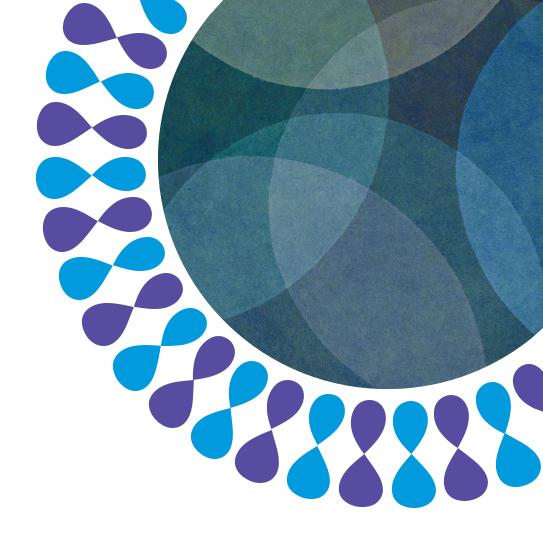# Understanding the Application Review Process

E-RES-001

Portal

24 April 2025

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

Overview

This self-study guide will help you understand the application review process.

It explains how to submit an application, what happens after submission, and the different statuses an application can have.

After reviewing this document, you will be able to:

- Understand the application review process

- Describe what each application status means

Tip: For more information on outcomes, we recommend reviewing:

E-RES-002 – Understand Application Outcomes

Key Terms and Concepts

The following table explains key terms used in this document.

Key Term	Definition
Canceled Application	An application withdrawn by the applicant
Successful Application	An application that's closed and then is converted to a funding award
Unsuccessful Application	An application that does not meet the necessary criteria to receive funding
Funding Opportunity	Previously called Program Component, refers to a specific grant, prize, or financial resource made available by the Canada Council for the Arts to support projects, research, or initiatives.
Funding Award	A submitted application that is successful and receives funding

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1. Walkthrough of the Application Review Process

1.1 Process Overview

1.2 Submit Button

1.3 Where to View Applications

Process Overview

Once you submit your application, its status will change from "Draft" to "Submitted," and we'll start reviewing it.

Please note: You won't receive an email confirmation after submitting.

First, we'll check if your application meets the basic requirements. If it does, it will move to the "In Review" stage and be sent to our assessment committee.

At this stage, you won't be able to withdraw your application. We'll continue to check its eligibility throughout the process, and the system will update the status automatically if anything changes.

Process Overview

After the application passes the eligibility review, it moves on to **assessment by a committee**. Assessors read and score applications based on the **published criteria**, then work together to **rank applications** or **select prize winners**.

Once the review is complete, you will receive an email with the results:

- **If successful**: You will get the scores and details about the funding award.

- **If unsuccessful**: You will receive a breakdown of the scores by criteria.

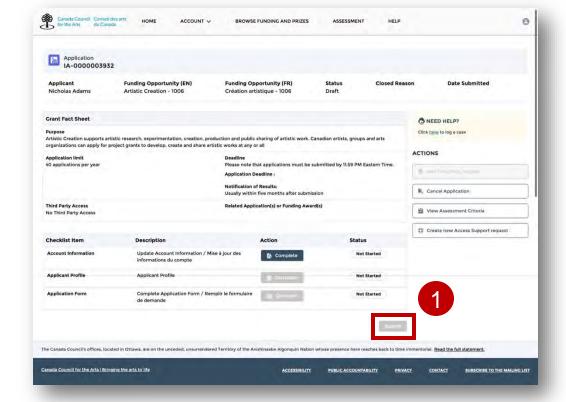- **If ineligible**: You will receive an email explaining the reason for ineligibility.

Submit Button

The Submit button officially records your application for funding consideration.
Before clicking **Submit**, make sure all items in the checklist are complete and review your entries carefully. Submitting means your application is final and ready for review.

Once you have completed the application and are ready to send it.

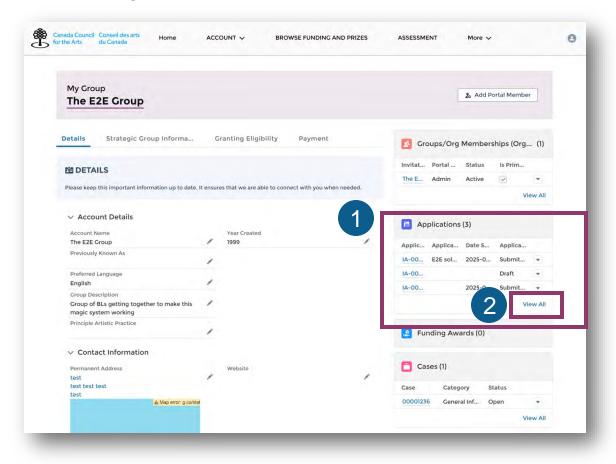1. Click the **Submit** button.

Note: Make sure the application has an active status

Where to View Applications

You can access both your **draft and submitted applications** from the **Application list** on your **Homepage** or your **account screen** (Individual, Group, or Organization).
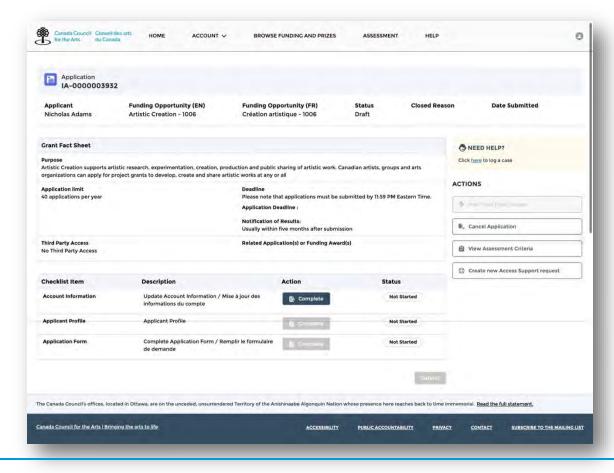
To view your applications:

1. Select the application you want to open

2. Or, click **View All** to see a full list of applications you've worked on

Where to View Applications

When you select an application, the application details will open.

If the application is still in **Draft** status, you can continue working on it or choose to **cancel** it.

Note: This image is for reference only — your application details may look different**.**

3. Understanding the Different Application Statuses

2.1 Application Statuses

Application Statuses

Once submitted, a reviewer will receive the application and begin working on it. **An application moves through several statuses as it's reviewed.**

Each status reflects a different stage in the review process:

- **Draft**: The application has been started but not submitted. You can still make changes.
- **Submitted**: The application has been sent for review. No further changes can be made.
- **In Review**: The application is being assessed. The evaluation process has started.
- **Closed - Ineligible**: The application is not eligible for the grant or prize. You will receive an email with details about the reasons for ineligibility.
- **Closed - Canceled**: The application has been withdrawn by the applicant and will no longer be reviewed. Once the application is "In Review," it can no longer be withdrawn.
- **Closed - Unsuccessful**: The application was evaluated by an assessment committee but was not selected to receive funding. You will receive an email with details about the reasons it was unsuccessful.
- **Closed - Successful**: The application has been approved, and a Funding Award will be created.

Summary

This self-study guide gave you an overview of the application review process in the **Portal**. You learned how to submit an application, what happens after submission, and what the different application statuses mean.

For more details on outcomes, see:

E-RES-002 – Understand Application Outcomes.

Canada Council
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Thank you!