



5. Activities for December and January

5.1 Posting of Applications, Samples of Research Contributions and Other Documents on the Evaluation Groups' (EG) Extranet

The following information will be available for members on the EG's Extranet site.:

- the instructions given to applicants on how to prepare an application;
- Discovery Grant (DG) applications (including samples of contributions);
- rating forms for Discovery Grant applications; and
- Research Tools and Instruments (RTI) Grant applications (if applicable);
- rating forms for Research Tools and Instruments Grant applications.
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- Major Resources Support (MRS) applications(if applicable);

Members are required to examine their assignments and determine whether:

- they have a conflict of interest;
- they have the linguistic capability to review the proposal;
- the subject matter of the application is suitable for NSERC or more appropriate for another granting agency;
- the application is properly assigned for thorough assessment; and whether
- a joint review with another EG should be considered.

Members are asked to notify the program officer of any difficulty with the applications. Staff will consult with other EGs and arrange for joint reviews, as appropriate.

In early December, members will have access to the application material-. Throughout January and February, referee reports will be accessible via the Extranet.

5.2 Travel Arrangements for the Competition Session

See [Appendix 4: Traveling on Behalf of NSERC](#) for details on arranging your travel for the competition session.