



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 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 complete version of the manual, including appendices, is posted on your GSC 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. Don’t hesitate to ask your Program Officer or GSC Chair if anything is not clear.

Most GSCs 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. 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	Name	Responsibilities	Telephone, Fax, E-mail
Program Officer (PO)		GSC procedures, concerns or problems	
Back-up Program Officer		As above, if officer is away	
Team Leader		As above, if officer is away; policy issues	



Program Assistants (PAs)		Referee process, logistics, mailings	
Information Sessions Program Operations Officer	Louise Benoit	Issues related to participation in information sessions	Tel.: 613-996-2985 Fax: 613-947-3847 E-mail: coord@nserc.ca
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 E-mail: global@globaltravel.ca
NSERC Travel Payment Unit	Finance Section	Reimbursement of travel expenses	Tel.: 613-995-0164 or 613-992-7822 Fax: 613-992-5337 E-mail: cssdfin@nserc.ca
GSC Extranet Help Desk	eBusiness Team	Access to your GSC Extranet	Tel.: 613-944-6237 E-mail: extranet.support@nserc.ca