



## 2. Activities for July and August

### 2.1 University Information Sessions

Program officers contact members during the summer to invite them to participate in information sessions at universities. Members will be invited to join NSERC during sessions at their own institution, or at a nearby institution, in order to share their experience and knowledge of the application and review process. A list of institutions to be visited is posted on NSERC's Web site.

Carlson Wagonlit by Global Travel Centre is responsible for making all travel arrangements for members required to travel for these information sessions. The NSERC staff responsible for the session will provide you with information on how to make your travel arrangements (see [Appendix 4](#)).

### 2.2 Preparations for Competition

A complete version of the Peer Review Manual will be sent to new members in early September. The manual will also be posted on your EG Extranet. We have also prepared a summary of the changes that were made this year for continuing members who do not want to print the entire manual. You should immediately start reading through it to be aware of the activities for the year and of the policies and guidelines that apply to these activities. Do not hesitate to ask your program officer or EG chair if anything is not clear.

Most program officers have members fill out a spreadsheet indicating the level of comfort the members have reviewing a particular application based on a preliminary list of titles, research codes and keywords. This spreadsheet should be filled out and returned based on the program officer's instructions.



## 2.3 List of Contacts

Fill out this section as you receive the relevant information.

Person or Organization		Responsibilities	Telephone, Fax, E-mail
Program Officer (PO)		EG procedures, concerns or any problems	
Back-up Program Officer (if available)		As above, if officer is away	
Program Assistants (PAs)		Referee process, logistics, mailings	
Travel arrangements	Carlson Wagonlit by Global Travel Centre	Travel arrangements for meetings and university information sessions	Tel.: 1-800-267-1264 or 613-238-0000 Fax: 613-238-8033 <a href="mailto:global@globaltravel.ca">global@globaltravel.ca</a>