

# Technical Guide

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## Steps to select priority

- To select one of PacifiCan's priorities, click on the magnifying glass icon and the "Lookup records" window will appear where you can then select a priority.

Which RDA Priority does this project best support?



Explain how this project supports the indicated priority (maximum of 2,000 characters).

2000/2000

**Lookup records** ×

Q

Choose one record and click Select to continue

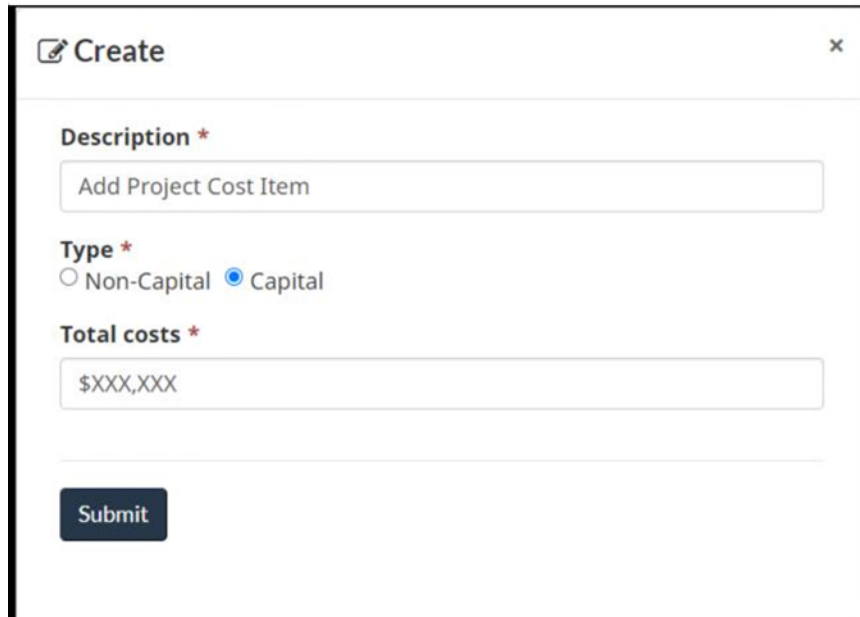
|                                     |                   |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | <b>Name</b>       |
| <input type="checkbox"/>            | Defence   Défense |

Select Cancel Remove value

## Steps to add a project cost item

**+ Add New Cost Item**

1. To add a project cost item, click on the **+ Add New Cost Item** button and the following window will appear for you to provide the information.



The screenshot shows a 'Create' form window with the following fields and options:

- Description \***: A text input field containing the placeholder text 'Add Project Cost Item'.
- Type \***: Radio button options for 'Non-Capital' and 'Capital'. The 'Capital' option is selected.
- Total costs \***: A text input field containing the placeholder text '\$XXX,XXX'.
- Submit**: A dark blue button at the bottom left of the form.

2. Click Submit once completed. You can still edit the project cost item after hitting Submit.


## Steps to enter cash flow information

1. Click the down arrow on the far right for the fiscal year you are interested in. Click the Edit option that appears.

Cash Flows

| <u>Fiscal Year (Ending March 31)</u> ↑ | <u>Total Fiscal Expenditures</u> | <u>RDA Funding</u> | <u>Non-RDA funding</u> |   |
|--|----------------------------------|--------------------|------------------------|---|
| 2025/26                                | \$0                              | \$0                | \$0                    | ⌵ |
| 2026/27                                | \$0                              | \$0                | \$0                    | ⌵ |
| 2027/28                                | \$0                              | \$0                | \$0                    | ⌵ |

2. Enter the “*Expenditures and RDA Amount Requested*” information and then hit Submit. You can still edit the project cost item after hitting Submit.

 **Edit** ×

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**Fiscal year (Ending March 31) \***  
2026/27

**Expenditures \***

\$ 0

**RDA Amount Requested \***

\$ 0

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**Submit**

- After filling out cash flow information, the funding section will show the following details. The solid arrows point to the fields that must balance, and the dotted lines indicate what column is being summed to produce those totals.

**FUNDING** ✓

Calculated fields will be populated / recalculated on selecting "Save" at the bottom of the page.

### Project Costs

+ Add New Cost Item

| Description | Type    | Amount      |
|-------------|---------|-------------|
| Example     | Capital | \$1,000,000 |

**Total project costs**  
\$1,000,000

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### Cash Flows

Fiscal Year (Ending March 31) ↑

| Fiscal Year | Total Fiscal Expenditures | RDA Funding | Non-RDA funding |
|-------------|---------------------------|-------------|-----------------|
| 2025/26     | \$500,000                 | \$250,000   | \$250,000       |
| 2026/27     | \$500,000                 | \$250,000   | \$250,000       |
| 2027/28     | \$0                       | \$0         | \$0             |
| 2028/29     | \$0                       | \$0         | \$0             |
| 2029/30     | \$0                       | \$0         | \$0             |

