

Updated March 2011

The Centre has updated this guideline to reflect revised dates.

Goal 1 Evaluation Process

A summary of the process for Expression of Interest (EOI) evaluation:

- *The EOIs will be allocated to Centres Research Advisory Committee (RAC) members with each EOI being assessed by a minimum of two RAC members. Allocation of EOIs will align with RAC members' areas of expertise. No RAC member may be allocated an EOI which they are supporting or contributing to in any way, including provision of in-kind support. In addition, that member will not be allocated EOIs of a project similar to that in which they are participating. All RAC members will receive a summary list of details of EOIs received and may request to review additional EOIs if they have expertise or a particular interest in that area. In the event that there may be conflict of interest, the RAC Chair will have the right to refuse the request*
- *EOIs will be assessed using the Project Evaluation Criteria and a supporting Project Evaluation Criteria Sheet*
- *Upon completion of the criteria sheet the Centres RAC will collectively review the results and discuss. No RAC members participating in an EOI may speak about their project*
- *The highest ranked EOIs will be included in the RAC's recommendation to the Centres CEO as to who should be invited to submit a full proposal*
- *The Centre will invite those to submit a full proposal by March 14 2011.*

A summary of the process for full proposals:

- *Two expert reviewers each will assess the full proposals using the Project Evaluation Criteria.*
- *The Centre collates reviewers' scores and the Centres RAC will collectively review the results and discuss. No RAC members participating in a full proposal may speak about that project*
- *The final list of projects recommended for funding will be submitted to the Centre's Board.*
- *Successful Project Proposal applicants will be advised of the outcome by June 24th 2011.*