

# OCE REIMBURSEMENT PROGRAMS REPORTING INSTRUCTIONS

## 1. AccessOCE

- To submit a reimbursement claim, log into your account, click [AccessOCE Link](#), and complete your detailed progress report – **Note:** “Applicant” login is required to view and complete reports
- To reset your login information, email [accessoce@oce.zendesk.com](mailto:accessoce@oce.zendesk.com) for assistance
- Once you have logged into you AccessOCE account, select the corresponding project title under the “Current” tab
- The report will be accessible under the “Application Information” Tab. Click your name to enter the report tab

## 2. Milestones Table

- Once you have accessed the report, please click the “Open/Edit Milestones Table” button to update the projects deliverables. If the table possesses any significant delays, please provide further information in the “Justification of Deviations” section
- If your project has met any particular accomplishments you would like to share with OCE, please include this in the Success Stories section
- Please ensure all fields are populated, you may type “Not Applicable” in the fields that are not relevant to you, but avoid leaving any fields blank

## Milestones and Outcomes

### ▪ Milestone Table

Click on the blue button below to complete the Milestone table (update the status and outcome of each Milestone in the table). If no Milestones are showing up in the table, click on "Add New Line" to manually enter the Milestones from your proposal. Please note that you must be logged on to your AccessOCE account to access the Milestone table.

[Click Here to Open/Edit Milestone Table](#)

Activity	Expected Outcome	Time Frame	Status	Outcome
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### 3. [Attachments](#)

- Please upload your "Compliance Certificate", "detailed excel expenditure report" and any other "supporting documentation" to the "Attachments" section
- Please make sure that information within these documents align with data in both the "Milestones Table" and "Project Financial" section

## Attachments

Upload attachments here

Optional attachments – Attach any relevant documents describing your project outcomes and success stories (press releases, publications, reports, etc.)

[Multiple Files...](#)

[Single File...](#)

### 4. [Project Financial Report](#)

- Please open your detailed expenditure Excel sheet and report the summary of each expenditure category in the online report template shown below - "Project Financial Report"
- For all expenditures allocated to OCE, please enter related summary amounts by broad budget category (Salary & Expenses, Operating Expenses, etc.) in the corresponding field of the online financial template by filling the "Actual Expenditures" section
- For the above categories, please do not report a combined total greater than the amount committed by OCE. The total cash and in-kind contributed by your organization during this reporting period should be reported in the "Total Partner Cash" and "Total Partner IN-KIND" section of the online template
- Please ensure the amount reported correspond to the amounts on the detailed expenditure report in the excel spreadsheet

## Project Financial Report:

OCE CASH:	Commitment	Actual Expenditure	Variance	Comment (Provide comment on variance greater than \$5,000 per line)
Salaries & Benefits:		<input type="text"/>		<input type="text"/>
Travel & Living:		<input type="text"/>		<input type="text"/>
Operating Expense:		<input type="text"/>		<input type="text"/>
Capital:		<input type="text"/>		<input type="text"/>
Total OCE CASH:	\$0			<input type="text"/>
Total Partner CASH:	\$0	<input type="text"/>		<input type="text"/>
Total Partner IN-KIND:	\$0	<input type="text"/>		<input type="text"/>
Total OCE Project Value:	\$0			<input type="text"/>

### \* Financial Confirmation

I hereby certify that the above financial report is correct and the expenditures were incurred in accordance with the contract signed with OCE

## 5. Attestation

- Once you have completed the financial portion of the report, please attest to your submission.
- Please ensure you select "Save Draft" before submitting. All content may be lost if not properly saved prior to your submission.

## Attestation

### \* Attestation



I declare that the information contained in this form is accurate to the best of my knowledge and that all expenditures reported have been incurred for the project and have complied with the Ontario's Broader Public Sector Procurement Directive(<https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/EN/bps-procurementdirective>). Furthermore, no Province of Ontario Government funds were used to match the funds from Ontario Centres of Excellence Inc.

Save Draft

Submit

6. Confirmation

- You will receive the “thank you” message below when the report has successfully been submitted
- If you have any questions or concerns throughout this process, please contact [project-administration@oce.zendesk.com](mailto:project-administration@oce.zendesk.com) for assistance

**Thank You! Your Report has been submitted to OCE**