HOW APPLICATIONS ARE PROCESSED

Completed applications are assigned to a project officer who evaluates the proposal against the eligibility criteria and the availability of program funds. The project officer will also obtain comments on the activity, market or other relevant considerations from EAITC's missions abroad, International Trade Centres, ISTC and other federal and provincial departments, as applicable.

Applicants will be notified of the results or, in the case of an incomplete application, any additional information requirements.

REPORTS

The reporting period is the time frame during which sales and/or contracts obtained by the applicant must be reported. The number of reports and the duration of the reporting period vary according to the type of activity as shown in the following chart.

Revenue/Sales Reports are used to analyze the success of marketing activities, to determine repayment of the PEMD contribution, to evaluate future requests and to assess overall performance of the program.