



PROCEDURE FOR SENDING PROGRAM FORMS TO THE FNEC

The following procedure applies for the submission of forms online.

Note: The forms may be filled out by a person other than the FNEC Education Representative; however, **all submissions or final reports must be approved and confirmed by the latter.**

SECTION A - To fill out the online project submission form:

1. Go to the FNEC Website, www.cepn-fnec.com, and choose the “Programs” tab in the upper section of the homepage.
2. Choose the desired program in the section on the left.
3. Once you have chosen the program, select the form you wish to fill out.
4. Please note that only one submission will be accepted per program; each submission may contain four (4) projects.
 - To submit more than one project, use the “Add a project” tab in the lower section of the form.
 - If you have more than four projects, we suggest that you group together the activities under the same theme in one project (e.g. the setting up a parents’ committee and training workshops for parents on homework assistance can be regrouped in one project).
5. Fill out the form by answering all questions in order to avoid delays in processing and funds transfer to your community.
6. Suitably allocate your budget (e.g. the expenses planned must be explained and must relate to the objectives and activities of the project).
7. Please indicate the budget allocated to each project (NOT the total budget allocated to your community).
8. Once the form is completed, click on “*Send my proposal*” at the bottom of the form. A message will appear asking if you would like to print the form.



IMPORTANT: This application allows you to save your information and to transmit your form in the data base. If you do not click on the send button, your data will be lost.

- If you haven't completed your form, you can do so in the Representatives' corner using the *Modify* option (see below).
 - It is important to follow through on a submission which has already been opened rather than start a new one again, since only the first submission will appear online.
 - If you delete data in one of the cells, be sure that you replace it by a zero (0) otherwise; it will indicate an error.
9. Once the form is sent, the FNEC Education Representative will receive an email informing him or her that a submission awaits confirmation.

SECTION B - To consult or modify a form

- 1- To consult or modify a form, you (or the FNEC Education Representative) must go to the *Representatives' corner* and provide the login information allocated to your community.
- 2- Once logged in the *Representatives' corner*, please select the "Form" tab in the left section of the page - the list of submissions and final reports will appear on screen.
- 3- The forms which have been completed have the following options: *Modify*, *Consult* and *Confirm*.
 - "Consult" allows you to read the form and to **print** it;
 - "Modify" allows you to make changes to the form;
 - "Confirm" allows you to send the final version of the form and inform the FNEC that a form has been submitted.



SECTION C – To confirm a form

- 1- For a form to be processed, it must mandatorily be confirmed by the FNEC Education Representative. To confirm a form, the FNEC Education Representative must go to the *Representatives' corner* and select the “confirm” option.
- 2- Therefore, ensure that each completed form has been confirmed.
- 3- Please note that once confirmed, it is no longer possible to modify a form. However, the form will remain available for consultation.

IMPORTANT:

- ✓ If you cannot find your submission on the list in the Representatives' corner, it is most likely a technical issue and it is possible to recuperate it. Please contact the Education Programs Officer.
- ✓ If you consult your submission and that the information you indicated can no longer be found on the form, it is possible that you have omitted to click the *Send my proposal* in the *Programs* section of the Website.

How to proceed?

- You can go to the *Modify* tab in the Representatives' corner and fill out the missing information;
- Fax your form to the FNEC to the attention of the Education Programs Officer at: (418) 842-9988.

SECTION D - To submit a final report

- 1- Go to the *Programs* section and select the appropriate program on the left.
- 2- Choose the appropriate form (report or submission).
- 3- Fill out the form, by answering all questions and correctly allocating your expenses.



- 4- For more than one project please use the “Add a report” tab, at the bottom of the form (It is necessary to produce one final report per project).
- 5- Please make sure that the expenses mentioned in the final report(s) correspond to the financial statements.

QUESTIONS

For enquiries concerning the forms, please contact Julie Christine Lainey at 418-842-7672 or at jclainey@cepn-fnec.com. For technical issues, please contact :

Normand Généreux at (418) 842-7672 or at ngeneroux@cepn-fnec.com.