is not eligible to participate in the QES program.**

Canadian scholars may receive up to \$8,000 for seven to twelve month scholarships. **If the duration of the scholarship is less than 180 days they are not eligible to receive \$8,000 from QES.**

The QES scholarship amount given to each scholar is at the discretion of the Canadian university, up to the maximum allowed by the program. It is possible to leverage the funds to support additional scholars. The QES contribution for Canadian scholars is a flat fee.

In the case of an audit, universities will be expected to provide copies of all air tickets and boarding passes as well as a receipt signed by the QEScholar for all funds received. Scholars are not expected to provide receipts for any other expense.

Incoming scholars

The QES contribution for incoming scholars is subject to the maximum rates indicated on the list of [eligible expenses](#). Please consult Universities Canada if clarification is required on any item.

These funds may cover:

- Academic expenses (tuition, supplies, research and conference expenses);
- Living expenses (food, accommodation, health insurance and an installation allowance); and/or
- Travel expenses (return airfare and visa costs) that are directly related to the scholarship.

Please note that for incoming scholars certain allowances are a flat fee while others are based on receipts. See section 5.4 for more information on documentation of expenses. Please ensure you fully understand what expenses are admissible. Please contact Universities Canada for clarification when in doubt.

Please refer to the Global Affairs Canada website for up to date [monthly living allowances](#).

Note: the living allowance provided to incoming scholars must not be less than the amount listed on Global Affairs Canada's website (see link above). This monthly living allowance is to cover all personal expenses such as accommodation, meals, transportation and other personal expenses.

Activity fund

QES disburses an activity fund of \$500 per scholar, to the Canadian university, to support leadership and community engagement activities in Canada and other project administration requirements. Please report the activity fund in the same quarter that you report the first QES expense for the scholar. In the case of Component 3 - Incoming Commonwealth graduate students who are in Canada for more than one year, universities may claim the activity fee annually. This should be done in the same quarter every year. For example, if a C3 masters student arrives in Canada July-Sept 2016, the activity fund for year one should be claimed in the July-Sept 2016. The activity fund for year two should be claimed in July-Sept 2017.

This fund is to be used at the discretion of the Canadian university and will not be subject to an audit.

5.2. University contribution

Definition: As partners in QES, universities are required to contribute to and leverage additional funding to support their Queen Elizabeth Scholars. University contributions can include: in-kind or cash contributions (as per the Global Affairs Canada's definition in the [Contribution Agreements – Terms and Conditions](#)); tuition waivers or discounts; other discounts or waivers to academic, living or travel costs; and financial contributions from other sources including foundations, community partners and other funding agencies. **Please note, under the terms of this program, overhead cannot be included as a university contribution.**

Purpose: University contribution (which includes partner contribution) should directly support scholars' academic, living and travel expenses, leadership and community engagement activities, academic support and project administration.

Amount: QES aims for an overall 50% contribution from universities (which includes partner contribution). Universities are expected to contribute the amount agreed upon in the signed Contribution Agreement or any signed amended Contribution Agreement. Please note that all amounts must be quantifiable and verifiable for audit purposes.

Importance of capturing university contribution: QES aims to capture the extent to which universities are contributing to and leveraging resources to support this program. Please identify all actual university contributions (which include partner contribution) in the quarterly reports to help us share this story.

5.3. Scholar contribution

Definition: Scholars' cash contribution towards academic, living or travel costs during the scholarship.

Amount: Scholars are not required to contribute financially to the program although it is unlikely that the funds received from QES would cover all of their costs. If universities included scholar contribution in their project proposal, please ensure these forecasts are respected in the actuals and that they are quantifiable and verifiable for audit purposes. Keep in mind that tuition paid by scholars for the time they are on scholarship is definitely a contribution.

Importance of capturing scholar contribution: QES aims to capture all costs related to supporting a scholarship program of this scope and nature. Please identify all actual scholar contributions in the quarterly reports to help share this story.

5.4. Documentation

Universities are required to safekeep, for at least 7 years following the final payment, all supporting documentation of costs reimbursed by CFC as well as documentation related to university and scholar contributions, cash or in-kind, for audit purposes. Universities must indicate the total disbursements made to scholars in their quarterly financial reports submitted to Universities Canada.

QES contribution

Canadian scholars: The QES contribution for Canadian scholars is a flat fee. Universities are not required to keep receipts of scholar expenses **other than** the scholars' original boarding passes/plane tickets as well as a receipt signed by the QEScholar confirming receipt of funds as they may be requested in an audit.

Incoming scholars: The QES contribution for incoming scholars is subject to maximum rates as listed in the [summary of eligible expenses for international students](#). Please note the required documentation indicated below for incoming scholars.

