

HOW TO APPLY **Application Process:**

Step 1:

Applicants are encouraged to submit a pre-proposal for review by the NHA staff. The pre-proposal and feedback are intended to save you time.

Pre-proposal forms are available by calling the NHA office or by visiting the [Pre-proposal & Applications Forms](#) section of our web site.

Step 2:

After staff review and feedback is received on your pre-proposal, and if you wish to proceed, a formal application should be submitted on the NHA ACAAF Application Form. Application forms are available by calling the AAC office or by visiting the [Pre-proposal & Applications Forms](#) section of our web site.

Please allow 6 to 8 weeks for processing before your application is reviewed by the NHA Board of Directors.

Step 3:

Once your application form is completed, review the checklist before submitting it. Please check to ensure you have completed the following:

- A signed confidentiality agreement (Part II of the application)
- A copy of your most recent financial statements and or annual report
- Letters of support
- A letter from your Chairperson (if applicable)
- An application submitted in an electronic format to brian@ndcorp.nu.ca
- The applicable schedule(s):
 - Schedule A – Pillar 1: Industry Led Solution to Emerging Issues
 - Schedule B – Pillar 2: Capturing Market Opportunities by Advancing Research Results
 - Schedule C – Pillar 3: Sharing Information to Advance the Sector
 - Schedule D – Collective outcome projects only

Step 4:

The NHA Board of Directors reviews all applications and makes decisions on approvals, terms, conditions, and levels of funding. Funding decisions are based on the merits of proposals.

Step 5:

You will be informed in writing of the decision made by the NHA's Board of Directors.

Step 6:

If your project is approved, you will sign an agreement with NHA outlining the project terms and conditions, and the manner and timing of funding. Throughout the life of the project, applicants will be required to submit interim progress reports. A final report upon completion of the project is also required by the NHA, as set out in the signed agreement.