**Total expenditures**  
\$1,000,000

**Total RDA funding requested**  
\$500,000

**total non-RDA funding**  
\$500,000

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### Funding Partners

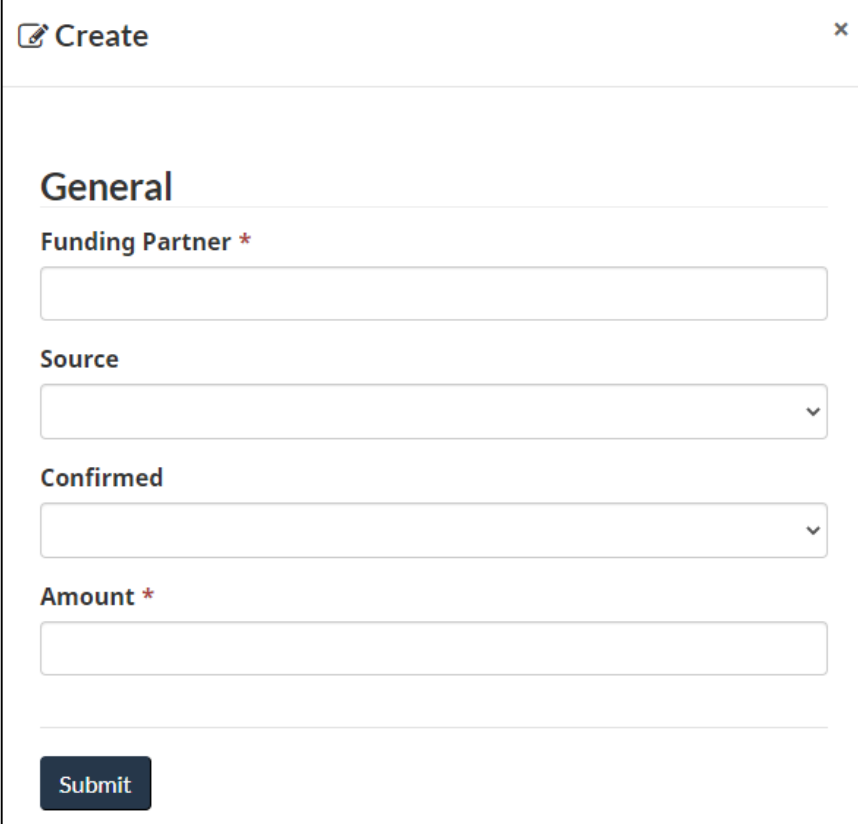
+ Add New Funding Partner

| Funding Partner | Funding Category                                  | Funding Confirmed | Amount    |
|-----------------|---|-------------------|-----------|
| Applicant       | Non-Government   Non gouvernemental               | Yes               | \$250,000 |
| province        | Government, Provincial   Gouvernement, provincial | Yes               | \$250,000 |

**Total Amount provided by funding partners**  
\$500,000


## Steps to enter funding partners' information

1. To add a funding partner, click on the  button and the following window will appear for you to input the information. Click the Submit button once completed. You can still edit the project cost item after hitting Submit.



The image shows a 'Create' window with a close button (x) in the top right corner. The window title is 'Create'. Below the title is a section titled 'General'. Under 'General', there are four input fields: 'Funding Partner \*' (a text input field), 'Source' (a dropdown menu), 'Confirmed' (a dropdown menu), and 'Amount \*' (a text input field). At the bottom left of the window is a 'Submit' button.

2. To edit what your organization will be contributing to this project, click the down arrow on the far right for the fiscal year you are interested in. Click the Edit option that appears and a similar pop-up window as shown above will appear.



The image shows a table titled 'Funding Partners'. In the top right corner of the table area, there is a '+ Add New Funding Partner' button. The table has four columns: 'Funding Partner', 'Funding Category', 'Funding Confirmed', and 'Amount'. There is one row with the following data: 'Applicant', an empty cell, '\$0', and a small square button with a downward arrow. This button is circled in red.

| Funding Partner | Funding Category | Funding Confirmed | Amount |
|-----------------|------------------|-------------------|--------|
| Applicant       |                  |                   | \$0    |

Updated: 16 February 2026

## Steps to enter project timelines

1. Select '+Add New Project Timeline' to enter information.



The screenshot shows a web interface titled "TIMELINES" with a red close button. Below the title is a large text area for a "Full project description (maximum of 3,000 characters including spaces)". The text area is currently empty, and a character count "3000/3000" is visible at the bottom left. To the right of the text area is a button labeled "+ Add New Project Timeline", which is highlighted with a red rectangular box. Below the text area is a table with two columns: "Project Timeline - Milestone" and "Date of Expected Completion". The first row of the table contains the text "Example" and the date "10/23/2021".

2. Enter the date of expected completion. This is the date that the milestone should be completed by.
  - Enter comments to add any information necessary to provide additional clarity regarding the milestones (maximum of 1,000 characters including spaces).
3. Click Save.