

ISEO MARCH 2017 Release Notes

Section	Page
1. Overview of updates	2
2. ISEO main page update	3
3. Project applications update	4
4. Student details update	5
5. Project variations update	6
6. Funding offers update	7
7. Project acquittals update	8
8. NCP multi-year acquittal and funding scenarios	9

1. Overview of updates

ISEO main page - Project reminders

- The main page of ISEO has been updated with a new reminder window which displays alerts for NCP projects with student details due **(NCP)**

Project application changes

- The way in which travel dates are entered into a project application has been changed **(All Programs)**
- The project contributors section has been updated **(NCP)**

Student details

- The way in which travel dates are entered for a student has been updated **(All Programs)**

Project variations

- ILOs and AILOs will now be able to update their project travel dates without needing to submit a variation request **(All programs)**
- There is a new workflow for actioning and accepting variations **(All programs)**
- There are new Deed of Variation templates **(All programs)**

Funding Offers

- The funding offer screen has been updated **(NCP Multi-year)**

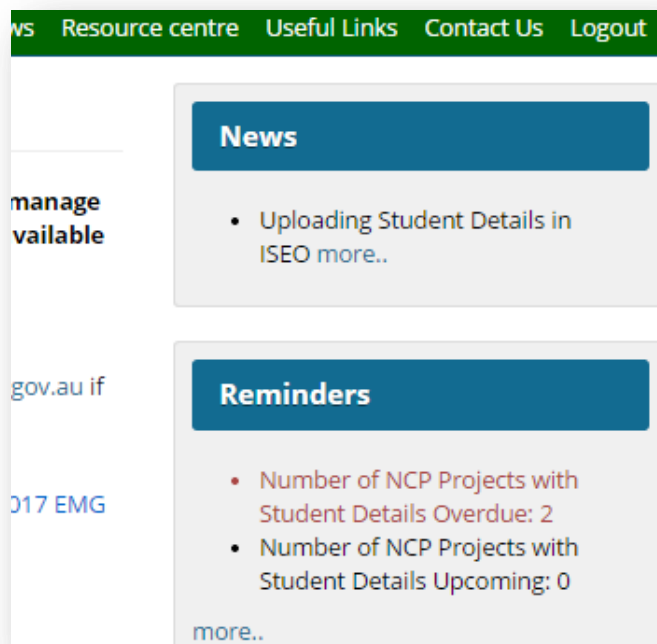
Project acquittals

- The Project completion screen has been updated for NCP projects **(NCP Multi-year)**

2. ISEO main page - Project reminders

To help institutions manage their NCP projects, a new 'Reminders' section has been added to the front page of ISEO. The Reminders section provides an overview of projects which still require student details to be registered.

Alert window



Clicking 'more' will open a comprehensive list of projects which can be filtered by:

- Round year
- Program
- Alert status

Alert screen

Round year:

All

Program:

New Colombo Plan Sh

Status:

All

Project title	Travel date	Status
2017 NCPST People's Republic of China 19856 Year 1 of 3	01 Apr 2017 to 31 May 2017	Overdue
2017 NCPST Japan 20323 Year 1 of 3	01 Apr 2017 to 31 May 2017	Overdue

2 records

20 records per page

Export to Excel

3. Project application changes

3.1 - Update to anticipated travel dates (All Programs)

The anticipated travel dates section has been updated and the format has been changed.

The previous date format (*mm/yy*) has now been replaced with (*dd/mm/yy*).

Additionally, institutions will now be asked to provide a more specific travel period. Previously it had been acceptable for institutions to enter an anticipated travel date of 12 months or greater. We now ask that ILOs enter accurate travel periods. Travel periods entered into the application will now be used in the student details section. For more information please see **section 4.1** below.

Anticipated travel dates screen

Project travel dates

Enter dates starting between 01 Jan 2018 and 30 Jun 2019 - up to 6 months duration

Anticipated travel start date: 01 Jan 2018

Anticipated travel end date:

Save **Cancel**

Year	Travel start date	Travel end date
No records found		

10 records per page

Add travel dates

3.2 - Update to the project contributions section (NCP)

The project contribution section continues to work the same as previous years however the wording has been changed and the requirement to provide “Evidence of contribution” is now an optional requirement.

4. Student details

4.1 - Update to student travel dates (All programs)

When entering student details into ISEO, institutions will now select a 'travel period' from a dropdown list rather than manually selecting the travel start and end dates. The travel periods listed are derived from the project application (anticipated travel dates).

If a student isn't traveling during one of the listed periods or if a period is incorrect, ILOs and AILOs can update the project travel periods via the variation screen without the need for a formal variation request.

For more information on varying travel details please see below.

