NUNAVUT RESEARCH INSTITUTE

Call for Proposals

2016-17

Deadline: August 11th, 2016

Call for Proposals 2016-17

A. Objectives/Priorities
Nunavut Research Institute (NRI), in partnership with Irving Shipbuilding Inc., will support innovative proposals and initiatives that *develop/build:*

- *Arctic community capacity to engage in applied research and co-management decision making processes;*
- *practical solutions to enhance marine safety; and*
- *tools and technologies to respond to marine incidents.*

B. About Nunavut Research Institute (NRI)
Established in 1984 under the Government of the Northwest Territories, the NRI has long served as the primary agency responsible for overseeing and supporting scientific research in Nunavut, in accordance with Nunavut's Scientists Act. NRI issues approximately 130 scientific research licenses annually to projects in the health, natural, and social research fields. NRI also provides advice to the Government of Nunavut on matters related to science and technology. The NRI operates research facilities in several Nunavut communities that provide a range of logistic support for field research projects. NRI promotes the development and application of new technology and collaborative community based research to improve the quality of life of Nunavummiut. NRI also coordinates Nunavut Arctic College's Environmental Technology Program; the only accredited post-secondary environmental training program in Nunavut.

C. About Irving Shipbuilding Inc. (ISI)
Irving Shipbuilding Inc. (ISI) is part of the J.D. Irving, Limited Group of companies which includes operations in Agriculture, Construction & Equipment, Consumer Products, Energy, Food, Forestry & Forestry Products, Retail & Distribution and Shipbuilding & Industrial Fabrication. ISI's primary site is Halifax Shipyard, with four other locations in the Maritime Provinces. ISI was selected in 2011 as Canada's Combatant Shipbuilder under the merit-based National Shipbuilding Procurement Strategy and is in the early stages of a 30-year military shipbuilding program.

D. Call for Proposal Funding
Successful applicants will be eligible to receive funding for activities commencing in the fall of 2016 through to March 2019 and potentially beyond. The funding allocation will follow a 3 + 2 model: Projects will initially be funded for up to 3 years and will have an opportunity to propose 2 more years of activities, based on successful progress and project review by NRI.

Up to $2,000,000.00 of funding will be available over the duration of the project (2016-2021) to support successful initiatives.

E. Timelines for NRI Call for Proposals

Milestones/Tasks	Date
Call for Proposals issued	June 7th, 2016
Deadline for submission of proposals Proposals received after the deadline will not be accepted	**August 11th, 2016** **12:00 (noon) Eastern Standard Time**
Applicants apply for research licenses and ethics review, as applicable	July to September 2016
Proposal review period	August to September 2016
Written notification sent to applicants on the status of their proposal(s)	October 2016
Announcement of approved proposals	October 2016
Funding agreement prepared and signed	November 2016
Mid-year reports for successful proposals	July 2017
End of year reports for successful proposals	November 2017

F. Project Areas and Topics

NRI is looking for research proposals to increase community capacity, to increase marine safety and to develop and/or apply tools and technologies to respond to marine incidents.

Suggested topics for proposal include, but are not limited to:

1) Develop best practices for community engagement in research, resource co-management, and environmental assessment.

2) Support new and innovative approaches to the safety and security of workers and/or hunters in the marine environment.

3) Development of tools and technologies to respond to marine accidents and hazards.

4) Build knowledge on spill response readiness, which may include studying how to clean oil off of ice.

G. Geographic focus

The NRI funding call is for projects that will take place in the territory of Nunavut and its coastlines.

H. Structure of Project Teams and Eligibility

Who is eligible to apply?

Canadian individuals and organizations, including:

- Regional and community groups (Aboriginal communities or organizations, community associations and institutions);
- Academic institutions and northern colleges;
- Government departments and agencies (federal, provincial, territorial, regional, municipal, Aboriginal);
- Private businesses; and

- Not-for-profit, non-governmental organizations

In keeping with the mandate of NRI, proposals should, when possible, meaningfully engage and partner with Nunavut residents and incorporate local knowledge. Project teams should also engage include representation from multiple sectors (ie, academia, private sector, government, Aboriginal organizations, and communities).

Investigators are strongly encouraged to leverage in-kind and/or cash support for their projects from external partners. Proposals should clearly explain the nature of this support and any external partner commitments.

Individual applicants may submit no more than two proposals (maximum of one as lead principal investigator) under this Call.

Note: This program is being co-funded by an external partner, which may have an impact of Intellectual Property generated as part of the research project. Applicants are requested to contact NRI for further information in the case of proposals that may involve or generate protected Intellectual Property.

