



RESEARCH PROGRAM

Open Call for Research

Impact Assessment Agency of Canada (IAAC) – Application Form

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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 biography for the lead applicant as supplemental documentation.**

Name of legal entity applying for funding		
Mailing address		
City/Town	Province/Territory	Postal code
Email	Telephone number	
Official language of correspondent	English <input type="checkbox"/>	French <input type="checkbox"/>

3. Additional Project Members

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

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

Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

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. Research Theme

a) Select the research theme(s) and subtheme(s) associated with the project or initiative

Cumulative Effects

- ☐ Effective consideration of cumulative effects in the assessment of designated projects
- ☐ Addressing cumulative effects assessment in regional assessments
- ☐ Incorporating Indigenous governance, knowledge, approaches, and partnerships into cumulative effects assessments
- ☐ Cumulative effects and impacts on the exercise of Indigenous rights and culture or interests
- ☐ Identifying standards against which cumulative effects are measured

Impact Mitigation

- ☐ New and innovative mitigation measures for project-level impacts
- ☐ Mitigations to address impacts to the aquatic environment (e.g., water quality)
- ☐ Indigenous collaboration and leadership to identify appropriate mitigation measures

6. Project Abstract

Provide an abstract (maximum of 450 words) of the proposed research project or initiative. The abstract must indicate how your proposed research can support high quality impact assessments and should include the objective of the research, research questions to be explored, and the expected outcome of the research (e.g., best practices, methodologies, principles, frameworks, case studies, etc.).

7. Eligibility Criteria

- a) Describe your proposed research's relevancy to federal impact assessment under the *Impact Assessment Act*.
- b) Describe how your proposed research will support and contribute to high-quality federal impact assessments under the *Impact Assessment Act*.
- c) Describe your proposed research's potential influence and impact in informing impact assessment practice.
- d) Describe any plans to incorporate best practices in equity, diversity and inclusion (EDI) in the research practice and 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.
- e) Describe any plans to ensure that research practices are conducted ethically and responsibly. 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.
- f) Describe your proposed approach to disseminating the results of your research.

8. Administrative Information

Information about other government sources of Government funding

*The Funding Programs (FP) has 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 FP's Contribution Agreement with a successful applicant.*

a) Partnerships

Are you submitting this application in partnership with any other groups or organizations in order to maximize the use of resources?

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

b) Has your group or organization applied for funds for this research project or is already in receipt of funding.

☐ Yes ☐ No **If yes, identify the government source(s) and amount of funding the group or organization has received or will be receiving.**

c) Has your group or organization, or research team members, previously received funding from IAAC?

☐ Yes ☐ No **If yes, provide the name(s) of the project(s) or activities and the year(s) funding was received.**

d) Information about other sources of funding

Are you receiving funding from any other funding sources to support this research?

☐ Yes ☐ No **If yes, identify the source(s) and amount of funding received or will be receiving.**

e) Affiliations (Optional)

Does your group or organization have any affiliations, that may be perceived as a conflict of interest, that you would like to identify to IAAC?

☐ Yes ☐ No **If yes, identify the affiliation(s) below.**

9. Eligible Activities

Funding may be provided for the following activities:

- Research activities related to the identified research streams

- Research on aspects of IA, including regional or strategic assessments, including tools, frameworks, methodologies, case studies and best practices related to issues such as gender-based analysis, environmental impacts, economic impacts, social and health impacts, impacts on Indigenous communities and their rights, cumulative and regional effects, and sustainability;
- Research or studies based on: science, Indigenous or community knowledge; studies of cultural practices or values related to a specific geographic area, local community or Indigenous Peoples; or information collection or data repositories;
- Supporting IA-related research partnerships with not-for-profit organizations and academic institutions in Canada and abroad;
- Supporting relevant networks to create and disseminate IA research; and
- Other relevant activities, approved by IAAC, to allow for the research of interest to IAAC.

Please describe the project's proposed methodology, activities, the outputs of these activities*, dissemination plan, and the anticipated completion date for deliverables. Your supplemental document must include the following mandatory project elements:

- One project initiation meeting with IAAC
- One midpoint project check-in meeting with IAAC
- Submission of a 1-page project interim report (template to be provided by IAAC)
- Submission of a plain language executive summary (provide max length)
- Submission of a final project deliverable (e.g., report, tool, case study, etc.)

10. Budget

Using the following table, or a supplemental document, outline your funding request and explain how the funding would be spent.

*The maximum funding allocation is \$70,000 per proposal.

Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting, research, data collection and analysis	<p>Expenses could include:</p> <p>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:</p> <p>Administrative costs Administrative expenses must be directly related to the project. Note: <i>Normal office supplies and overhead are not eligible for funding under the Program.</i> Insert details here:</p> <p>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:</p> <p>Specify other expenses that are not covered by any of the other categories and that might be covered by this category. Insert details here:</p>	\$

Professional services	<p>Expenses could include:</p> <p>Professional fees (i.e. consultants) Identify the professional's name, expertise and contribution to reviewing and commenting on the Opportunity. Specify the daily or hourly rate and amount of time required for the Opportunity. Insert details here:</p>	\$
Travel expenses (in accordance with federal government travel directives)	<p>Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: 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. Insert details here:</p>	\$
Honoraria and ceremonial costs	<p>Expenses could include:</p> <p>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 Opportunity. Describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to the Opportunity. Insert details here:</p> <p>Ceremonial Costs Only where the funding recipient is an Indigenous group. Insert details here:</p>	\$
Overhead costs of academic institutions	<p>Overhead Costs of academic institutions hosting the funding recipient, up to a maximum of 20% of the funding proposal. Insert details here:</p>	
Total		\$

11. Certification Declaration

To be signed by the applicant.

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)

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.
- ☐ All sections of the Application are complete.
- ☐ Biographies for all individuals associated with the proposed project (sections 2 and 3) are attached.
- ☐ A description of the project's activities, outputs, and expected dates of completion (section 9) is attached.
- ☐ There are no calculation errors in the budget (section 10) and supporting information is provided corresponding with the detailed budget breakdown.
- ☐ Budget calculations (section 10) are clearly explained where appropriate (e.g. daily/salary rates, number of hours).

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