

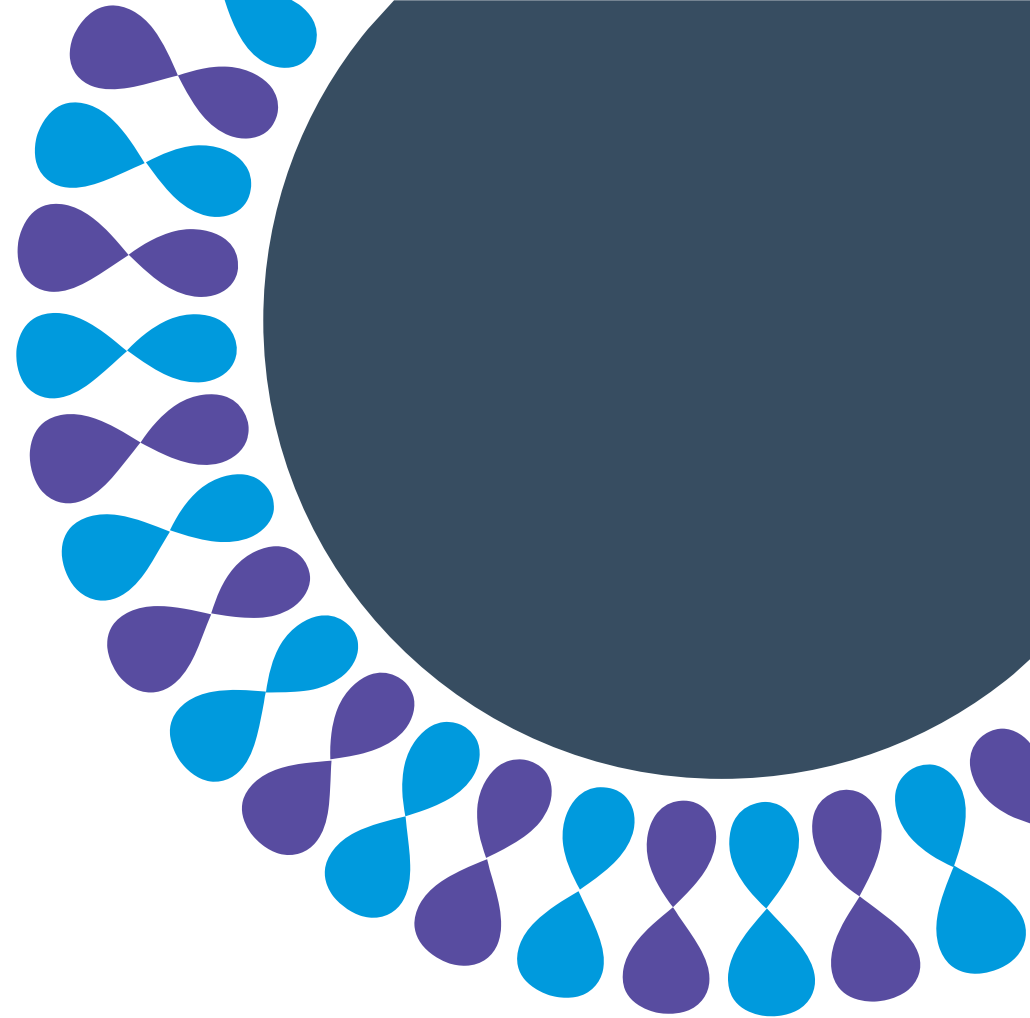


Canada Council
for the Arts

Conseil des arts
du Canada

Self-nominating to be a peer assessor

September 2023



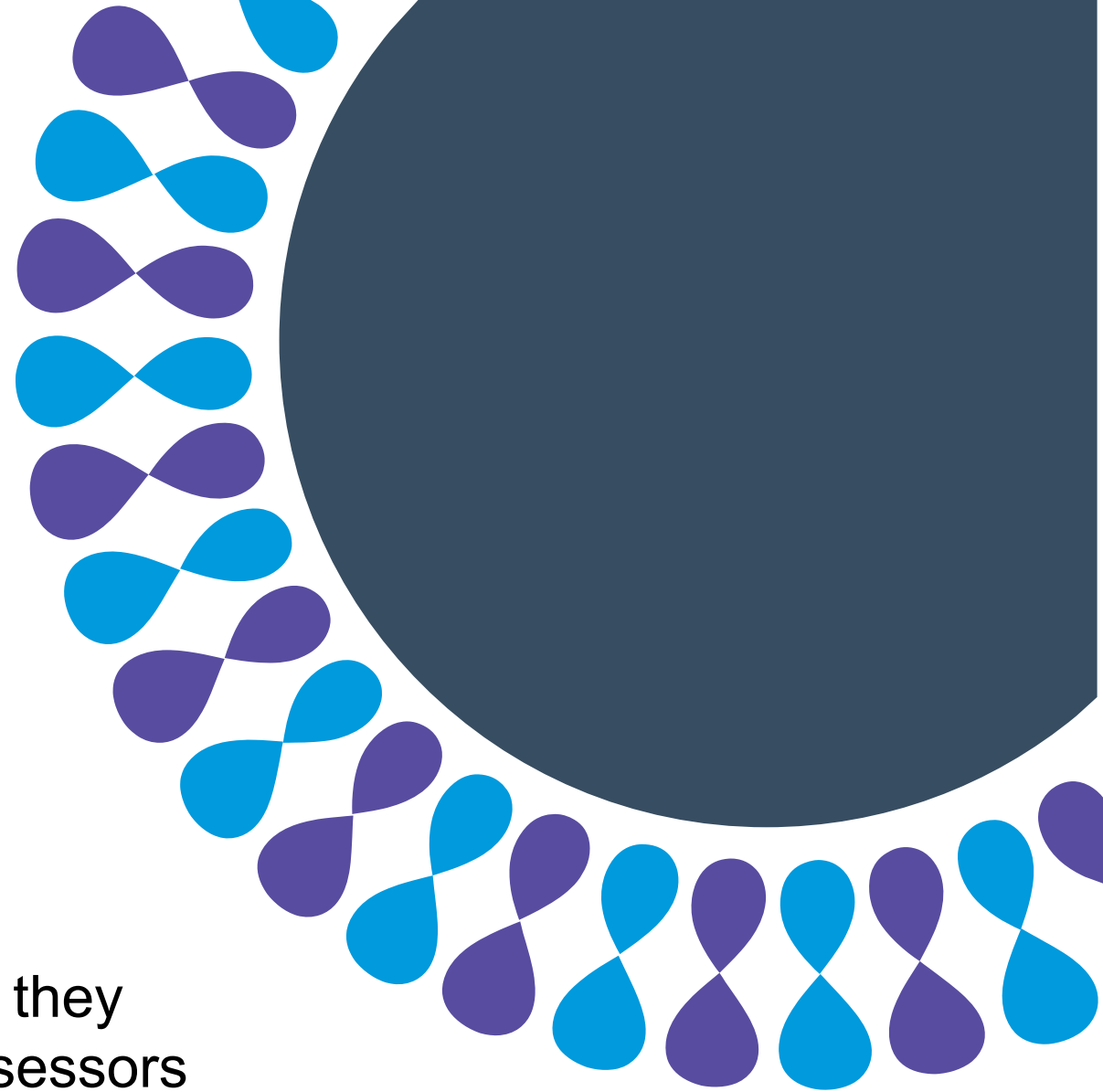
Bringing the arts to life
L'art au cœur de nos vies

Peer assessors

Peer assessors are people who participate in assessment committees. They are invited to evaluate funding applications and nominations based on their experience and knowledge.

To express interest in being a peer assessor, individuals nominate themselves.

The information that individuals provide when they self-nominate helps build a list of potential assessors who bring diverse perspectives and experiences to the assessment process.

