

HANDBOOK FOR CANADIAN UNIVERSITIES

**Canadian Queen Elizabeth II
Diamond Jubilee Scholarships**

QES-2017

First edition – April 2018



Handbook for Canadian Universities

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1 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 – **2017 program (QES-2017)**.



IMPORTANT NOTE: The QES-2017 call for proposal was slightly different from the QES-2014 call and therefore universities that have both 2014 and 2017 projects should review all sections carefully.

Terms	Definition
Queen Elizabeth Scholars	All recipients of QES. In this handbook “ scholars ” refers to all Queen Elizabeth Scholars.
Outgoing scholars	Canadian students undertaking an international internship in an eligible country.
Incoming scholars	International graduate students coming to Canada to conduct graduate level studies or research at a Canadian university.
Internship	Broadly defined as an opportunity for students to gain practical or professional skills, also often referred to as experiential learning. This does not include study abroad nor does it include conducting research related to the student’s Canadian university degree. N.B. internships may include research undertaken for the host institution/organisation. Internships may be paid or voluntary positions.
Academic credit	All students must receive academic credit for the successful completion of their QES funded activities. How the credit is attributed is to be determined by the Canadian university. In the case of incoming scholars undertaking short term study or research, QES funded activities must be directly linked to the Masters or PhD program in which they are registered in their home country.
University/partner/ student contribution	The cash, in-kind and leveraged contribution(s) provided by the university, the partner institution/organisation and/or participant. This may include: <ul style="list-style-type: none">• Tuition paid by the students, tuition waivers or discounts; other discounts or waivers to academic, living or travel costs;• Supervisory time, researchers’ salaries and/or research assistants’

	<p>stipends, publication costs, communication costs, technical costs, conference registration fees, costs for organizing an academic event/conference and interpretation. The partner institutions/organisations may also contribute toward airfares, ground transportation, per diems, etc.; and</p> <ul style="list-style-type: none"> • Financial contributions from other sources including foundations, community and/or industry partners and other funding agencies. <p>Note: overhead costs are not considered an eligible contribution.</p>
#QEScholars	The hashtag for QES. Please use this hashtag in all social media posts and encourage scholars to do the same.
@QEScholars	The QES username on Twitter, Instagram and Facebook

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*
 - Steward partnerships, contributions and supporters;
 - Lead strategic communications, branding and web presence;
 - Highlight the program's alumni and impact over the course of the program;
 - Act as financial trustee and administer the program with technical support from Universities Canada;
 - Fund university projects as recommended by Universities Canada;
 - Provide progress and financial reports to the donors; and
 - Develop a monitoring and evaluation plan and framework in consultation with Universities Canada
- *Community Foundation of Canada*
 - CFC carries out the community partner role in connecting scholars and alumni to global issues through our network of community foundations and partners
 - Work with partners to assist with partnerships, contributions and supporters
 - Participate in strategic communications, branding and web presence
- *Universities Canada*, as the technical lead, launches and manages calls for proposals, monitors and evaluates progress towards results, and reports on activities with recommendations for improvements to managing program partners; and
- *Canadian universities* develop and manage projects, contribute and leverage financial funding, organize leadership, networking and community engagement activities, select and

support scholars before, during and after their award, and report on activities to Universities Canada.

1.3 Communication

1.3.1 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 ques2017@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.

1.3.2 For scholars

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

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

1.3.3 Public recognition

As per the Contribution Agreement, universities must acknowledge all program partners in all public material, clearly and prominently. Please use 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.

QES Logo

Universities who wish to use the QES logo may do so for their promotional material, website or social media accounts. The French and English logos are located below. Please contact ques2017@univcan.ca if you have any questions regarding permissions, modifications, etc.



1.4 Program objectives and components

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

QES 2017 is the third call for proposals for the QES and builds on the success of the program by funding international internships for Canadian students as well as funding Canadian-based study/research for international students.

