Instructions for completing Appendix A7: Accreditation Review Cost Report

As part of the ongoing assessment of Members' contributions to accreditation, all eligible costs incurred in preparing for accreditation visits must be reported in the attached template Appendix A7.

Programs are required to report the full amount of eligible expenses, even if they exceed the $51,000 cap on eligible expenses outlined in the current Funding Agreement.

This cost reporting allows the CACB to gather financial data throughout the funding agreement period, providing a clearer picture of the actual costs incurred by programs. The data will be used to assess Members' contributions over the years and inform any necessary adjustments to the base estimated cost and budget preparation.

Section 1: Architecture Program Report (APR)

Enter the total cost associated with paid hours for preparing the APR within the eligible expenses categories outlined below. Costs related to time spent by the Program Director and professors, as well as the hiring of outside consultants (i.e. graphic designers, copy editors, writers, etc.), are excluded from this reporting and are not considered eligible. Eligible expenses for reporting in this section are:

1.1 Personnel, including support staff:
Record the costs for staff assisting with accreditation preparations, such as administrative or technical support.

1.2 Student Salary and Faculty replacement time:
Enter costs for student hires, and temporary replacements required to cover faculty or staff roles during accreditation activities.

1.3 Miscellaneous administrative costs:
Identify and record any other administrative expenses not covered above.

Section 2: Virtual Exhibition of Student Work

The Virtual Exhibit Room is designated solely for showcasing evidence of SPCs (Student Performance Criteria). Evidence related to PPCs) Program Performance Criteria or Faculty Exhibits should not be included. Additionally, the virtual room must be made accessible to the Visiting Team Chair at least 50 calendar days prior to the Site Visit. Eligible expenses for reporting in this section are:

2.1- Creation of the Virtual Exhibition:
  2.1-1. **Labour Costs:** Record costs for individuals creating the virtual exhibition.
  2.1-2. **IT Costs:** Enter costs for acquisition of software and licenses, and other IT-related expenses for the preparation of a digital presentation of the students' work.

2.2- Digital Archiving of Student Work:
  2.2-1. **Labour Costs:** Record costs for individuals undertaking the archiving of student work.
  2.2-2. **IT Costs:** Include IT-related expenses for archiving, such as cloud storage or server fees.

CACB CANADIAN ARCHITECTURAL
CERTIFICATION BOARD

CCCA CONSEIL CANADIEN DE
CERTIFICATION EN ARCHITECTURE

1 rue Nicholas Street, Suite 710
Ottawa, Ontario
K1N 7B7
613-241-8399
www.cacb-ccca.ca

Section 3: On-site Visiting Team Work Area

The On-site Visiting Team work area should be a private, furnished room equipped with the following:

- Table and chairs, sized appropriately for the team;
- Equipment for projection (monitor/TV or projector with screen);
- Adequate cable connection;
- Printer and paper;
- Internet connection (Wi-Fi); and
- Flip chart with paper or dry-erase board and markers.

Eligible expenses for reporting in this section are:

3.1- Room Rental Costs:

Enter costs for renting a space for the visiting team, if the room is rented by the Program.

3.2- Equipment Rental:

Record expenses for rented equipment, such as computers, printers, or furniture. Include all furniture rented or purchased, and/or or material used to build furniture specifically for the visit. Exclude any elements built or acquired for long term purpose.

3.3- Internet and Setup Costs:

Include costs for setting up computers, internet connections, and any other technical requirements for the use of the Visiting Team.

3.4- Support Personnel:

Identify costs for additional personnel assisting the Visiting Team while on-site.

Section 4: Miscellaneous

4.1- Food Costs:

Enter any additional food costs for on-site Visiting Team meetings with students and Faculty.

4.2- Environmental Services:

Enter costs for cleaning and/or preparing facilities prior to, during and after the visit if over and above regular cleaning costs.

4.3- Other miscellaneous items:

Add brief descriptions for clarity on items listed under "Miscellaneous" in the space allowed at the bottom of the template.

General Instructions:

1. **Review each Expense Line:**
   Carefully read the descriptions of eligible expenses and ensure only eligible costs are included.

2. **Check reported amounts:**
   Verify that the amounts entered are accurate.

3. **Ensure totals are correct:**
   Confirm that subtotals for each section are accurately calculated as per built-in Excel formulas.

4. **Save and submit:**
   Save the completed form with a clear naming convention, such as "Appendix_A7_[Institution Name]_Year xxxx .xlsx," and submit as required.