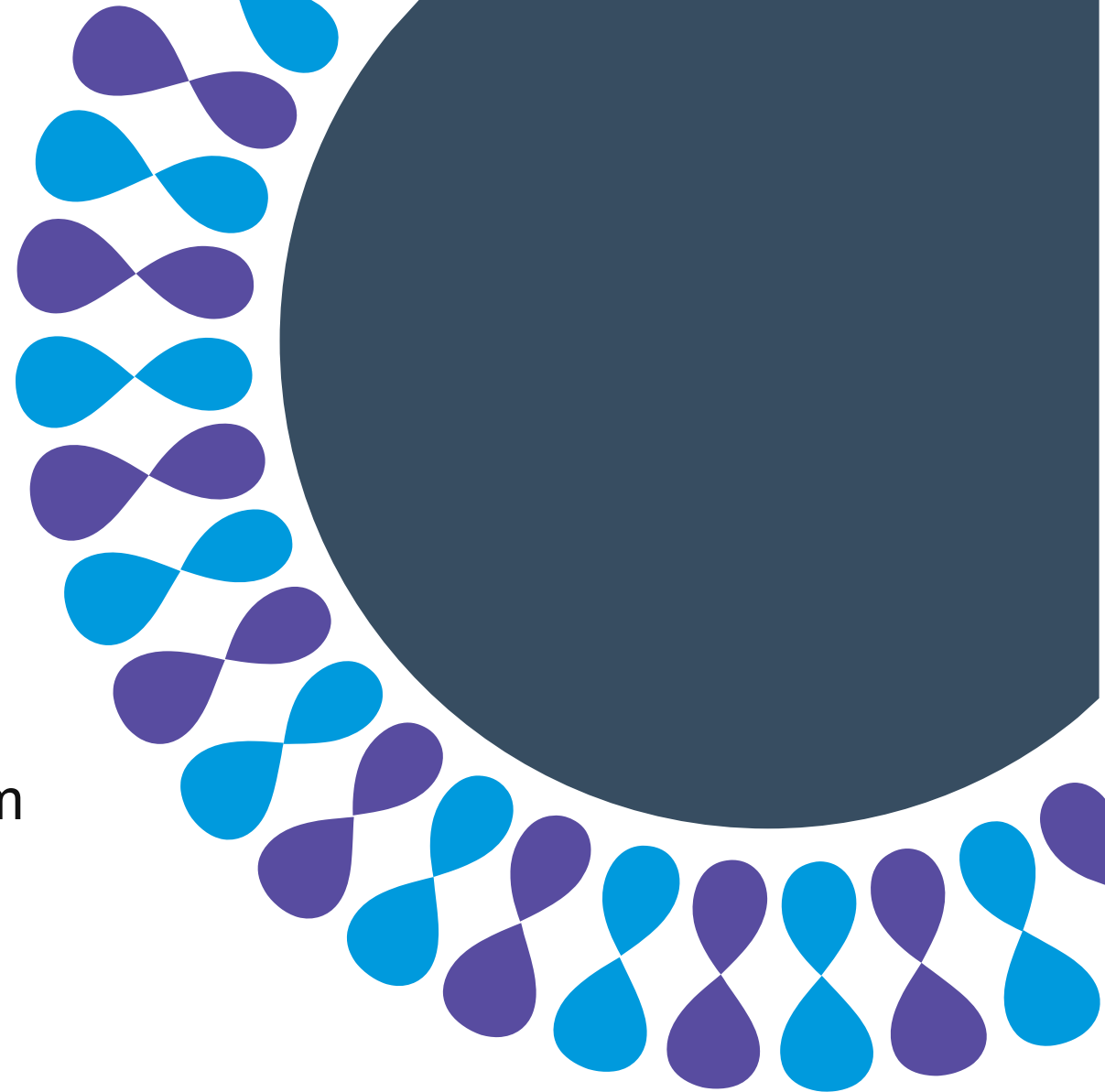


Peer assessor self-nomination

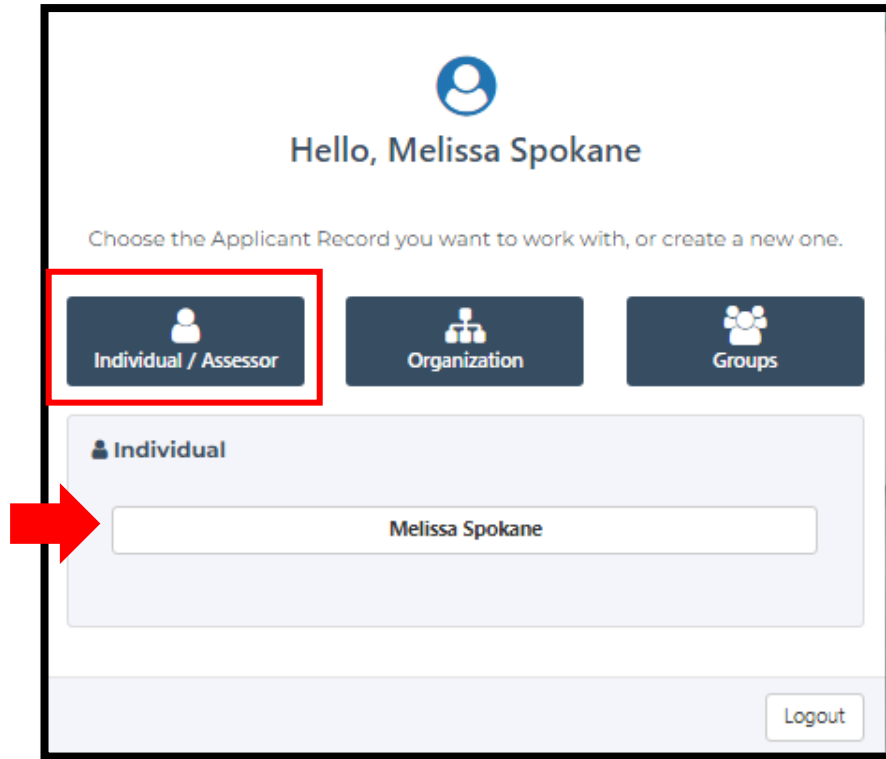
This tutorial will show you how to self-nominate to be a peer assessor.

You will learn how to:

- fill out the Assessor Self-Nomination Form
- complete the Voluntary Self-ID
- fill out your Contact Information
- submit your Self-Nomination



To select an applicant record



