



Canada Council
for the Arts

Conseil des arts
du Canada

Application Review Process

E-PAS-003

11 June 2025

Bringing the arts to life
L'art au cœur de nos vies

1. Introduction

Objectives

Key Terms and Concepts



Objectives

This guide is designed to provide comprehensive instructions to assessors on how to review and score applications.

Upon completion, you will be able to:

- Review and score applications
- Finalize your assessment

Key Terms and Concepts

The following table explains key terms and acronyms used in this guide.

Key Term	Definition
Assessment Group	Groups of applications assessed within a competition.
Assessor Assignment	A page on the portal where assessors will find all essential information about their Assessment Group, including links to assess applications.
Application Assessment	A page on the portal where assessors can view and score applications.
Context Brief	An article intended to equip assessment committees with essential knowledge relevant to the applications in the Assessment Group.

2. Access Application Assessments

Navigate to the Assessor Assignment Screen
View your Application Assessments



Navigate to the Assessor Assignment Screen

Once the Assessment Group Status is Ready for Assessment, you will be notified by email and you will be able to start assessing applications.

1. Navigate to the **Assessor Assignment** screen.
2. View your list of **Application Assessments**. You will only see the first few applications in this list.
3. Select **View All** to see the complete list.

The screenshot displays the 'Assessor Assignment' screen for the '2025-26-1016-1016 Competition - 000130 - Michael Smith'. The page header includes the Canada Council logo and navigation links: HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, and HELP. The main content area shows the 'Assessment Group Status' as 'Ready for Assessment'. Below this, there are sections for 'Assessment Group Specifics' (Committee Meetings Timeline, Context Briefs) and 'Application Assessments (6+)'. The 'Application Assessments' table lists applications with columns for Name, Application, Applicant, and Assessment Status. A red box highlights this table, and a red circle highlights the 'View All' link. At the bottom, a checklist shows 'Assessor Agreement' and 'Account Information' as 'Submitted'. The footer includes the Canada Council logo and links for Accessibility, Public Accountability, Privacy, Contact, and Subscribe to the Mailing List.

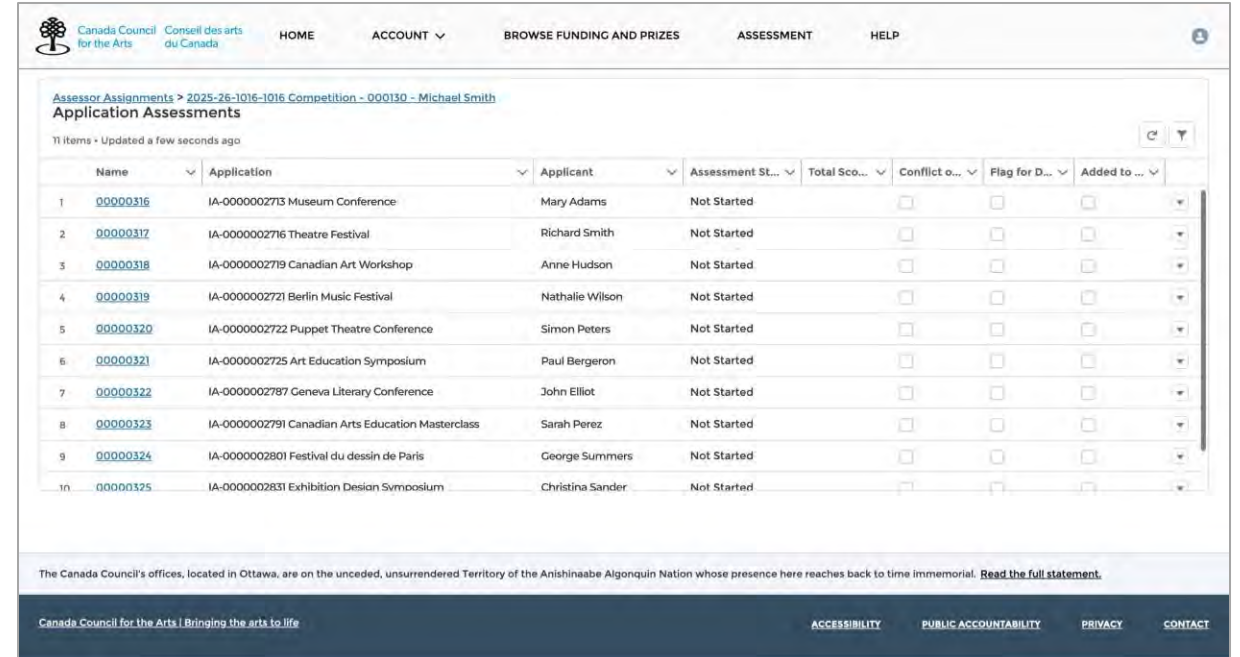
Name	Application	Applicant	Assessment Status
00000316	IA-0000002713 Museum Conference	Mary Adams	Not Started
00000317	IA-0000002716 Theatre Festival	Richard Smith	Not Started
00000318	IA-0000002719 Canadian Art Worksh...	Anne Hudson	Not Started
00000319	IA-0000002721 Berlin Music Festival	Nathalie Wilson	Not Started
00000320	IA-0000002722 Puppet Theatre Conf...	Simon Peters	Not Started
00000321	IA-0000002725 Art Education Sympo...	Paul Bergeron	Not Started

