

Procedure for Processing Applications to The Nova Scotia Education and Research Fund

1. Applications are forwarded to the corresponding secretary
2. The corresponding secretary arranges to remove the names and send the coded applications to all committee members
note: if any committee member is unable to participate (e.g. if he/she has applied for funding) he/she has must contact the corresponding secretary to arrange for the alternative committee member to act as a replacement.
3. Committee processes the applications and sends the decision back the corresponding secretary
4. The corresponding secretary re-assigns names to the applications and sends the names, addresses, and amounts granted to the successful applicants to COTF for approval and dispersal of funds
5. The corresponding secretary sends approval and rejection letters to the applicants.