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 world 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 global leaders.
2. Enhanced networking between Canadians and fellow citizens of the world.
3. Increased contributions to local and global communities by young leaders.

1.4.1 Program Design

Internships for Outgoing Canadian interns

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 eligible countries (excluding travel and orientation days).

Scholarships for Incoming International Students

Scholarships for international graduate level students to study or do research at a Canadian university for a minimum of 90 days excluding travel and orientation days. This may include short term study, research, or full graduate degree programs

1.4.2 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, and to benefit from leadership training.

As part of their projects, Canadian universities will be required to connect their incoming and outgoing, active and alumni, Queen Elizabeth Scholars, and therefore we encourage scholars and universities to connect and engage with each other via social media (see section 3.3)

2 UNIVERSITY RESPONSIBILITIES TOWARDS 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 2.2
<input type="checkbox"/> Ensure scholars receive a comprehensive pre-departure orientation, including the requirements for community engagement.	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 scholars 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

<input type="checkbox"/> Ensure scholars receive appropriate academic credit(s) upon successful completion of their scholarship	See section 2.3
<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 2.2
<input type="checkbox"/> Encourage scholars to engage in the QES community as alumni	See section 3.0

2.1 Scholar eligibility

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

2.1.1 Canadian interns must:

- be registered at a provincially recognized, degree-granting Canadian university, in any discipline, 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;
- 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 a Canadian citizen or permanent resident;
- participate in community engagement activities in Canada and/or abroad; and
- Work, study or conduct research (please refer to the definition of *research* found on page 1 under the term *Internship*) on a full-time basis at the partner institution

2.1.2 Incoming international students 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 citizen of one of the eligible countries (refer to Annex VII). 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 written justification to ges2017@univcan.ca explaining why you think an exemption should be considered.

2.2 Pre-departure orientation

Scholar's personal safety and security throughout the scholarship is a priority for QES.

- **Annex V** provides details on safety and security obligations and measures.
- **Annex IV** provides a list of areas that should be addressed/covered with scholars in the pre-departure/orientation training.

2.2.1 Canadian interns

Before their departure, outgoing Canadian interns must receive a pre-departure orientation from their Canadian university that should, at a minimum, address the following topics:

- 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;
- The requirement surrounding Community engagement activities, including an overview of the QES social media platforms and 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.

Annex IV provides a more comprehensive list of what should be covered in the pre-departure training.

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

2.2.2 Incoming International Students

Upon arriving in Canada, incoming international students must attend an orientation session that covers, at a minimum, the following topics:

- 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;
- The required Community engagement activities, including an overview of the QES social media platforms and 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 forms to be signed by QEScholars allowing university project coordinators to access their academic files, if required; and
- Narrative reporting requirements.

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>

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

2.4.1 Changes to project partners

Universities are permitted to incorporate additional partners in eligible countries to 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 incoming and outgoing scholars

Universities may request to replace incoming international scholars with outgoing Canadian interns. However, universities cannot replace outgoing Canadian interns with incoming international scholars.

2.4.2 Early termination of scholarship

If, due to unforeseen circumstances, a scholar must end their award earlier than expected, it is the responsibility of the university to inform QES staff immediately. A scholar may terminate their scholarship earlier than anticipated for security issues or serious health issues.

Note: a medical certificate will be required for early termination of a scholarship due to health reasons.

2.4.3 Travel warnings

Successful projects will need to abide by [travel advisories issued by the Government of Canada](#) recommending the avoidance of all travel or non-essential 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;
- Reverse cultural adaptation and reintegration strategies;
- Techniques for sharing and transferring new competencies in one's personal and/or professional environment once back home.

3 COMMUNITY OF QUEEN ELIZABETH SCHOLARS

This program requires all scholars to participate in local leadership and community engagement activities and to engage as much as possible with other QEScholars in order grow the dynamic network of Queen Elizabeth Scholars. The community aims to 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 specific community engagement activities in their Annual narrative report.