Documentation for incoming scholars

Universities are **not** required to keep receipts for the following expenses:

- [Monthly living allowances](#) *The living allowance provided to the incoming scholar must not be less than the amount indicated on the list. If the university chooses to provide more than the allowance, the extra funds are not an eligible QES expense but should be listed as a university contribution. These amounts are subject to audit. It is possible for the monthly living allowance to be covered by the QES contribution or the university contribution, or a combination of the two.
- Clothing allowance (\$350 one-time lump sum if needed)
- Installation allowance (\$600 one-time lump sum if needed)
- Book allowance (\$600 per academic year or \$300 per academic term if needed)

Universities **must keep receipts for the following expenses:** *Please consult the [summary of eligible expenses](#) for international students.

- ✓ Original receipts for Visa expenses and medical exams;
- ✓ Transportation of personal effects *from* Canada to their home country (note the transportation of personal effects *to* Canada is not covered);
- ✓ The final flight itinerary and flight receipt showing paid;
- ✓ ALL boarding passes (a photocopy of the scholar's entry and exit stamps from their passport is required if they lose one of their boarding passes)
- ✓ Receipts of research supplies and equipment;
- ✓ Receipts of computer equipment; and
- ✓ Receipts of conference participation.

University contribution

It is important that Canadian universities keep records of the university contribution on file for at least 7 years following the final payment. Universities must indicate as accurately as possible the breakdown of the university contribution (which includes partner contribution) in the quarterly reports.

Documentation supporting the university contribution does not need to be submitted to QES. All contributions must be quantifiable and verifiable. It is **very strongly recommended** that universities keep timesheets of their in-kind contributions in case of an audit.

Partner contribution: Included as part of the university contribution, QES recommends recording partner contribution in an official letter sent on a yearly basis from the partner to the university. This letter should include the activities as well as the value of the partner contribution. The Canadian university must ensure that all partner contributions are quantifiable and verifiable in case of an audit.

Scholar contribution

It is important that Canadian universities keep records of the scholar contribution on file for at least 7 years following the final payment. If universities included scholar contribution in their application form, please ensure these forecasts are respected in the actuals and that they are quantifiable and verifiable for audit purposes. The most important contribution is tuition paid by Canadian scholars.

QES strongly recommends that Canadian universities contact the finance department or auditors at their institution to determine their requirements in the case of an audit.

6.0 PROJECT DISBURSEMENTS AND DOCUMENTATION

Reporting process

All reports will be reviewed and approved by Universities Canada.

All cheques will be from CFC but will be sent by courier from Universities Canada.

For each payment, an "Advance Payment Request" is required. An Advance Payment Request tab is included in the Quarterly Report template for each quarter.

6.1. QES disbursements to the university

All disbursements will be made to the university upon approval of the quarterly financial reports. These disbursements will reflect the approved cash-flow requirements of the project and the reported expenses. The schedule of advance payments may be revised over the course of the project to reflect adjustments in cash-flow requirements, as communicated to and approved by QES. The final payment will be released upon receipt of the End of Project Report.

Payment	Date planned	Comments
All payments	Quarterly, as required	After approval of report for previous disbursements/activities
Final payment	February 15, 2019	Final reports, both narrative and financial, must be submitted <i>no later than December 31, 2018</i> . Upon approval of the final reports, the final payment will be released as stipulated in Part D, sub-article 3.6 in the signed Contribution Agreement.

6.2. University disbursements to scholars

Canadian universities are responsible for issuing payments to all scholars. They must ensure these payments are in accordance with the eligible expenses outlined in section 5.0 of this handbook.

Note: Effective May 1st, 2017, scholars cannot access any QES funds until they have submitted their pre-departure form (PDF) and it has been approved by the university.

We understand that travel and scholarships dates indicated in the PDF may change slightly, based on the ticket they purchase once they receive QES funds, but they should be as accurate as possible. The Scholar Narrative Report, which scholars must submit one week before the end of the award, is where scholars will be asked to provide actual dates.

Canadian scholars

QES strongly recommends that universities provide Canadian scholars with 85 - 90% of their scholarship funding up front (via cheque or direct bank deposit), before their departure and hold the balance upon receipt of the Scholar narrative report which each scholar is required to submit at the end of their scholarship.

Incoming scholars

QES strongly recommends that universities provide incoming scholars with ***monthly*** disbursements of the living allowance with a hold back until they receive the Scholar narrative report.

