



Funding Sub-Committee **Guidelines**

- Within a week after a call deadline (March 1st, June 1st, September 1st and December 1st), the EurAAP director in charge of WG liaison sends all proposals received over the past 3 months to the Chair of the Funding Sub-Committee (FSC).
- Within a week after receiving the proposals, the FSC Chair distributes the proposals among all FSC members, together with the evaluation form.
- Within a week after receiving the proposals, each FSC member independently evaluates the proposals using the evaluation form and sends the evaluations to the FSC Chair.
- Within a week after receiving the individual evaluation forms, the FSC Chair distributes the draft consolidated global report among all FSC members, including an overall decision.
- Within a week after receiving the draft consolidated global report, FSC members can manifest their views. If needed (in case of conflicting reports), the FSC Chair can hold a meeting to discuss the evaluations and reach a final consensus. A tacit approval is considered if no views are expressed by FSC members within a week.
- Within a week after approval by the FSC, the FSC Chair sends the final consolidated global report to the EurAAP director in charge of WG liaison.
- The EurAAP director in charge of WG liaison informs the requesting WG Chairs of the decision:
 - In case of a positive decision, the EurAAP Treasurer will issue a funding agreement to the requesting WG, which contains the information needed to initiate the transfer of funds to the WG account.
 - In case of a negative decision, the consolidated global report from the FSC is sent by the EurAAP director in charge of WG liaison to the submitting WG Chair, explaining the reasons for not granting the requested funding. The proposal can be re-submitted after correcting the shortcomings (in the next call); however, should the re-submitted proposal be rejected again, it cannot be submitted for a third time.