3.1 Leadership, networking and Community engagement activities

Universities must ensure that all scholars participate in community engagement, leadership building, and networking 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 world who are interacting and learning from each other before, during and after the program.

The network of QEScholars is active on the campuses, nationally and internationally and is largely supported through social media. Scholars and alumni are encouraged to use all social media platforms to share their QES experience and interact with one another. Universities are also encouraged to organize alumni engagement activities, which may include, but are not limited to:

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

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. Both universities and scholars are encouraged to use the hashtag **#QEScholars** in all social media posts related to the program.

QES is active on the following platforms:



The Twitter handle for QES is **@QEScholars**. Please encourage your scholars to follow us on Twitter.



The Instagram account for QES is **@QEScholars**. Please encourage your scholars to share pictures of their experience on Instagram.



Find us on Facebook at Queen Elizabeth Scholarships – QES (@QEScholars). We encourage all university coordinators and scholars to follow our page and engage with us by sharing pictures, quotes, success stories, etc.



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

“My QES Scholarship Means” template

We wish to gather scholars’ thoughts on what their QES scholarship meant to them and therefore have created the template “My QES scholarship means” found in **Annex X**. We would like universities to share the template with their scholars, ideally during the scholar’s debriefing, and request that they add one or two words, or phrase, to summarize what their QES scholarship means/meant to them, take a picture of themselves with their sign and post it on social media. Pictures must be close enough for the signs to be readable. If this cannot be done during the debriefing, you may choose to send students the template and ask them to complete it before they complete their scholarship.

3.3.1 Social Media Guidelines

We encourage and welcome scholars and universities who wish to share their QES experience via social media. However, some posts, photos or videos could be inappropriate. Please make sure to review the following guidelines with your scholars during pre-departure or in-country orientation, before they engage with QES on various social media platforms:

- ALWAYS be respectful;
- Be aware of privacy issues;
- Proof-read and fact-check before posting;
- Be mindful of WHAT you post. Keep in mind that you represent the QES program, your university, and ultimately your home country, so use ethical judgement and make sure to inquire about the university’s policies;
- Do not post photographs of people without their explicit consent. This is particularly important when children are involved;
- Ask yourself if your post is informative, educational, or inspiring. When using #QEScholars, avoid posting personal pictures or comments that have little or nothing to do with QES – in other words, please, no spam and no remarks that are off-topic or offensive;
- Be consistent with the QES brand. Always contact Universities Canada before using the QES logos to ensure appropriate use;
- Post often but not too often: be careful not to flood your viewers with social media content. Aim for quality, not quantity.

3.4 QES World connect

The connect function on [QES world](#) helps connect all scholars, current and alumni, across the globe. Scholars must provide their email consent via their Pre-departure form to gain access to the connect function. They may then sign in using their email address and interact directly with other QES scholars. The map is updated bi-weekly with new QEScholars.

Note: Only scholars who have provided their consent will have the connect option on their scholar profiles in the QES world map. If a scholar wishes to gain access to the function *after* submitting their Pre-departure form, they can provide email consent to gescholars@univcan.ca.

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

4 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-2017/>.

All reports must be submitted by email to qes2017@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

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

The importance of disbursing as planned and reporting on time



Disbursements are based on quarterly reports received, reviewed and approved by Universities Canada. It is very important that Canadian universities forecast as accurately as possible and that reports be submitted **on time** which in turn allows Universities Canada to meet our reporting requirements.

See Annex I for a checklist and steps involved in preparing quarterly financial reports.

Report	Frequency	Period covered	Due date
1. Annual workplan	Annually	The <i>INITIAL</i> workplan covers the period from the date the contribution agreement is fully executed to March 31, 2019.	No later than May 15 th , 2018.
		Each subsequent 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 31st	April 30 th
4. End of project report	Once	Duration of the Project	December 31, 2021

* The first annual report, due April 30, 2019, may cover more, or less, than 12 months, depending on the date the CA was fully executed.

4.1.1 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 must never change unless approved via a fully executed amendment to the Contribution Agreement.