As Component 3 is subject to the maximum rates indicated in the [list of eligible expenses for international students](#), it is very important that these guidelines be followed as the university would be responsible to cover the unjustified funds in an audit. For example if a scholar drops out or is expelled, the university would be responsible to reimburse QES for any monthly living allowances paid out for a period that goes beyond the actual scholarship end date.

Appendix I - Quarterly Report Checklist

Quarterly report

- 1) **Cell H1:** Select the reporting period from the drop-down menu
 - 2) **Cell B3:** Select your university and the name of your project from the drop-down menu
 - 3) **Column B:** Enter the amounts that were agreed upon in the signed contribution agreement.
 - 4) **Column C:** Enter any actual expenses that were incurred up to March 2016.
 - 5) **Column D:** Enter any actual eligible expenses that were incurred from April 1 – June 30, 2016.
 - 6) **Columns E, F, G:** Enter actual expenses in each of the quarters for the rest of the fiscal year 2016-2017.
 - 7) **Column H:** This column automatically calculates the total for the fiscal year based on the actual expenses inserted in columns D – G.
 - 8) **Column I, J, K, L:** Enter the forecast expenses for the April-June 2017, July-September 2017, October-December 2017 and January-March 2018 periods.
 - 9) **Column N, O, P:** Enter the forecast expenses for the April-June 2018, July-September 2018, and October-December 2018.
 - 10) **Column R:** This column will calculate automatically.
- ☐ Ensure Component 1 and 2 totals in column N don't exceed \$6K (if it is \$6 - \$8K, if scholar is abroad for over 180 days).
 - ☐ **Ensure scholars are only reported once in the report** (1 x in the component section and 1 x in the community engagement section), even if there are expenses associated to a particular scholar in more than one quarter. Component 3 scholars only show up once (in the quarter in which the first QES disbursement occurs) although expenses may occur over multiple quarters.
 - ☐ Ensure QES contribution to Community engagement is not more than \$500/scholar/year; in the case of a C3 scholar in Canada for more than 12 months, an additional \$500 can be claimed on the anniversary of the claim of the first \$500 (i.e. Aug 2016 = Aug 2017).
 - ☐ Ensure the total # of scholars in the community engagement section is the same as the summary total section (Often this will be higher because of the \$500 per scholar per year).
 - ☐ Please ensure that the Forecast totals (cells R53, R54 and R55) are in line with your approved Budget totals (cells B53, B54 and B55) as stated in your Contribution Agreement (CA). Universities Canada understands that over the life of the project your Forecast may fluctuate but please note that QES Budget contribution amount (cell B53), as indicated in your CA, cannot be exceeded. However, the University and Scholar contributions (cells B54 and B55) may change over time.
 - ☐ Ensure no decrease in scholar and university contribution for amounts shown in Column B.
 - ☐ Any changes between components must be discussed with the QES program manager. Should changes in your project activities require an amendment to the CA, please contact Universities Canada for discussion and approval before including such changes in your quarterly report.

Table 1

- Following the definition below of university contribution, please break down these expenses by cash or in-kind contributions in Table 1 University Contribution.
- ****Please note that this is only for actual expenses.** Please do not insert any forecasts in this table.

- Ensure the amounts in Row 39 'Grand Total' are the same as the amounts in Row 42 'Amount Reported in Quarterly Report'.

Advance request

- Make sure to select the advance request for the correct reporting period.
- Insert the cumulative total advance payments received from Universities Canada in cell G8.
- Insert any cumulative interest earned in cell G10.

Definitions

Term	Definition
Academic expenses	The costs directly related to tuition, supplies, research and conferences during the scholarship or internship.
Living expenses	The costs directly related to food, accommodation, health insurance and installation during the scholarship or internship.
Travel expenses	The return airfare, in-transit allowances, visa or study permit costs for the scholarship or internship.
QES contribution	The funds from the Canadian Queen Elizabeth II Diamond Jubilee Scholarships program.
University contribution	The cash, in-kind and leveraged contribution provided by the university. This can include:
	• In-kind or cash contributions (as per the Department of Foreign Affairs, Trade and Development's definition in the Contribution Agreements - Terms and Conditions);
	• Tuition waivers or discounts;
	• Other discounts or waivers to academic, living or travel costs;
	• Financial contributions from other sources including foundations, community partners and other funding agencies.
Scholar contribution	The cash the student contributes towards academic, living or travel costs during the scholarship or internship.