Step 1: Sign into the portal.

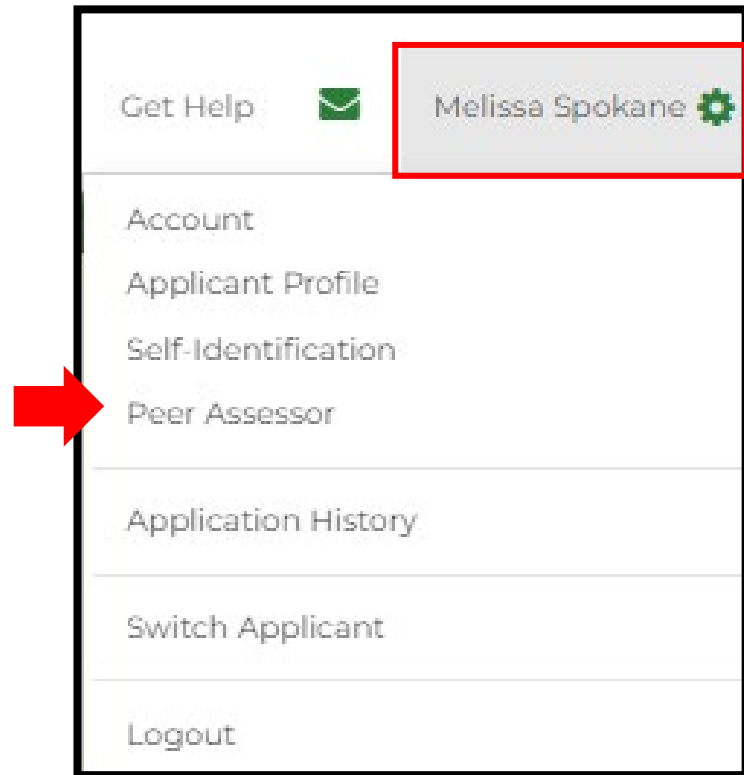
Note

If you have not already created a portal account and you want help, see **Creating a portal account** in our [Resources](#) page.

Step 2: Click **Individual / Assessor**.

Step 3: Click your name.

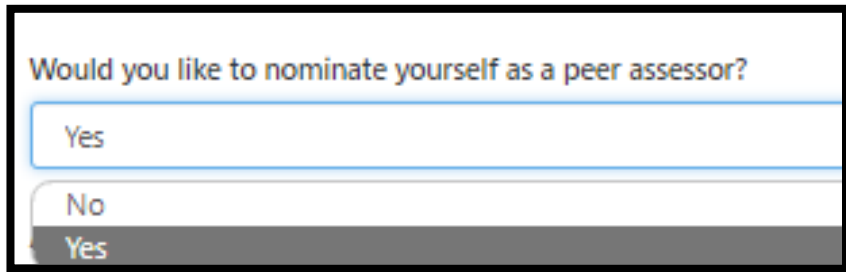
To begin the self-nomination process



Step 1: Click **your name**.