Checklist Item	Description	Due Date	Action	Status
Assessor Agreement	Assessor Form	2025-05-25	View	Submitted
Account Information	Assessor Update Account	2025-05-25	View	Submitted

View your Application Assessments

The expanded list of **Application Assessments** includes the following columns:

- Name
- Application
- Applicant
- Assessment Status
- Total Score (reviewers): total score you have given to the applications
- Conflict of Interest: applications where you flagged a conflict of interest
- Flag for Discussion: applications that you flagged for further discussion
- Added to Agenda: applications that have been added to the committee meeting agenda




Name	Application	Applicant	Assessment St...	Total Sco...	Conflict o...	Flag for D...	Added to ...
1	00000316	IA-0000002713 Museum Conference	Mary Adams	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	00000317	IA-0000002716 Theatre Festival	Richard Smith	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	00000318	IA-0000002719 Canadian Art Workshop	Anne Hudson	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	00000319	IA-0000002721 Berlin Music Festival	Nathalie Wilson	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	00000320	IA-0000002722 Puppet Theatre Conference	Simon Peters	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	00000321	IA-0000002725 Art Education Symposium	Paul Bergeron	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	00000322	IA-0000002787 Geneva Literary Conference	John Elliot	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	00000323	IA-0000002791 Canadian Arts Education Masterclass	Sarah Perez	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	00000324	IA-0000002801 Festival du dessin de Paris	George Summers	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	00000325	IA-0000002831 Exhibition Design Symposium	Christina Sander	Not Started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

View your Application Assessments

This list provides an overview of the applications assigned to you for review. It should serve as your foundation for starting the review and scoring process. You may regularly refer back to it to monitor your progress and the scores you have given.

To open an application, select the relevant **Name** hyperlink.

 Canada Council for the Arts / Conseil des arts du Canada		HOME	ACCOUNT ▾	BROWSE FUNDING AND PRIZES	ASSESSMENT	HELP
Assessor Assignments > 2025-26-1016-1016 Competition - 000130 - Michael Smith						
Application Assessments						
11 items • Updated a few seconds ago						
Name ▾	Application ▾	Applicant ▾	Assessment St... ▾	Total Sco... ▾	Conflict o... ▾	Flag for D... ▾
1 00000316	IA-0000002713 Museum Conference	Mary Adams	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
2 00000317	IA-0000002716 Theatre Festival	Richard Smith	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
3 00000318	IA-0000002719 Canadian Art Workshop	Anne Hudson	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
4 00000319	IA-0000002721 Berlin Music Festival	Nathalie Wilson	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
5 00000320	IA-0000002722 Puppet Theatre Conference	Simon Peters	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
6 00000321	IA-0000002725 Art Education Symposium	Paul Bergeron	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
7 00000322	IA-0000002787 Geneva Literary Conference	John Elliot	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
8 00000323	IA-0000002791 Canadian Arts Education Masterclass	Sarah Perez	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
9 00000324	IA-0000002801 Festival du dessin de Paris	George Summers	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
10 00000325	IA-0000002831 Exhibition Design Symposium	Christina Sander	Not Started		<input type="checkbox"/>	<input type="checkbox"/>
The Canada Council's offices, located in Ottawa, are on the unceded, unsundered Territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. Read the full statement.						
Canada Council for the Arts Bringing the arts to life				ACCESSIBILITY	PUBLIC ACCOUNTABILITY	PRIVACY
				CONTACT		