APPENDIX II – Summary of eligible expenses for international scholars

SUMMARY OF COSTS COVERED UNDER THE TARS FOR LONG-TERM STUDENT TRAINING PROGRAMS	
Tuition (chapter 8.1)	- all costs, as invoiced
International air transportation (chapter 8.2)	- economy class (return ticket) - between international airport in home country and final destination in Canada - original air ticket as receipt
Transportation of personal effects (chapter 8.3)	- trip to Canada: no freight, accompanied baggage only - trip home (stay < 12 months): 100 kg air freight or 130 kg, packing included (stay > 12 months): basic air freight (100 kg) + 50 kg/additional year, maximum 250 kg air freight or 325 kg, packing included
Travel allowances (chapter 8.4) * International travel * Travel within Canada	- \$55/day without receipts - \$70/night without receipts, if necessary - or actual and reasonable costs, with receipts - \$50/day without receipts - \$70/night without receipts, if necessary - or actual and reasonable costs, with receipts
Clothing Allowance (chap. 8.5)	- \$350 one-time lump sum
Installation allowance (chap. 8.6)	- \$600 one-time lump sum
Monthly living allowance (chapter 8.7)	- student \$1,000 (exceptions made for certain cities) - authorized dependant(s): additional \$350 per month
Monthly allowance in the field (research in home country)	- if stay < 3 months, the student maintains her total monthly allowance - if stay > 3 months, \$500 as of first month
Medical plan (chapter 8.8)	- health care plan with CWB (see plan brochure for limitations)
Books (chapter 8.10)	- \$600/academic yr, or \$300/term (+\$50/course for summer session)
Other expenses related to university program (chapter 8.11) * computer equipment * conference participation * field research	- maximum \$6,000 for the entire program, with receipts and divided across two budget terms of \$3,000 a) books, supplies, research equipment b) preparation and binding of thesis or other work - \$1,500 maximum (included in budget items a or b): - undergraduate students, only if program requires - graduate students, as needed - for the entire program (included in budget items a or b): - \$500 (undergraduate) or \$1,000 (graduate) These amounts cover registration and accommodation costs. Transportation and travel costs are under the travel allowance budget. - Present a budget for approval by the EA and CIDA (included in one of the two budget items)
Death of student (chapter 8.12)	- return of body to home country or cost of cremation or burial in the country where the death took place
Compassionate travel (chapter 8.13)	- father, mother, spouse/common-law partner, common child with spouse/common-law partner.

APPENDIX III – Safety and security

(As described in CFC's agreement with each QES project)

5 Obligations Related to Security

- 5.1 The University is responsible to ensure its own security and the security of its Scholars and Personnel. CFC shall assume no responsibility for the security of the University or the University's Scholars and Personnel.
- 5.2 The University recognizes that work involved in this Project could expose its Scholars and Personnel to serious risks of injury and/or death.
- 5.3 The University is responsible to fully and openly disclose to its Scholars and Personnel the inherent risks of the Project.
- 5.4 The University is also responsible to keep itself, as well as its Scholars and Personnel, informed of any "Travel Reports and Warnings" issued by Global Affairs Canada and shall comply with any Post Rating restrictions with respect to family accompaniment included in the "Schedules to the Technical Assistance Handbook" issued by Global Affairs Canada.

Security Measures

- 5.5 It is the sole responsibility of the University to conduct a security assessment and take any and all necessary measures to ensure its own security and the security of its Scholars and Personnel. If the University determines that a security plan is necessary, the University will develop, adapt and implement a security plan based on international best practices in this area, taking the following into consideration:
 - a) Security related issues and challenges in the country(ies) of the Project in general within the Project area;
 - b) Local customs, laws and regulations;
 - c) Restrictions and protocols for movement in the Project area, where applicable;
 - d) Security equipment and equipment-related protocols (vehicles, communications, personal protective equipment, etc.), as required;
 - e) Security and Intern/Personnel safety protocols (guards, office, staff housing, the Project area, etc.);
 - f) Evacuation, including emergency medical evacuation, procedures;
 - g) Abduction/Missing person protocol(s); and
 - h) Processes for security awareness updates, as required.
- 5.6 The University should also put in place for its Scholars and Personnel, but not limited to, the following:
 - a) Hospitalization and medical treatment arrangements;
 - b) Mortuary affairs arrangements;
 - c) Procedures for expected conduct and discipline;
 - d) Health and safety protocols as well as insurance requirements; and
 - e) Critical incident management procedures, which should be in accordance with the University's internal policies and harmonized, where practicable, with the Canadian Embassy consular procedures.

APPENDIX IV – Pre-departure orientation package

Overview of the content to be provided to participants

One of the most important aspects of this program is the provision of a thorough and robust pre-departure orientation for the scholars. A pre-departure orientation must provide scholars with important information on the risks and responsibilities associated with working and studying in a foreign country. In the case of incoming QES, this briefing would be offered upon arrival in Canada.