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

4.1.2 Annual workplan

Universities must submit the *Initial* Annual Workplan (narrative and financial) **no later than May 15th, 2018**. This workplan summarizes the goals and objectives of the project and outlines activity for the first year of the project.

Subsequent annual workplans **must be submitted no later than February 28th** of each following year, always covering the period between April 1 and March 31.

4.1.3 Quarterly reports

Universities must submit four Quarterly Financial Reports per year due on **July 31, October 31, January 31** and **April 30**. The Quarterly Report template allows for continuous reporting, to the end of the projects on December 31, 2021. The same document must be used throughout the life of the project. The quarterly report is comprised of the following spreadsheets:

1. Quarterly report
2. Table 1
3. Advance requests by quarter

Detailed information on how to fill out the quarterly report is available in **Annex I**.

All quarterly financial reports must be submitted on time and via email at
ques2017@univcan.ca

4.1.4 Annual narrative report

All Annual narrative reports **must be submitted no later than April 30th**. The template for the Annual narrative report also includes the partner report.

Partner Report

Where projects involve outbound Canadian interns, the partner organizations are expected to provide a short annual report on their project and Canadian scholars' involvement with the organization. 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 organization. The following will give you an idea of the type of questions partners will be asked:

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

4.1.5 End of Project Report

The End of Project Report is **due no later than December 31, 2021**. 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 via the portal. 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: 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.** Annex IX includes a sample of the questions on which scholars will be asked to reflect. We invite university coordinators to provide scholars with this information PRIOR TO THEIR DEPARTURE so they are better able to prepare.
- 3) *QES Follow-up survey:* to be **completed one year after their scholarship.** NOTE: This survey is administered by QES and is not something universities are responsible for.

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 and access all scholar reports. It is the responsibility of project coordinators to ensure that scholars submit their forms on time.

The portal is currently being migrated and therefore a guidebook specific to the Portal will be available by April 1, 2018.

5 ELIGIBLE COSTS AND DOCUMENTATION



Contribution agreements were signed based on the QES and university/scholar/partner contributions put forth in the approved proposals. An amendment to the Contribution Agreement may be required should there be any significant deviations from the university's proposal with regards to the university and/or scholar contribution or number of scholars.

5.1 QES contribution

5.1.1 Canadian outgoing interns

Canadian interns are eligible to receive up to \$6,000 for three to six-month internships. They must intern in the scholarship country for a minimum of 90 days, excluding travel dates and/or in-country

orientation. This applies to every scholarship country except for scholars traveling to **South Africa**. Due to significant challenges associated with obtaining the South African visa for stays greater than 90 days, the minimum scholarship duration for students going to South Africa is 88 days, including travel days. Please contact QES for more information.



If the duration of the internship (scholarship start and end dates, excluding travel/orientation days) is less than 90 days (EXCEPT FOR stays in South Africa), the student is not eligible to receive QES funding or be considered as having participated 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. Please ensure this is clearly explained at the pre-departure briefing.

5.1.2 Incoming international scholars

The QES contribution for incoming international scholars is subject to the maximum rates indicated on the list of eligible expenses in Annex II. The list of eligible expenses differs depending on the length of stay of the incoming student. Expenses covered for short-term programs of up to 12 months are listed under “*Summary of costs* covered under the QES for short-term** student training program*”. Expenses covered for long-term programs of more than 12 months are listed under “*Summary of costs* covered under the QES for long-term** student training program*”.



Please ensure you fully understand what expenses are admissible before expenses are incurred. Please consult Universities Canada if clarification is required on any item.

Funds for international scholars may cover:

- Academic expenses (tuition, supplies, research and conference expenses);
- Living expenses (food, accommodation, health insurance and an installation allowance); and/or
- Travel expenses that are directly related to the scholarship (international return airfare, local transport in Canada from/to the airport if required, visa costs, etc.).

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.

