

Application Procedures

Applicants:

- should discuss proposals with the appropriate departmental project officer at an early stage in their preparation
- must ensure that the completed application and necessary supporting documentation is submitted at least six (6) weeks prior to the planned activity to allow adequate time for evaluation and committee consideration
- cannot presume support until written approval is obtained through the PEMD agreement. No verbal assurances of approval can be provided at any time.

The project officer:

- evaluates the proposal, both at its pre- and post-preparation stages, against eligibility criteria, their underlying principles and availability of program funds
- consults regularly with a departmental advisory/screening group on the proposal's eligibility
- requests changes to the proposal or additional information from the applicant if required