

EXECUTIVE COMMITTEE SCREENING RULES

DIRECTIVE

No.1

FILING REQUIREMENTS FOR PROJECT PROPOSALS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR SCREENING

(Screening Rules s. 14(a), (b) and (c))

1. Unless otherwise directed by the Executive Committee, when submitting a project proposal a proponent shall provide the Executive Committee with the following:
 - 1.1 ten hard copies of the proposal (including appendices);
 - 1.2 five digital copies of the proposal (including appendices), in Portable Document File (PDF) format;
 - 1.3 a separate PDF file containing a copy of the entire proposal without appendices; and
 - 1.4 a separate PDF file containing the proposal's table of contents.
2. The Executive Committee may require a proponent to submit additional copies of their project proposal, and may specify that the copies be provided in hard copy or in a digital format.
3. The Executive Committee may specify that a digital file be submitted in a format other than PDF.
4. Documents submitted in a PDF format shall be formatted with the security features set to "no security".
5. The filename for a document submitted in digital format shall be descriptive of the contents and not contain spaces.
6. Unless otherwise directed by the Executive Committee, a proponent shall submit the same number of copies of supplementary information to the Executive Committee as the number of copies of the project proposal they submitted to the Executive Committee.
7. If a proponent makes changes or additions to their project proposal during the adequacy review and, in the opinion of the Executive Committee, the number or nature of changes or additions may make it difficult for interested persons or others to readily review or comprehend the proposal once the screening commences, the Executive Committee may require the proponent to submit a revised project proposal which consolidates or integrates the changes or additions.