The living allowance provided to incoming scholars is determined by city and is listed on [Global Affairs Canada's website](#). **IMPORTANT:** Each international student funded by QES must receive at least the monthly living allowance as determined by Global Affairs Canada and must be covered by health insurance as per individual university requirements. The monthly living allowance is to cover all personal expenses such as accommodation, meals, transportation and other personal expenses.

5.1.3 Activity fund

QES disburses an activity fund of \$1000 per scholar, to the Canadian university, to support leadership, networking and community engagement activities in Canada and other project administration requirements. This fund is not meant for the scholar, but universities may choose to spend it as they wish. Please report the activity fund in the same quarter that you report the first QES expense for the scholar. In the case of Incoming international scholars 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 an international student enrolled in a 2-year masters program arrives in Canada July-Sept 2018, the activity fund for year one should be claimed in the July-Sept 2018 quarter. The activity fund for year two should be claimed in July-Sept 2019 quarter.

This fund is to be used at the discretion of the Canadian university and will not be subject to an audit, nor do we ask you to report on its use.

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 and/or QES project activities. University contributions can include: in-kind or cash contributions; 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: Universities are expected to contribute the amount agreed upon in the signed Contribution Agreement or any fully executed amendment to the Contribution Agreement. Please note that all amounts must be quantifiable and verifiable for audit purposes. Any reduction in the University/Scholar Contribution could result in a reduction of the QES contribution.

Importance of capturing university contribution: QES aims to capture the extent to which universities are contributing to and leveraging resources to support this program. All actual university contributions (including partner contribution) must be reported in the quarterly reports.

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 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 considered a contribution and the one most easily to verify in case of an audit.

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 and forecasted scholar contributions in the quarterly reports.

5.4 Documentation

Universities are required to safekeep, for at least 7 years following the final payment, all supporting documentation of costs reimbursed by RHF as well as documentation related to university/partner 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 strongly recommends that Canadian universities contact the finance department or auditors at their institution to determine their requirements in the case of an audit.

5.4.1 QES contribution

Canadian outgoing scholars

- The QES contribution for Canadian scholars is a flat fee. Universities must keep receipts of scholars' original plane ticket and 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) as well as a receipt signed by the QEScholar confirming receipt of funds.

International incoming scholars

The QES contribution for incoming scholars is subject to maximum rates as listed in the *Summary of eligible expenses for international students* (Annex II). Please note the required documentation indicated below for incoming scholars.

Universities must keep receipts for the following expenses, if applicable:

- 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 for research supplies and equipment;
- Receipts for computer equipment; and
- Receipts for conference participation.

Universities are not required to keep *detailed* receipts for the following expenses, but must keep a record of having provided the following funds to the scholar:

- Monthly living allowances: The living allowance provided to the incoming scholar must not be less than the amount determined by Global Affairs Canada. 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)

5.4.2 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 as the Canadian university has ultimate responsibility for reporting all contributions.

5.4.3 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.

6 PROJECT DISBURSEMENTS AND DOCUMENTATION

Reporting process

All reports will be reviewed and approved by Universities Canada.

All cheques will be from RHF 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 following approval of the quarterly financial reports. These disbursements will reflect the approved projected cash-flow requirements of the project and the reported expenses. 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 quarterly reports
Final payment	February 15, 2022	Final reports, both narrative and financial, must be submitted <u>no later than December 31, 2021</u> . 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.



IMPORTANT: 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 (SNR), which scholars must submit one week before the end of the award, is where scholars will be asked to provide actual dates.

6.2.1 Outgoing Canadian Interns

QES strongly recommends that universities provide Canadian scholars with 85 - 90% of their scholarship funding up front before their departure and hold the balance until reception and approval of

the Scholar Narrative Report, which must be submitted no later than one week *before* the end of their scholarship.

6.2.2 Incoming International Students

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.

The QES contribution for international incoming scholars is subject to the maximum rates indicated in the list of eligible expenses for international students in Annex II. It is therefore very important that these guidelines be followed. In case of an audit, any unjustified funds would need to be covered by the university. 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.

