



Final Funding Application Form

Impact Assessment Agency of Canada

RESEARCH PROGRAM

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1. Proposed Project Title

Provide the title of the research project or initiative.

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2. Applicant

Provide the name and contact information of the lead applicant.

***Please also include a CV and biography for the lead applicant as supplemental documentation.**

Name of legal entity applying for funding		
Name of Primary Applicant		
Mailing address		
City/Town	Province/Territory	Postal code
Email	Telephone number	
Official language of correspondent	English ☐	French ☐

3. Additional Project Members

Provide the names, roles and contact information of any other known individuals that will be involved in the research.

***Please also include CVs as supplemental documentation for all individuals that will be involved in the research project.**

Name:	Role:	Email:
Name:	Role:	Email:
Name:	Role:	Email:
Name:	Role:	Email:

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4. Applicant Type

Select the box that applies to the Applicant.

- ☐ Academic or research organization
- ☐ Indigenous community
- ☐ Indigenous organization
- ☐ Not-for-profit organization
- ☐ Individual(s)

5. Project Overview

Please refer to the [Funding for Research on Assessments](#) page for eligibility and other requirements.

Objective of the research

Research questions to be explored

Methodology to be used in conducting the research

Project description (please indicate how your proposed research can support high quality assessments under the *Impact Assessment Act*)

Expected outcome of the research (e.g., best practices, methodologies, analyses, principles, frameworks, case studies, etc.)

Clearly demonstrate how you will address equity, diversity and inclusion (EDI) considerations in your project team composition and research design, and your research team's commitment to fostering EDI in the research environment. Please see [Best practices in equity and inclusion in research practice and design](#) for information regarding best practices from the Canada Research Coordination Committee.

Describe any plans to ensure that research practices are conducted ethically and responsibly. Research involving or conducted with Indigenous partners must conform with the principles specified in Chapter 9 of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2022) as well as all relevant and applicable principles developed and implemented by Indigenous governments, organizations or communities including, but not restricted to, Collective Benefit, Authority to Control, Responsibility, and Ethics (CARE) Principles for Indigenous Data Governance, First Nations Principles of Ownership, Control, Access, and Possession (OCAP), Principles of Ethical Métis Research, and the National Inuit Strategy on Research. Please see the [Tri-Agency Framework: Responsible Conduct of Research](#) for information regarding best practices from the Government of Canada's Panel on Responsible Conduct of Research.

Describe your target audience for this research, and your proposed approach to disseminating the results of your research to all those that can benefit from it.

6. Evaluation Criteria

Eligible criteria include:

- aligns with current IAAC priorities (see the [mandate](#) and latest [departmental plan](#));
- fills an existing gap/serves a practical need;
- feasible given the available time and resources;
- contributes to EDI;
- increases the diversity of research partners/topics;
- not duplicative of existing research or internal work;
- ethical and responsible; and/or
- would support and contribute to high-quality assessments under the *Impact Assessment Act*.

7. Administrative Information

Information about other government sources of Government funding

*The Funding Programs have a 'stacking limit', that is, a maximum permitted amount of combined funding from **federal, provincial, territorial and municipal governments** for participation in any one impact assessment project or initiative, or associated Crown consultation activities. Combined funding from governments to a recipient for participation in an impact assessment, initiative or Crown consultation activities cannot exceed 100% of eligible costs. IAAC uses the information provided by a successful applicant in the application and in the Detailed Financial Reports to verify that a successful applicant's funding request and Detailed Financial Report conforms to this stacking limit. If the stacking limit is exceeded, IAAC will adjust its level of contribution, and if necessary, seek reimbursement so that the stacking limit is not exceeded. A paragraph regarding the stacking limit forms part of the Funding Programs Contribution Agreement with a successful applicant.*

a) Partnerships

Are you submitting this application in partnership with any other groups that are also receiving federal government funding for the same project?