I. Proposal Guidelines

When preparing the proposal, please use the following guidelines:
- a maximum 14 pages long, single sided, excluding CV, single-spaced 8 ½ x 11 inches, portrait format with single column
- set margins at 0.75 inches (1.9cm) or more all-around;
- Text must be in black, 12 point;
- For multi-page attachments, number your pages sequentially;
- The size of the electronic document must not exceed 4MB (if larger than 4MB, please send attachments separately and number the emails);

1) *Cover page (1 page maximum)*
   a) Title and contact information (including mailing address, telephone, fax and email) of Lead Principal Investigator;

2) *Summary (on a separate page with a 500 word maximum)*
   a) The summary is intended to explain the proposal in language that the public can understand. The summary should answer the following questions:
      i) What is the proposed work?
      ii) What questions does the project attempt to answer and why?
      iii) Where and when will the work be done?
      iv) How will the project involve/help Aboriginal peoples and other Northerners?
      v) What are the expected results?
   This plain language summary will be **available to the public and be translated into Inuktut** if your proposal is funded;

3) *Project Plan, Approach and Outcomes (3 pages maximum)*
   a) Problem(s) to be addressed;

b) Objectives and/or outcomes of the project: provide well-defined short-term and long-term objectives for the overall project;

c) Proposed Work: Provide a brief description of activities, including project design and methodology, where and when the work will be carried out, by year and over the lifetime of the project;

d) Timeline or Gantt chart by year;

e) Deliverables – specify the deliverables by year and over the lifetime of the project, as well as for the year for which funding is requested. Include data reports, open literature publications, reports, workshops and items for communications initiatives;

f) Applicants may provide the names and contact information for up to three references;

4) ***Multi-sectoral Structure and Community/Aboriginal Consultation*** *(1 page maximum)*
a) Partnerships (academic collaborators, business, government, non-governmental and Aboriginal organizations). List any other projects that are related to the proposed work and indicate any shared costs and/or sample archival possibilities.

b) Describe the specific details of the consultation that has occurred thus far, including specific plans for future consultation.

5) ***Communications*** *(1 page maximum)*
a) Describe in detail any communications activities planned as part of the proposed project, including the names of people and organizations that have been or will be contacted. Examples of communications activities include (but are not limited to):
   i) Production of fact sheets or other materials;
   ii) Media – video/film, social media
   iii) Presentations to school groups and other community organizations; and
   iv) Poster presentations;
   v) Academic publications

6) ***HQP Focus*** *(1/2 page maximum)*
a) Description of the number of highly-qualified people (HQP) to be involved in the project. NRI considers HQP as those still engaged in their education: undergraduate students, Masters students, Doctoral candidates and Postdoctoral fellows;

7) ***Budget*** *(2 page maximum)*
a) Detailed budget (by year) according to the template provided;
A detailed budget with specific breakdowns and justification for each category is required for the proposals.
The following provides further detail on the classes of expenditure that are to be used in the budget table.
   1. *Professional Fees and Services:*
   Legitimate entries under this category are the wages of people hired specifically for the project (e.g. students, Aboriginal and or local employees).
   - Indicate the total estimated value of each contract per year under the project, the contractor name (if known) and purpose of contract
   - contractors must provide justification of their fees (e.g. invoices)
   - if funding is requested for student stipends, it must be used for tasks directly related to the project.

- this category should not include the salaries of people providing their in-kind time/expertise. There is another section of the budget for in-kind support.
2. *Equipment and Facilities:*
   - Specify the type of equipment, equipment costs (purchase, rent or maintenance) and the extent to which the equipment will be used.
   - only equipment that is specifically purchased, leased or developed for the particular project should be reported in this category.
   - the costs of shipping equipment
3. *Travel:*
   - include all travel, accommodation and meals
   - the cost of establishing and operating any field camps and water vessel rental should also be included in this category.
   - travel to workshops, northern consultation sessions and meetings.

   b) Budget template is attached at the end of this document and is available as a separate file.

8)   *Relevant Publications* *(1 page maximum)*
   a) This should include publications and presentations by project team members relevant to the proposed project;
   b) List of the references cited in the text of the proposal;

9)   Letters of support
   a) Maximum of three 1 page letters of support from partner companies, agencies or end-user groups, including Nunavut communities;

10)   Supportive Information on Expertise
   a) Attach resumes to demonstrate the scientific excellence experience and/or expertise of the project leader(s) (maximum 2 pagers per individual)

J.   Submission
The application deadline for this call is 12:00 pm (noon) Eastern Standard Time, August 11ᵗʰ, 2016. Proposals received after this deadline will not be accepted. Applications must be electronically in PDF format to Mary Ellen Thomas, Senior Research Officer at generalNRI@arcticcollege.ca.

The Nunavut Research Institute will receive proposals and provide an initial compliance screening. **Proposals that do not follow these requirements explicitly will be returned to the applicant (s) and given one 24-hour period to comply and re-submit. Proposals that still do not comply with these criteria will be removed from the competition and will not be considered.**

Please note:
- The size of the electronic document <u>must not</u> exceed 4MB (if larger than 4MB, please send attachments separately and number the emails).