Step 2: Click **Peer Assessor**.

To begin the self-nomination process



Would you like to nominate yourself as a peer assessor?

Yes

No

Yes

The image shows a screenshot of a web form. At the top, the question 'Would you like to nominate yourself as a peer assessor?' is displayed. Below the question are three radio button options: 'Yes', 'No', and 'Yes'. The bottom 'Yes' option is selected, indicated by a dark grey background behind the text.

Step 3: Read the introduction.

Step 4: If you still want to self-nominate, select **Yes** to fill out the **Assessor Self-Nomination Form**.

To fill out the Assessor Self-Nomination Form

Assessor Self-Nomination Form

Question 1: Language of assessment

A. Canada Council assessment committees assess applications in English or French. Some committees work in the language of your choice. As well, there are some committee meetings that include the use of sign language.

Select the languages you can read, understand and can speak or sign comfortably. **Check all that apply.**

English

Read
 Understand
 Speak

French

Read
 Understand
 Speak

American Sign Language

Understand
 Sign

Langue des signes québécoise

Understand
 Sign

B. The Council sometimes need assessors who can read documents in languages other than English or French.

(maximum 250 characters)

Step 1: Fill out the sections that apply to you.

 **Note**

There are 10 sections to complete:

- Most of the questions are checkboxes or drop-down menus.
- Some questions may not apply to you. Leave them blank.

To fill out the Assessor Self-Nomination Form

Your biography, resume or c.v.

It is not essential to provide a biography, resume or c.v. If you can provide one, Council staff will use it to learn more about you.

Your biography, resume or c.v. should focus on the areas of interest included in question 8. Do **not** include your contact information, social media details, lifestyle choices, etc.

Indicate whether you would like to provide a biography, resume or c.v. to support your nomination.

Note: A resume or c.v. previously submitted for an Applicant Profile is **not** automatically transferred to this form.

I will upload a biography, resume or c.v.

I am not providing a biography, resume or c.v.

Step 2: To upload a biography, resume or c.v., check **I will upload a biography, resume or c.v.**

If you don't want to upload a document, check **I am not providing a biography, resume or c.v.**



Tip

For help creating a c.v., go to [Prepare your arts and cultural CV | Canada Council for the Arts](#).

To fill out the Assessor Self-Nomination Form

Step 3: Click **Save and Continue** to move to the Voluntary Self-ID form.



Save and Continue



You can return to this form at any time to:

- remove yourself as a peer assessor
- change your responses
- add an updated biography, resume or c.v.

To fill out the Voluntary Self-ID form

Voluntary Self-Identification ✓

The Canada Council for the Arts encourages you to complete this voluntary self-identification form to help determine whether its programs and services are reaching a diverse range of Canadian artists. You are invited to complete this form if you are applying for a grant, sitting on a peer assessment committee, being nominated for a prize, or receiving a prize.

The Canada Council aims to support a vital and diverse arts ecology that enriches the lives of Canadians, and equity is a critical means to achieving this. All Canadians deserve to benefit from a vibrant, accessible, and pluralistic arts sector, and all creative expressions should have the same chance to flourish.

I wish to complete the Voluntary Self-ID form

I do not wish to complete this form

You have chosen to complete the Voluntary Self-ID form. Please answer the questions on the form below, then click Save and Continue.

⚠ Note

If you already filled out the Voluntary Self-ID when you created your applicant record, confirm your information and skip to Step 4.

Step 1: Click I wish to complete the Voluntary Self-ID form, or I do not wish to complete this form.

