## SUBMISSION REQUIREMENTS PROCEDURE

All requests for project funding will be required to complete the Research, Development and Opportunity Application. Once the application is complete it should be submitted to:

Rob Moonen Chief Executive Officer (CEO) BC Forest Safety Council (BCFSC) 8C-2220 Bowen Road Nanaimo, BC V9S 1H9

Or by email to: <a href="mailto:rob.moonen@bcforestsafe.org">rob.moonen@bcforestsafe.org</a>

All Applications will be reviewed by the CEO who will make the decision on whether to submit the application for further approval. Once a project is approved by the CEO, it will be distributed to the BCFSC Program Committee for consideration.

If the submission is not approved at any phase of the review process, the applicant will be advised within 15 business days of the decision.

If the submission is approved by the Program Committee, the applicant will be advised within 15 business days of the committee meeting and the BCFSC will set up an initial planning session.

BCFSC has the right to apply special conditions on project approvals on a case-by-case situation such as funding release approvals, additional party involvement, etc. It will be the decision of the applicant to accept these conditions or remove their application.