ANNEX I - Quarterly Report Checklist

IMPORTANT: Quarterly reports must be presented on the EXCEL template provided. Once the first quarterly report has been approved, each subsequent report must be submitted using the same document.

Quarterly report tab

- 1) **Cell B1:** Select the reporting period from the drop-down menu
 - 2) **Cell B3:** Select your university from the drop-down menu. The selection of your university will auto populate the project title
 - 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 before April 2018. **This only applies to Universities that had a fully executed contribution agreement dated *before* April 1, 2018.
 - 5) **Column D:** Enter any actual eligible expenses that were incurred from April 1 – June 30, 2018.
 - 6) **Columns E, F, G:** Enter forecasted expenses in each of the quarters for the rest of the fiscal year 2018-2019.
 - 7) **Column H:** This column automatically calculates the total for the fiscal year based on the expenses inserted in columns D – G.
 - 8) **Column I, J, K, L:** Enter the forecasted expenses for the period of April-June 2019, July-September 2019, October-December 2019 and January-March 2020 periods.
 - 9) **Column M:** This column will calculate automatically
 - 10) **Column N, O, P, Q:** Enter the forecasted expenses for the period of April-June 2020, July-September 2020, October-December 2020 and January-March 2021 periods.
 - 11) **Column R:** This column will calculate automatically
 - 12) **Column S, T, U:** Enter the forecasted expenses for the period of April-June 2021, July-September 2021, and October-December 2021.
 - 13) **Column V:** This column will calculate automatically.
-
- Ensure totals for outgoing Canadians don't exceed \$6K (\$8K if scholar's internship is longer than 180 days).
 - Ensure scholars are reported only once in the report** (1 x in row 9 OR row 18 and 1 x in the Activity Fund section (row 31)). Although there may be expenses associated to a scholar in more than one quarter (for international scholars in particular), he or she must be counted in the quarter where the first expense was incurred.
 - Ensure QES contribution to the Activity Fund is not more than \$1000/scholar/year or less, as per the approved budget; in the case of incoming international scholars in Canada for more than 12 months, an additional \$1000 can be claimed in the same quarter as the first \$1000, the following year (i.e. Aug 2018 = Aug 2019).
 - Ensure the total number of scholars in cell W31 is equal to the number in cell W41.
 - Please ensure that the Forecast totals (cells W42, W43 and W44) are in line with your approved Budget totals (cells B42, B43 and B44) as stated in your Contribution Agreement (CA). Universities Canada understands that over the life of the project your forecasts may fluctuate but please note that the TOTAL QES Contribution amount in cell B42, as indicated in your CA, cannot be exceeded. The University and Scholar contributions (cells B43 and B44) *may* change over time but please keep in mind that any reduction to the University/Scholar contribution could result in a reduction of the QES contribution.

- Any changes from inbound scholarships to outbound scholarships 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 Tab

- 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 Tabs

- 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. Add the sum of all the cheques received to date, even if they were not all cashed during the reporting period.
- 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/partner/student contribution	<p>The cash, in-kind and leveraged contribution(s) provided by the university, the partner institution/organisation and/or participant. This may include:</p> <ul style="list-style-type: none"> Tuition paid by the students, tuition waivers or discounts; other discounts or waivers to academic, living or travel costs; Supervisory time, researchers' salaries and/or research assistants' stipends, publication costs, communication costs, technical costs, conference registration fees, costs for organizing an academic event/conference and interpretation. The partner institutions/organisations may also contribute toward airfares, ground transportation, per diems, etc.; and Financial contributions from other sources including foundations, community and/or industry partners and other funding agencies. <p>Note: overhead costs are not considered an eligible contribution.</p>

ANNEX II – Eligible expenses for international scholars

Summary of costs* covered under the QES for long-term student training programs**

** each international student funded by QES must receive the monthly living allowance and be covered by health insurance as per individual university requirements. All other expenses are eligible but not mandatory*