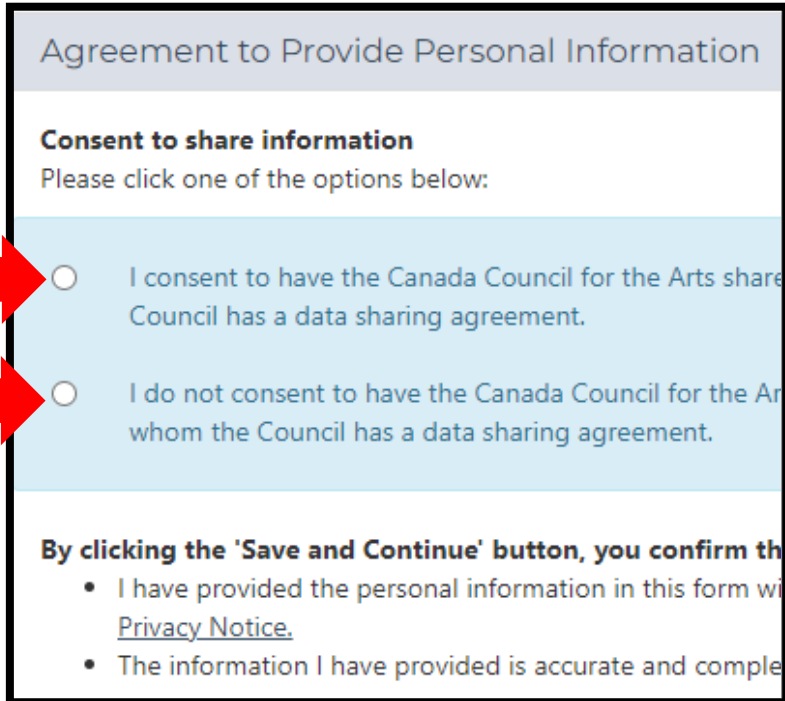
💡 Tip

You can return any time to fill out the form or change the information you entered.

To fill out the Voluntary Self-ID form

Note

If you chose not to complete the Self-ID form, skip to Step 4.



Agreement to Provide Personal Information

Consent to share information
Please click one of the options below:

I consent to have the Canada Council for the Arts share my information with the Council. The Council has a data sharing agreement.

I do not consent to have the Canada Council for the Arts share my information with the Council. The Council has a data sharing agreement.

By clicking the 'Save and Continue' button, you confirm that:

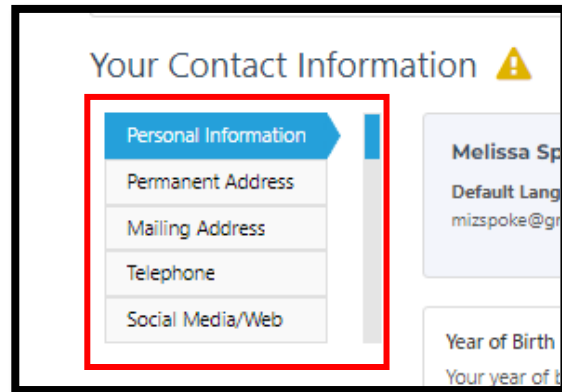
- I have provided the personal information in this form with the understanding that the Council has a [Privacy Notice](#).
- The information I have provided is accurate and complete.

Step 2: Fill out the sections that are relevant to you.

Step 3: Read the **Agreement to Provide Personal Information** and click one of the two options.

Step 4: Click **Save and Continue**.

To fill out your contact information



Your Contact Information ⚠

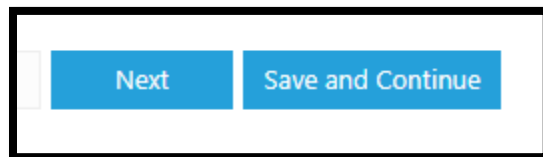
Personal Information

- Permanent Address
- Mailing Address
- Telephone
- Social Media/Web

Melissa Sp

Default Lang
mizspoke@gr

Year of Birth
Your year of b



Next Save and Continue

⚠ Note

If you added contact information when you created your applicant record, confirm your information and click **Save and Continue**.

Step 1: Fill out the information in each tab and click **Next** to move to the next tab.

Step 2: Click **Save and Continue** from any tab to move to the next section.

To submit your self-nomination

Declaration *

I certify the information I submit is accurate and true to the best of my knowledge.

I understand that the Canada Council will protect personal information described in Info Source, a government publication that is available on the website. For more information, see the **Canada Council's Privacy Notice**.

I understand that my personal information requested by the Canada Council will be used for the purpose of the self-nomination process.

I agree to the statements above.

Submit your Self-Nomination

Step 1: Read the declaration and check **I agree to the statements above.**

Step 2: Click **Submit your Self-Nomination.**

 **Note**

You will get a notification when your self-nomination has been submitted.

Summary

You have learned how to:

- fill out the Assessor Self-Nomination Form
- complete the Voluntary Self-ID
- fill out your Contact Information
- submit your Self-Nomination

**Thank you for adding your name to
the pool of potential peer assessors!**

