



Aboriginal Affairs and
Northern Development Canada

Affaires autochtones et
Développement du Nord Canada

Aboriginal Affairs and Northern Development Canada

Indian Studies Support Program Post-Secondary Education Program

National Program Guidelines 2013-2014



Canada 

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1 Introduction

These guidelines will address the objectives of the Indian Studies Support Program (ISSP) and the criteria for funding. This program is proposal-driven and the level of funding is determined on a case-by-case basis, limited overall by total available funding and the number of proposals submitted.

2 Objectives

The ISSP component of the Post-Secondary Education (PSE) program provides funding to assist institutions in the delivery of college and university level courses, as well as for the research and development of new courses that meet the First Nation and Inuit student needs.

3 Outcomes

It is expected that the ISSP will increase the availability of courses tailored to First Nation and Inuit students, and reflect the needs of First Nations and Inuit communities.

4 Activities

The ISSP provides funding for proposals aimed at the following activities:

- Develop and deliver a program of study;
- Develop and Deliver an individual course; and
- Research and development of new courses/programs for First Nations and/or Inuit students.

5 Eligible Recipients

Under ISSP, eligible recipients are First Nation and Inuit education organizations, First Nation post-secondary institutions, and Canadian post-secondary institutions that develop and deliver programs of special interest to First Nation and Inuit students. These organizations may be funded directly or funds may be flowed through a band council (band/settlement, tribal council, education organization, or political/treaty organization).

The organization or the institution delivering the program must be degree, diploma or certificate granting, and be recognized by a provincial or territorial Ministry of Education. Educational institutions affiliated with a degree, diploma or certificate granting institution recognized by a provincial or territorial Ministry of Education are also included.

6 Proposal Assessment Criteria

All funding for the ISSP will be based on approved proposals, and include the following:

- Statement of need for each specific project which describes the background, the context of the project, the specific issues that will be addressed, and the drivers leading to the funding request;
- Program description which includes the type of program and area of study;
- Planned activities and expected outcomes;
- Start and end date of the course/project;
- Proposed budget;
- Identification of other funding partners/organizations;
- Evidence of First Nation support for the course/project;
- Evidence that the delivery organization is a post-secondary institution recognized by a province or territory for degree-granting purposes, or is affiliated with a degree granting institution; and
- Evidence that credits are provided for degree granting purposes.

The deadline for submission of proposals for this program is April 30, 2013. Proposals received after the deadline may not be accepted.

The Department may give preference to proposals that would offer programs leading to high-demand job occupations, such as in the health and education fields, and that meet the needs of First Nations and Inuit communities. A list of projected high-demand occupations provided by HRSDC is included in Appendix A.

Only complete electronic proposal templates will be considered.

To access the proposal template, log on to the AANDC Services Portal. If you do not have access to the AANDC Services Portal, contact your regional office. The regional offices coordinates can be found in the *Contact Information* section of this document.

7 Review and Approval Process

A National Selection Committee will approve all proposals. A written response will be sent to applicants to confirm whether, or not, their proposal has been approved for funding. Funding will be available in the form of a one-year Set contribution.

The definitions for the different contribution types can be found in the [funding agreements models](http://www.aadnc-aandc.gc.ca/eng/1322746231896/1322746482555) (<http://www.aadnc-aandc.gc.ca/eng/1322746231896/1322746482555>).

8 Eligible Expenditures

Eligible expenditures include only the actual costs directly associated with delivering the project as outlined in the proposal. Funding may be approved for the following costs:

- salaries and benefits of personnel directly employed in the development and delivery of the project;
- learning and/or instructional materials required for the development and delivery of the project;
- printing and publishing costs;
- equipment rental directly employed in the development and delivery of the project; and
- administration costs directly related to the project.

Administration Costs: Administration costs cannot exceed 10 % of the sub-total amount requested before administration costs. The Data Collection Instrument (DCI) will automatically calculate the amount.

Further distribution of funds by AANDC's funding Recipient: When a funding recipient further transfers, to a Third Party, funds that were received under this program, the 10% allowed for administration costs must be divided between the parties, as agreed to between the parties. The total administration costs retained by all parties cannot exceed 10% of the sub-total amount requested before administration costs.

9 Ineligible Expenditures

ISSP funding excludes capital funding; expenses related to the institutions' day to day operations, rent, maintenance, permanent staff salaries; student tuition; student books and supplies; and daycare.

10 Monitoring and Accountability

AANDC is committed to providing assistance to recipients in order for them to effectively carry out the obligations contained in each funding agreement. Regional offices and other departmental contacts are available to answer questions and provide guidance related to AANDC programs and funding.

To ensure that program terms and conditions and funding criteria are being met, that funds are expended on the intended purposes, and that AANDC's accountability to Parliament is being met, in-office and on-site monitoring and compliance activities will be conducted with all recipients.

11 Reporting Requirements

The recipient's funding agreement lists the reporting requirements. To access the reports (Data Collection Instruments), log on to the AANDC Services Portal. If you do not have access to the AANDC Services Portal, contact your regional office. The regional offices coordinates can be found in the *Contact Information* section of this document.

12 Contact Information

For further program information, please visit the [Indian Studies Support Program](http://www.aadnc-aandc.gc.ca/eng/1100100033691/1100100033692) page (<http://www.aadnc-aandc.gc.ca/eng/1100100033691/1100100033692>).

The regional offices coordinates can be found on the [Contact Regional Offices](http://www.aadnc-aandc.gc.ca/eng/1100100033694/1100100033695) page (<http://www.aadnc-aandc.gc.ca/eng/1100100033694/1100100033695>).

You can also write to:

Education Branch

Aboriginal Affairs and Northern Development Canada

10 Wellington Street

GATINEAU QC K1A 0H4

Fax number: (819) 934-1478

education@aadnc-aandc.gc.ca

These National Program Guidelines can be downloaded from the departmental website in the [Education](http://www.aadnc-aandc.gc.ca/eng/1100100033601/1100100033605) section (<http://www.aadnc-aandc.gc.ca/eng/1100100033601/1100100033605>). AANDC education programs funding recipients can also access them through the *View Instructions* button on the first page of this program's Data Collection Instrument (DCI). To access the Data Collection Instruments (DCIs), log on to the AANDC Services Portal.

APPENDIX A: List of High-Demand Job Occupations 2011-2020
Managers In Health, Education, Social and Community Services
Human Resources And Business Service Professionals
Physicians, Dentists And Veterinarians
Nurse Supervisors And Registered Nurses
Supervisors, Mining, Oil And Gas
Managers In Protective Service
Administrative And Regulatory Occupations
College And Other Vocational Instructors
Insurance And Real Estate Sales Occupations And Buyer
Supervisors, Logging And Forestry
Contractors, Operators And Supervisors In Agriculture, Horticulture And Aquaculture
Managers In Public Administration
Managers In Construction And Transportation
Other Engineers

APPENDIX A: List of High-Demand Job Occupations 2011-2020
Architects, Urban Planners And Land Surveyors
Optometrists, Chiropractors And Other Health Diagnosing And Treating Professionals
Therapy And Assessment Professionals
Medical Technologists And Technicians (Except Dental Health)
Assisting Occupations In Support Of Health Services
Judges, Lawyers And Quebec Notaries
Policy And Program Officers, Researchers And Consultants
Police Officers And Fire-Fighters
Other Occupations in Protective Service

Source: HRSDC Labour Market Research and Forecasting, 2011