3. Assess Applications

Review Applications

Complete Assessment Section



Review Applications

The layout of the Application Assessment page has three sections:

- a) **Header:** includes key information about the application: Application Assessment ID, Assessment Group, Application ID, Applicant, Application Name, Score Submission Due Date, and Status.
- b) **Main section:** includes the application content and supporting documentation. You can review the application questions and answers by opening and closing the different sections of the application.
- c) **Side panel:** includes the Assessment section for you to complete (Scoring and Additional Details)

The screenshot shows the 'Application Assessment' page for the Canada Council for the Arts. The page is divided into three main sections labeled a, b, and c.

Section a (Header): This section contains key information about the application. It includes the 'Application Assessment ID' (00000316), 'Assessment Group' (2025-26/3016/3016 Competition - 000130), 'Application ID' (IA-00000002713), 'Applicant' (Mary Adams), 'Application Name' (Museum Conference), 'Score Submission Due Date' (2025-12-30), and 'Status' (Not Started).

Section b (Main section): This section contains the application questions and answers. It includes a 'Basic Information' section with fields for 'Name your application / Nommez votre application' (Museum Conference), 'Give a one sentence summary of your project / Donnez une phrase résumant votre projet.' (Attendance at the museum conference in Vienna to discuss Canadian art museums), 'Choose the arts practice most closely related to the activities covered by this application / Choisissez la pratique artistique la plus liée aux activités couvertes par cette demande' (Visual arts, sculpture, photography, printmaking, art installation), 'Choose the type of activity you are proposing / Choisissez le type d'activité que vous proposez' (Advancing or developing resources in the arts sector), 'Start Date / Date de début' (Thu May 01 00:00:00 CMT 2025), and 'End Date / Date de fin' (Tue May 13 00:00:00 CMT 2025). Below this are expandable sections for 'Activity Timeline', 'Respectful And Ethical Cultural And Artistic Practices', 'Budget', 'Activity Description', and 'Impact'.

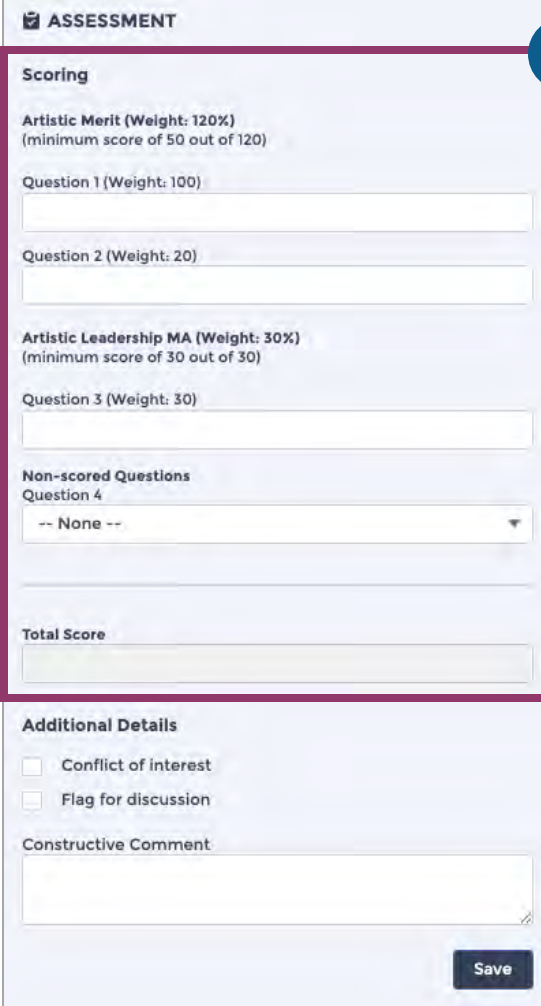
Section c (Side panel): This section contains the 'ASSESSMENT' section, which includes 'Scoring' (Artistic Merit (Weight: 120X) (minimum score of 50 out of 120), Question 1 (Weight: 100), Question 2 (Weight: 20), Artistic Leadership MA (Weight: 30X) (minimum score of 30 out of 30), Question 3 (Weight: 50), Non-scored Questions, Question 4), 'Total Score', and 'Additional Details' (Conflict of interest, Flag for discussion, Constructive Comment). A 'Save' button is located at the bottom right of the side panel.