Local context and related issues

The scholars participating in the program must be provided with information on expected conduct and specific local information regarding the management of risks related to:

1. Social context;
2. Political context;
3. Cultural context;
4. Legal context;
5. Religious context;
6. Gender issues;
7. Environmental hazards;
8. Disabilities and special needs;
9. Potential corruption;
10. Currency trading; and
11. Sexual orientation.

* NOTE: The [*Country Insights*](#) section of CIL's website is very useful in this regard

Cross-cultural issues

Scholars could face unsettling situations while living in a new country. Having discussed beforehand the following topics will help them manage the stress associated with this type of situations:

1. Culture shock;
2. Cross-cultural communication;
3. Body language and personal space issues; and
4. Conflict prevention.

Personal safety and risk management

Scholars must receive safety information related to:

1. Main risks related to the region including restrictions and protocols for movement in the area;
2. Crossing borders;

3. Safe transportation;
4. Safe accommodation;
5. Traveling alone;
6. Being in public or in crowds;
7. Security equipment and equipment-related protocols;
8. Evacuation, including emergency medical evacuation procedures;
9. Abduction/ missing person protocols; and
10. Processes for security awareness updates.

Health considerations

In addition to consulting a travel clinic or a physician, scholars must be provided with the following information:

1. Health and safety protocols as well as insurance;
2. Immunizations (see <http://travel.gc.ca/travelling/publications/well-on-your-way> for more information);
3. Hospital and medical treatment arrangements;
4. Medication; and
5. Adapting to the local climate.

Emergency preparedness

In addition to being provided with emergency contact information at the Canadian institution, scholars **must** receive information about:

Canadian scholars:

1. Registering with the nearest Canadian mission (see <http://travel.gc.ca/travelling/registration> for instructions on registration before departure and activation of registration once in the partner country);
2. Contact information for Canada's 24/7 Emergency Operations Centre (see www.voyage.gc.ca/contact/emergency_urgence-eng.asp for more information);
3. Local emergency/fire/police phone numbers or equivalent of "911";
4. Identification of other local support resources or networks;
5. Identification of potential scenarios for emergency evacuation or repatriation; and
6. Who and how to contact at the Canadian university in case of emergency.

Incoming scholars:

1. Registering with their High Commission;
2. Local emergency/fire/police phone numbers;
3. Identification of other local support resources or networks;
4. Identification of potential scenarios for emergency evacuation or repatriation; and
5. Who and how to contact at the Canadian university in case of emergency.

APPENDIX V – QES Privacy Policy

Universities Canada is committed to respecting and protecting participants' privacy, by following responsible information handling practices in keeping with the federal *Personal Information Protection and Electronic Documents Act*, as well as any applicable provincial privacy legislation.

Universities Canada developed a Privacy Code which outlines the principles and guidelines by which the association operates to protect the personal information that we collect, use or disclose about individuals in the course of our operations. This Privacy Code applies to QES and can be found at <http://www.univcan.ca/privacy-policy/>.

QES is funded by donations from the provinces, the private sector and the Government of Canada. Global Affairs Canada is subject to the federal *Privacy Act* in respect of its collection, use, disclosure, access and retention of personal information in connection with the QES program.

How we collect information from you and what we use it for

We collect personal information that provided to us through pre-departure and scholars narrative report forms, follow-up survey and the university Annual narrative report. We gather this information in a database protected by passwords. We use the information from this database to generate aggregate statistical information about the program in order to assess its impact and to provide a program report to CFC.

We also use quotes and photographs from Scholar narrative reports, social media postings using the QES hashtag and case studies in materials used to promote the program worldwide. In many cases, we also cite scholars' names, disciplines and affiliation.

We do not use the QES program information for other Universities Canada programs and apart from the uses mentioned above, we do not share scholars' personal information (e.g. date of birth, address) with other parties. However, we may share scholars' personal information with the program's funding agency, CFC.

Who has access to personal information

Subject to the exceptions listed above, Universities Canada staff working on QES will have access to scholars' personal information. Personal information will be kept with appropriate security safeguards, including password protected electronic files and locked paper files.

Control over the personal information in our database

If, at any time, a QEScholar wishes to view or update the personal information in our database, they may do so by emailing QES at gescholars@univcan.ca.

APPENDIX VI – LINKS

Government of Canada

- [Travel advisories](#)
- [Monthly living allowances](#)

QES websites

- www.queenelizabethscholars.ca
 - a) [Tagboard](#)
 - b) [QES World map](#)
- www.univcan.ca/qescholars

Social media

- #QEScholars
- @QEScholars