Student details screen – travel dates

The screenshot shows a web application window titled "Student" with a close button (X) in the top right corner. Below the title bar are three tabs: "Student details" (active), "Travel details", and "Consent". The "Student details" tab contains several form fields, each with a red asterisk indicating it is required:

- Location/s:** A dropdown menu with "Japan" selected.
- Destination city:** An empty text input field.
- Field of study:** A dropdown menu with "-- Select a value --" selected.
- Qualification level:** A dropdown menu with "Bachelor Degree" selected.
- Travel dates:** A dropdown menu with "-- Select a value --" selected.
- Project partners:** A dropdown menu with a blue highlight on the first option, "-- Select a value --". Other visible options include:
 - 01 Jan 2017 to 30 Apr 2017
 - 01 May 2017 to 31 Aug 2017
 - 01 Sep 2017 to 31 Dec 2017
 - 01 Jan 2018 to 30 Apr 2018
- Contact name:** An empty text input field.
- Contact phone:** An empty text input field.
- Study experience:** A checkbox labeled "None of the above".

At the bottom of the window are four buttons: "Save and copy", "Save and new", "Save and close" (highlighted in blue), and "Cancel".

5. Project variations

5.1 - Updating travel dates (All Programs)

From March 16 2017 onwards, ILOs and AILOs will be able to update their project travel dates without needing to submit a variation request. This means that the Department will no longer need to approve travel date variations for changes within the project completion date. Both ILOs and AILOs will have access to this feature.

To update travel dates first go to the variation tab for the application (as normal). Clicking on the “Update travel dates” button will open a new screen where you can add or delete project travel dates.

Travel dates that have students already registered against them cannot be deleted unless the students are updated (to a new travel period) or removed from the system.

Comments are mandatory; an explanation of why the travel dates are being varied must be entered here.

Once updated, you will be prompted to send an email to the Student Mobility team notifying them of the change. You are able to edit this email if you wish to provide additional information. Otherwise just click send.

Updating travel dates screen

Year	Travel start date	Travel end date	Delete
Year 1	01 Jun 2017	31 Jul 2017	
Year 1	06 Feb 2017	28 Feb 2017	

5.2 - Project variations process change (All programs)

In the event of a project variation, a new ‘Deed of Variation’ template will be used to record project changes instead of the project schedule. The original signed project schedule will no longer be replaced and will always be viewable on the funding offer screen.

Approved variations which require a Deed of Variation will now have to be ‘Accepted’ by the ILO before the new template becomes available to sign. ILOs and AILOs should review the approved variation changes (displayed on the variation screen) before clicking the ‘Accept’ button, which can be found on the Funding Offer page. Clicking ‘Accept’ is an acknowledgement and acceptance of the changes within the approved variation.

Deeds of Variation can be signed either manually or electronically.

6. Funding Offers

6.1 - Funding offer screen (NCP multi-year)

From March the funding offer screen will be updated for all NCP multi-year projects. The funding table which displays the project's financial commitments will be updated to include three new columns:

- **Invoice amount**
 - This represents the amount you will need to invoice for the current year, taking into account any refunds or offsets from previous years
- **Refund amount**
 - This represents the amount you have decided to refund from that active year
- **Offset Amount**
 - This represents the amount you have decided to offset from that active year

New multi-year funding offer table

Proposed funding sought

Year	Outgoing students	Grant amount per student	Administration funding	Funding sought
Year 1	5	\$2,000.00	\$1,000.00	\$11,000.00
Year 2	7	\$3,000.00	\$2,100.00	\$23,100.00

Funding offered

Year	Completion date	Outgoing students	Grant amount per student	Admin funding	Funding offered	Invoice amount	Refund amount	Offset amount
1	30 Jun 2018	5	\$2,200.00	\$1,100.00	\$12,100.00	\$12,100.00	\$0.00	\$0.00
2	30 Jun 2019	7	\$3,000.00	\$2,100.00	\$23,100.00	\$23,100.00	\$0.00	\$0.00

A diagram of common NCP multi-year acquittal and funding scenarios is available at the end of this document.

7. Project acquittals

7.1 - Project completion reports (NCP Multi-year)

This section is specific for ILOs managing NCP Multi-year projects.

If, when submitting your yearly completion report, your NCP multi-year project has unspent funds, ISEO will now present two acquittal options:

1. Refund the unspent funds
2. Offset the unspent funds against the following year

For further information regarding these two options please refer to the New Colombo Plan Mobility Program Guidelines or contact the Student Mobility team.

Offsetting a project will allow universities to retain their unspent funds. However, the invoice amount for the following year will be lower. The invoice amounts are viewable on the funding offer screen.

If an offset is approved, the ILO will need to sign the Deed of Variation available on the Funding Offer screen. The Deed of Variation will detail the specifics of the new agreement including the offset.

Please note that the offset will automatically be recorded against the project on the Variations screen.

Offsets and refunds section of an NCP multi-year completion report

FUNDING EXPENDED		Total amount expended
Number of student grants @ \$7,000.00	2	\$14,000.00
Number of internship grants @ \$1,000.00	2	\$2,000.00
Administration funding		\$8,000.00
Student details	Total funding expended	\$24,000.00
Amount underspent	73%	\$64,000.00
You may be required to refund unallocated funds to Education	excl. GST	\$64,000.00

☒ Offset ☐ Refund

Amount underspent: \$64,000.00

Refund amount: \$0.00

Grant offset amount:

Offset reason:

8. NCP multi-year acquittal and funding scenarios