The footer of the page includes the Canada Council for the Arts logo and the text 'The Canada Council's offices, located in Ottawa, are on the unceded, unsundered Territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. Read the full statement.' Below this are links for 'ACCESSIBILITY', 'PUBLIC ACCOUNTABILITY', 'PRIVACY', and 'CONTACT'.

Complete Assessment Section

After reviewing the application content and supporting documentation, complete the side panel with the Assessment section:

1. Complete the **Scoring** section:
 - **Scored Questions:** enter your score for each assessment criteria.
 - **Non-scored Questions:** select the relevant answer.
 - **Total Score:** auto-populated field calculated based on the scores you have entered.



ASSESSMENT

Scoring

Artistic Merit (Weight: 120%)
(minimum score of 50 out of 120)

Question 1 (Weight: 100)

Question 2 (Weight: 20)

Artistic Leadership MA (Weight: 30%)
(minimum score of 30 out of 30)

Question 3 (Weight: 30)

Non-scored Questions

Question 4

Total Score

Additional Details

☐ Conflict of interest

☐ Flag for discussion

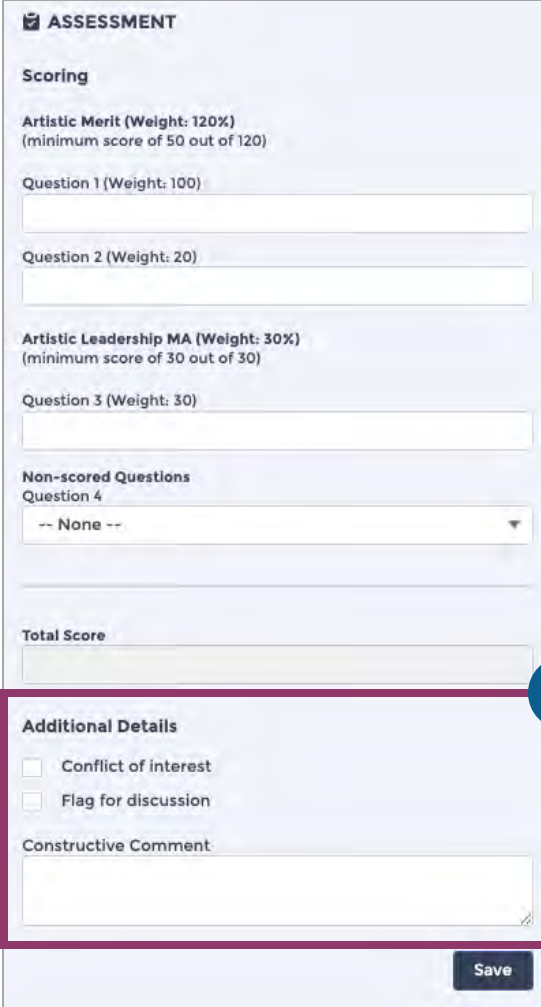
Constructive Comment:

Save

Complete Scoring Section

2. Complete the **Additional Details** section:

- **Conflict of Interest:** if applicable, select checkbox to communicate a conflict of interest. When selected, the scores and comments you entered for this application will be deleted.
- **Flag for Discussion:** if applicable, select checkbox to communicate your intent to discuss this application with the Program officer or possibly the committee.
- **Constructive Comment:** if applicable, enter your comment. Please note that applicants will be able to read these comments upon request. Please keep this in mind when writing your comments.