*** refers to training programs that last for 12 months or more*

Tuition	<ul style="list-style-type: none">• all costs involved
International air transportation	<ul style="list-style-type: none">• economy class (return ticket) between international airport in home country and final destination in Canada• original air ticket and boarding passes required as receipts
Travel allowances	
International Travel	<ul style="list-style-type: none">• \$55/day without receipts;• \$70/night without receipts
Travel within Canada	<ul style="list-style-type: none">• \$50/day without receipts;• \$70/night without receipts
Clothing allowance	<ul style="list-style-type: none">• up to \$350, one-time lump sum, no receipts required other than proof funds were given to student
Installation allowance	<ul style="list-style-type: none">• up to \$600 one-time lump sum, no receipts required other than proof funds were given to student
Monthly living allowance	<ul style="list-style-type: none">• Student \$1,000 (exceptions made for certain cities, see attached list)• authorized dependant(s): additional \$350 month
*Monthly living allowance in the field (research in home country)	<ul style="list-style-type: none">• if stay is < 3 months, the student maintains their total monthly allowance• if stay is > 3 months, \$500 as of first month
Medical plan	<ul style="list-style-type: none">• health care plan as mandated by the university
Books	<ul style="list-style-type: none">• \$600/academic year, or \$300/term (+\$50/course for summer session), no receipts required other than proof funds were given to student
Other expenses related to Master's/PhD university program	maximum \$6,000 for the entire program, with receipts and can include expenses related to computer purchase, conference participation, research in home country etc

Summary of costs* covered under the QES for short-term student training programs**

* each international student funded by QES must receive the monthly living allowance and be covered by health insurance as per individual university requirements. All other expenses are eligible but not mandatory

**refers to training programs that last less than 12 months

Tuition	<ul style="list-style-type: none">• all costs involved
International air transportation	<ul style="list-style-type: none">• economy class (return ticket) between international airport in home country and final destination in Canada• original air ticket and boarding passes required as receipts
Travel allowances	
International Travel	<ul style="list-style-type: none">• \$55/day without receipts;• \$70/night without receipts
Travel within Canada	<ul style="list-style-type: none">• \$50/day without receipts;• \$70/night without receipts
Clothing allowance	<ul style="list-style-type: none">• up to \$350, one-time lump sum, no receipts required other than proof funds were given to student
Installation allowance	<ul style="list-style-type: none">• up to \$600 one-time lump sum, no receipts required other than proof funds were given to student
Monthly living allowance	<ul style="list-style-type: none">• \$1,000 (exceptions made for certain cities, see attached list)
Medical plan	<ul style="list-style-type: none">• health care plan as mandated by the university
Books	<ul style="list-style-type: none">• \$600/academic year, or \$300/term (+\$50/course for summer session), no receipts required other than proof funds were given to student
Other expenses related to university program	maximum \$2,000 with receipts and can include expenses related to computer purchase, conference participation and research expenses

ANNEX III – Monthly living allowances per city

Each incoming international student funded by QES must receive the monthly living allowance and be covered by health insurance as per individual university requirements. All other expenses are eligible but not mandatory.

Please refer to [Global Affairs Canada's website](#) for the monthly living allowances per Canadian city (as of July 2017)

ANNEX 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 all 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 international scholars:

1. Registering with their High Commission/Embassy;
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.

ANNEX V – Safety and security

(As described in the Contribution Agreement)

3 Obligations Related to Security

- 3.1 The University is responsible to ensure its own security and the security of its Scholars. The RHF shall assume no responsibility for the security of the University or the University's Scholars.
- 3.2 The University recognizes that work involved in this Project could expose its Scholars to serious risks of injury and/or death.
- 3.3 The University is responsible to fully and openly disclose to its Scholars the inherent risks of the Project.
- 3.4 The University is also responsible to keep itself, as well as its Scholars, informed of any “Travel Reports and Warnings” issued by the Global Affairs Canada (hereinafter referred to as “GAC”)
- 3.5 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. 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 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.
- 3.6 The University should also put in place for its Scholars, 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.