☐ Yes ☐ No **If yes, describe the partnership and the organizations or groups involved and any funding.**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. You must include the amount anticipated, as well as performance indicators. Only complete the cost categories that you intend to use

Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting, research, data collection and analysis costs	Expenses could include: Staff salaries If an employee of the applicant will coordinate or contribute to the Applicant's participation, provide the employee's name, his/her duties related to the project and amount of time required for the activities to be undertaken. By signing the application, the applicant confirms that the requested funds for salaries are designated solely for the time the individual dedicates to the project. Insert details here: Administrative costs Administrative expenses must be directly related to the project. Note: Normal office supplies and overhead are not eligible for funding under the Program.	\$

	Insert details here: Rental of office space / meeting rooms Must be external to the Applicant's existing facility. Provide details on the purpose for which the office or meeting room is being rented. Insert details here: Specify other expenses that are not covered by any of the other categories and that might be covered by this category. Insert details here:	
Professional services	Expenses could include: Professional fees (i.e. consultants) Identify the professional's name, expertise and contribution to reviewing and commenting on the Project. Specify the daily or hourly rate and amount of time required for the Project. Insert details here:	\$
Travel expenses (in accordance with federal government travel directives)	Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: <i>The breakdown of travel expenses should include the points of origin and destination, mode of transportation, the number of kilometres travelled, the number of travel days as well as the accommodation rate per night.</i> Insert details here:	\$
Honoraria and ceremonial costs	Expenses could include: Honoraria Provide the names of the elders to receive honoraria, if known, the honoraria rate, the nature of the meeting/function, and its contribution to the Project. Describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to the Project. Insert details here: Ceremonial Costs The ceremonial offering includes relevant costs associated with providing gifts, such as tobacco offered, in recognition of having provided Indigenous traditional knowledge or community knowledge relevant to the impact assessment. Insert details here:	\$

Overhead costs of academic institutions	Overhead Costs of academic institutions hosting the funding recipient, up to a maximum of 20% of the funding proposal. Insert details here:	
Total (tax included)		\$

9. Certification Declaration

I/we hereby certify that the information provided in this Application and all supporting documentation is true, accurate and complete. I/we understand that if any information provided in the Application is false or misleading, the applicant may be denied funding or may be required to reimburse all or part of funding received.

I agree that **the information provided in this application is accurate to the best of my knowledge.**

Given Name	Family Name	Title	Date: (YYYY/MM/DD)

10. Supporting documents

List the supporting documents submitted with this application in the following table:

Type of Supporting Document (i.e. resolution)	Name of Supporting Document	Method of Submission (mail or email)	Date of submission

Additional Opportunities

Please indicate whether you are comfortable with your name and contact information being used to advise you of IAAC's research-related events and announcements.

☐ Yes ☐ No

Privacy Notice Statement

Your personal information is being collected to assess whether you meet the eligibility requirements for funding under the Research Program Open Call for Research and to provide IAAC the means to contact you with information regarding the funding opportunity. Information is collected under the authority of paragraphs 114(1)(b), 155(i) and 156(1)(b) of the [Impact Assessment Act](#).

You have the right to access and correct any of your personal information held by the Agency. For more details regarding your rights contact atip-aiprp@iaac-aeic.gc.ca.

Appendix A - Checklist for Completing the Funding Application Form

- ☐ The complete application is submitted on or before the application deadline (if applicable).
- ☐ Section 2 (Applicant) is complete.
- ☐ A category in Section 4 (Applicant Type) has been selected.
- ☐ Section 5 (Project Overview) is complete.
- ☐ Section 6 (Eligibility Criteria) is complete.
- ☐ Section 7 (Administrative Information) is complete.
- ☐ Section 8 (Budget) is complete.
- ☐ The funding requested in Section 8 (Budget) does not exceed the maximum funding available.
- ☐ There are no calculation errors in the budget and supporting information is provided corresponding with the detailed budget breakdown.
- ☐ Budget calculations are clearly explained where appropriate (e.g. daily/salary rates, number of hours).
- ☐ Section 9 (Certification Declaration) is complete.
- ☐ Section 10 (Supporting Documents) is complete.
- ☐ Supporting Documents are attached to this application or will be provided to the Agency within two weeks of submitting this application.

Submit the completed form to IAAC at research-recherche@iaac-aeic.gc.ca