

# Presentation standards for all documents to be sent with your applications.

## Presentation standards – Admissibility criteria

All attachments and sections of the electronic form including the Detailed Contributions must meet the following requirements. Failure to comply with these requirements will result in the application being deemed INADMISSIBLE.

# 1 Presentation standards

## 1.1 Language of presentation

- You can complete your funding application in either English or French (\*). If possible, we ask you to translate all documents that are not in one of these two languages.
- If you present your funding application in English, you must provide in both languages a title and summary.

(\*). *Unless otherwise mentioned in the program rules.*

## 1.2 Document format

- Format of all written documents\*: Pages must be 8½” x 11” (216 mm x 279 mm) and converted to **PDF** format. **The file must not be password protected.**
- All margins: 1.9 cm (¾ in.)
- Line spacing: single-spaced with a no more than six lines per inch.
- Font: Times New Roman (12 points) for *Microsoft Office* or *Open Office* users, or Nimbus Roman (12 points) for *LaTeX* users.
- **Narrow fonts are not permitted;**
- Identification of pages:
  - Top right corner: applicant’s last name and first name;
  - Top left corner: title of the attached document;
  - Bottom centre: page number;

- The maximum number of pages must be respected: this varies according to document type and is specified in the form. No additional pages will be transmitted to the evaluation committee.