- Proposal submissions subject line should follow the naming convention "NRI Proposal, Lead Applicant Last Name, email # of #".
- Please ensure that you receive and automated confirmation e-mail for each of the e-mails that you send to NRI.

A Proposal Submission Checklist is located at the end of this document.

I: Evaluation

Proposals will be reviewed by a Project Management Committee (PMC) and additional outside expert reviewers as required. The Committee's role is to assess the merit of the project and its relevance to the research themes outlined in the call. Their review also covers the scientific expertise of the project team, the clarity and scope of objectives, the adequacy of methodology, suitability of project design, and appropriateness of time frame and budget.

Weight	Criteria
	Project approach: - clarity of question or challenge to be addressed; - completeness of the literature review and relevance to study design/project plan; - clarity of rationale for the approach and methodology - appropriateness of the project methods; - appropriateness of project partners/leads? - feasibility of the project approach (including recruitment of subjects, project timeline, preliminary data where appropriate etc); - anticipation of difficulties that may be encountered in the project and plans for management. - appropriateness of budget - appropriateness of the data management plan? - justification for the level and duration of funding requested - leverage by cash and in-kind contributions from other sources - scientific excellence/expertise of principal investigator and team (including consideration of relevant publications) - can the results be delivered within the timeline of this call? - adherence to appropriate ethical guidelines
	Originality of the proposal: - potential for the creation of new knowledge - originality of the project, in terms of the hypotheses/research questions addressed, innovative technology/methodology, and/or novel applications of current technology/methodology - Has similar work been done already? - does the proposal build on existing data?
	Outreach - Do key sector partners (industry, government, community/Aboriginal organizations) express their support? - How complete are the communication activities (before, during and after project)

	- How is the rapport of the project applicant within the study area?
	Project Outcomes / Applicability - Relevance of the project to industry and society - Potential impact of innovation emerging from research - Will the project produce outcomes that will meet specific end-users' needs? - Is there a plan to evaluate the applicability and usefulness of the project outcome, including technological innovations
	Environment for the Research: - availability and accessibility of personnel, facilities and infrastructure required to conduct the project - suitability of the environment (i.e. location, time of year, etc.) to conduct the proposed research
	Social/Cultural Review: - How complete are the communication activities? -Are plans in place to consult with communities and agencies potentially impacted by the proposed activities? - does the project address a question that is important to Northerners? - Does the proposal provide local or northern training opportunities? - Does the proposal promote capacity building in the North? - Does the proposal make use of appropriate local and traditional knowledge? - Have the relevant communities been consulted on how traditional knowledge could be incorporated into the project? - If this research project directly impacts northern communities or Aboriginal groups, have they been consulted and do they support this research? Was the community involved in project planning? Does the proposal have community partners Is the community involved in the evaluation of the project?
	Total

K. Reporting Requirements

Successful applicant(s) will be required to submit the following reports as part of their funding agreement with NRI:
- Mid-year update, check on progress and use of funds: due July, 2017
- Annual report: due November 2017

Questions about NRI's call for Proposals can be referred to:
Mary Ellen Thomas
Senior Research Officer
☎(867) 979-7202
generalNRI@arcticcollege.ca

PROPOSAL SUBMISSION CHECKLIST

Before Submitting the Proposal
Compete of this checklist ensures that the applicant has read and understood the NRI proposal requirements.

☐ Timeline for the NRI Call for Proposals (Section E)

☐ Available Funding (Section D)

☐ The eligibility requirements (Section H)

☐ The objectives of the Call from Proposal Areas (Sections A and F)

☐ Proposal and Budget Formats (Section I)

Submitting the Proposal

☐ Complete proposal packages must be submitted by email (maximum size: 4MB per email) to the NRI office at generalNRI@arcticcollege.ca using the following text as the subject line: *NRI Proposal, Lead Applicant Last Name, email # of #.* The proposal should be in a MS Word file, while the budget tables are prepared using the excel-based templates. Please note, compressed files cannot be submitted.

☐ The budget information is appropriate, accurate and complete

The deadline for proposal submission is **August 11th, 2016**, **12:00 (noon) Eastern Standard Time. Proposals received after the deadline will not be considered.**

	Nunavut Research Institute				
	Call for Proposals 2016-17				
	Budget - Detailed Request and Justifcation				
	Proposal Title:				
	Project Leader:				
	Affliation:				
	Budget Item - Enter details about the budget item and provide justification	**QTY**	**Amount**	**Subtotal**	**Additional Comments**
A	**Personnel - wages of students, associates, technicians**				
	Total Personnel Expenses			**$0.00**	
B	**Professional Fees and Services - wages of contractors hired specifically for this project. Indicate the total estimated value of each contract per year**				
	Total Professional Expenses			**$0.00**	
C	**Materials and Supplies - includes any item that contributes to the project.**				

	Total Materials and Supplies Expenses		$0.00	
D	**Travel**			
	Total Travel Expenses		$0.00	