

Export Programs Division (TPE)
Department of External Affairs
125 Sussex Drive
Ottawa, Ontario K1A 0G2
Telephone (613) 996-8708
Telex: 0533745 TPE

When to Submit Your Application

You should submit your application at least four weeks before your planned activity is to begin.

A letter or telex of intent to submit an application is acceptable for Project Bidding assistance in order to establish an effective date. A completed application form, however, must be received within three weeks of that date.

How Applications Are Processed

Once your application has been received, it will be examined by a project officer, who will evaluate it according to the applicant and project eligibility criteria and the availability of program funds. The project officer will also obtain comments on the activity, the market, or other relevant considerations from DEA's posts abroad, DRIE, and other federal and provincial departments. The project will be assessed in detail in light of any comments received, and the estimated costs will be examined to see whether they need to be revised or reduced.

If your application is approved, you will be notified and a legal agreement will be prepared and sent to you.

If your application is turned down, you will be notified in writing with an explanation.

You may cancel or withdraw your application at any time, as long as a legal agreement has not been signed.

COMPLETED ACTIVITIES

When your activity has been completed, you may submit a **Claim for Payment**.

When completing your Claim for Payment, ensure that you answer all questions, and complete the Activity Summary portion of the form. You may only claim for the specific costs that are covered in the legal agreement, and that arise from work performed after the effective date and in accordance with the terms of the agreement. Ensure that you attach receipts for all disbursements (e.g., airline tickets (originals only), hotel accommodation, local transportation, arms-length and other services applicable to your activity).