

Dear _____,

Thank you for interest in submitting an application to ACT. We are pleased to confirm that we will reserve a place for your application to be reviewed at a ACT meeting to be held between _____ in _____.

During the meeting, applicants are invited to participate in a 1.5 hour discussion session with the ACT review committee. This is a valuable opportunity for applicants to clarify their proposal and address any outstanding queries from the committee. The precise discussion date and time for your application will be advised in due course. You are welcome to invite two or three colleagues (maximum four attendees in total) - please do let us know their details. All attendees must join the meeting in person, as teleconference facilities will not be provided.

Within six weeks of the meeting, the ACT secretariat will send you a detailed ACT report and subsequently, a non-confidential summary (approved by the applicant) will be posted on the _____ website. This notifies other interested parties that an ACT review was conducted so that they can contact you directly for further information and/or to request a copy of the full ACT report.

All ACT reports are provided in PDF format on ACT letterhead. Investigators who wish to share the ACT report with other interested parties, must circulate the original unmodified report. Revised or altered reports when provided to third parties, will no longer accurately reflect the committee's discussions and recommendations. Investigators may provide interested parties with additional information along with the report, and it is expected that the additional information is clearly highlighted to ensure distinction from the ACT report.

As ACT operates on a not-for-profit basis, to sustain its activities, ACT relies on industry applicants to donate the following:

We will issue an appropriate invoice with the funding going to fund future ACT activities. Therefore, please sign below to confirm your agreement with this process and specifically to confirm you agree;

- a) To a mutually agreed non-confidential summary to be displayed on the website.
- b) Not to modify the ACT report when circulating to third parties.
- c) To payment of the appropriate donation upon receipt of an invoice, which will be . This amount is non-refundable in the event that you decide to withdraw from the process.

Please print, sign and return a scanned form to coordination office

For invoicing purposes, please provide us with the following details:

Full name of the organisation:

Invoice address:

Accounts contact (including email address and telephone number):

VAT registration number (if EU organisation):

Print Name: _____ Date: _____

Signature: _____

Yours sincerely,
ACT secretariat