ANNEX VI 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 RHF.

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, RHF.

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 ges2017@univcan.ca.

ANNEX VII – 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

- Twitter: #QEScholars
- Instagram: @QEScholars
- Facebook page: <https://www.facebook.com/QEScholars/>

ANNEX VIII – Eligible countries

Below is the list of countries eligible for funding in the QES 2017 call for proposals. Successful projects will need to abide by [travel advisories issued by the Government of Canada](#) recommending the avoidance of all travel or non-essential travel.

A	E-F	M	Seychelles Sierra Leone Singapore Solomon Islands Somalia South Africa South Sudan Sri Lanka St. Kitts and Nevis St. Lucia Sudan Suriname Swaziland Syrian Arab Republic
Afghanistan Algeria Angola Antigua and Barbuda Argentina Australia	Ecuador Egypt El Salvador Equatorial Guinea Eritrea Ethiopia Fiji	Madagascar Malawi Malaysia Maldives Mali Malta Marshall Islands Mauritania Mauritius Mexico Micronesia Mongolia Montserrat Morocco Mozambique Myanmar	
B	G	N	
Bangladesh Barbados Belize Benin Bhutan Bolivia Botswana Brazil Brunei Darussalam Burkina Faso Burundi	Gabon Gambia Ghana Grenada Guatemala Guinea Guinea-Bissau Guyana	Namibia Nauru Nepal New Zealand Nicaragua Niger Nigeria Niue	Tanzania Thailand The Bahamas Timor-Leste Togo Tokelau Tonga Trinidad and Tobago Tunisia Tuvalu
C	H	P	
Cabo Verde Cambodia Cameroon Central African Republic Chad Chile China (People's Republic of) Colombia Comoros Congo Cook Islands Costa Rica Cote d'Ivoire Cuba	Haiti Honduras	Pakistan Palau Panama Papua New Guinea Paraguay Peru Philippines	Uganda United Kingdom Uruguay
D	I	R-S	
Democratic Republic of the Congo Djibouti Dominica Dominican Republic	India Indonesia Iran Iraq	Rwanda Saint Helena Saint Lucia Saint Vincent and the Grenadines Samoa Sao Tome and Principe Senegal	Vanuatu Venezuela Viet Nam
	J		
	Kenya Kiribati		
	L		
	Lao People's Democratic Republic Lebanon Lesotho Liberia Libya		Wallis and Futuna West Bank and Gaza Strip
		Y-Z	
		Yemen Zambia Zimbabwe	

ANNEX IX – Scholar Narrative Report

Scholars will be expected to complete a Scholar Narrative Report no later than one week before the end of their award. They will receive an email inviting them to complete the report via the QES Portal. Below is a sample of questions on which scholars will be asked to reflect. We invite university coordinators to provide scholars with this information *prior to the beginning of their scholarship* so they are better able to prepare.

- 1 Upon reflection of your scholarship, do you consider having met the objectives listed on your pre-departure form?
- 2 Did your QES experience strengthen your knowledge and skills? Please explain.
 - a) Did your QES experience contribute to increase your leadership skills? Please explain and provide examples.
 - b) Did your QES experience contribute to improving your communication skills?
 - c) Did your QES experience contribute to improving your networking skills?
 - d) Did your QES experience allow you to enhance your personal and professional networks?
- 3 Did you engage with fellow QEScholars?
- 4 Did your QES experience allow you to increase your awareness of the challenges faced by local/global communities?
- 5 Please provide details on your main community engagement activities.
- 6 What are the most valuable lessons learned during your QES experience?
- 7 Please share a success story and indicate why you consider it a success.
- 8 Please share a challenge you faced and how you addressed the situation.
- 9 Overall, do you consider that the time spent in your host country and on your scholarship/internship met your expectations?

MY QES SCHOLARSHIP MEANS

QUEEN
ELIZABETH
Scholars

boursiers
de la REINE
ELIZABETH