ASSESSMENT

Scoring

Artistic Merit (Weight: 120%)
(minimum score of 50 out of 120)

Question 1 (Weight: 100)

Question 2 (Weight: 20)

Artistic Leadership MA (Weight: 30%)
(minimum score of 30 out of 30)

Question 3 (Weight: 30)

Non-scored Questions

Question 4

Total Score

Additional Details

☐ Conflict of interest

☐ Flag for discussion

Constructive Comment:

Save

Complete Scoring Section

3. Select **Save**. A success message will be displayed to confirm that your scores were successfully saved.

Note: To return to your list of Application Assessments, select the Back button in your browser. You can save and return to your assessments as many times as you want until the scores have been locked (see **Score Submission Due Date** in the header of the Application Assessment page or on your list of Application Assessments).

Program staff assigned to your committee will communicate the next steps and provide necessary details for committee discussion meetings.

ASSESSMENT

Scoring

Artistic Merit (Weight: 120%)
(minimum score of 50 out of 120)

Question 1 (Weight: 100)

Question 2 (Weight: 20)

Artistic Leadership MA (Weight: 30%)
(minimum score of 30 out of 30)

Question 3 (Weight: 30)

Non-scored Questions

Question 4

Total Score

Additional Details

☐ Conflict of interest

☐ Flag for discussion

Constructive Comment

Save

4. Finalize Assessment

Assessor Sign-Off



Assessor Sign-Off

Once the assessment committee has completed the assessment and the Assessment Group Status is set to Ranking Complete, navigate to the **Assessor Assignment** screen to sign-off on your assessor assignment.

You will see a banner to **Complete your Assessor Assignment**:

1. Review and select the **checkboxes** to agree to each statement.
2. Select **Submit** to complete your assessor assignment.

Note: Program staff will share the Assessment Group's final ranking with the committee.

The screenshot displays the 'Assessor Assignment' page for the '2025-26-1016-1016 Competition - 000130 - Michael Smith'. The page includes a header with navigation links (HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, HELP) and a sidebar with 'NEED HELP?' and 'ACTIONS' (Add Participation/Support Needs). The main content area features a 'Complete Assessor Assignment' section with a list of checkboxes for the assessor to confirm. A red box highlights the checkboxes, and a red circle highlights the 'Submit' button. Below the checkboxes is a section for 'Assessment Group Specifics' with links for 'Committee Meetings Timeline' and 'Context Briefs'. The footer contains the Canada Council for the Arts logo and links for Accessibility, Public Accountability, Privacy, and Contact.

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HOME ACCOUNT BROWSE FUNDING AND PRIZES ASSESSMENT HELP

Assessor Assignment
2025-26-1016-1016 Competition - 000130 - Michael Smith

Funding Opportunity (EN)
National Art Grants and Fellowships

Funding Opportunity (FR)
Bourses et subventions nationales d'art

Score Submission Due Date
2025-12-31

Assessment Group Status
Ranking Complete

Complete Assessor Assignment

I confirm that:

- ☒ I have reviewed the scoring and I agree that it reflects the results of the assessment committee as a whole.
- ☒ I am aware of any conflict of interest that arose during the competition and that those were managed in accordance with the Canada Council's Policies.
- ☒ I am aware that the Canada Council is subject to the Access to Information Act and the Privacy Act.
- ☒ I will not share information that I have been provided or that I have provided regarding the applications or nomination files.
- ☒ I will not share assessment discussions.
- ☒ I will not respond to questions I receive from applicants or the public. I will forward them to the Canada Council for response.
- ☒ I understand that the final result is based on the average scores and group consensus of the whole assessment group.
- ☒ I understand that the Canada Council will determine the final results.

Click on the hyperlink to view the Canada Council's [Privacy Notice](#)

Submit

Assessment Group Specifics

Committee Meetings Timeline
10 September 2025

Context Briefs
[Indigenous arts and cultures](#)

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ACCESSIBILITY PUBLIC ACCOUNTABILITY PRIVACY CONTACT



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Thank you!

