



This form is for individuals and groups who have applied for, and been granted in-kind support from Polar Knowledge Canada (POLAR). This form collects detailed information regarding your support needs.

Polar Knowledge Canada, CHARS Campus, PO Box 2150, Cambridge Bay, NU, X0B 0C0

researchsupport-soutienalarecherche@polar-polaire.gc.ca

www.canada.ca/en/polar-knowledge

A - Applicant Information

Primary Contact / Principal Investigator:

- First Name
- Last Name
- Research Support Approval Number

B - Group Personnel, Travel, and Accommodation(s) Information

Notes for completion of the Arrivals Group(s) and Departures Group(s) Information table:

- First describe arrival and departure groups that individuals can be assigned to when travelling to and from Cambridge Bay. Only describe flights in and out of Cambridge Bay, i.e. the last leg of travel into the community, or the first leg of travel out of the community.

Arrival(s) and Departure(s) Groups:

Arrival Group	Arrival Date	Arrival Time (at Campus)	Departure Group	Departure Date	Departure Time (from Campus)
A1			D1		
A2			D2		
A3			D3		
A4			D4		
A5			D5		

Visitor Information:

Visitor Name	Email Address	Organization or Institution	Citizenship	Gender	Other Needs?	Arrival Group	Departure Group
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D
						A	D



B - Group Personnel, Travel, and Accommodation(s) Information - Continued

Are you requesting that POLAR provide accommodations?

Yes

No

Detail any specific accommodation requests, and elaborate on individuals with other needs

For accommodations, consider: group specific individuals if possible, group entire team together if possible, specific sleeping requirements, group gender(s) if possible, descriptions of accommodations for other needs, etc.

C1 - Operational Support A - Vehicles

Specify the number of each vehicle class you are requesting access to:

Fat Bike(s)

All-terrain Vehicle(s) (ATVs)

Snowmobile(s)

Boat(s)

If requesting use of a boat, please describe your intended boating activity, anticipated number of people aboard the vessel, and your operational area(s):

Specify the number of vehicle accessories you are requesting access to:

Komatiq(s)

Trailer(s) - Flatbed

Boggan(s)

Trailer(s) - Boat

C2 - Operational Support B - Personnel

Are you requesting access to POLAR Field Technician(s)?

Yes - specify number:

No

Identify specialized roles you wish POLAR field technicians to provide:

First aid

Drone operator

Augering - Soil

Firearms handling

Wildlife management

Augering - Ice

SCUBA Team

Other:



C3 - Operational Support C - Equipment

Identify specialized hardware you are requesting POLAR to provide:

Generator

Mobile power units

Satellite Phone

Augers - Ice

GPS Receivers

Satellite Communicator

Auger - Soil

Other:

D - Expedited Goods

Do you have materials that have been stored or expedited to the CHARS? If so, detail the number and type(s) of containers, contents, labeling, shipping method and service provider. If materials are in transit, provide the anticipated date(s) of material arrival at the CHARS:

E - Polar Continental Shelf Program (PCSP) Equipment

If you are bringing equipment that has been provided by the PCSP, list the equipment here:



F - Notes

GENERAL NOTICES TO APPLICANTS

- After submitting this form, POLAR will contact you to discuss the feasibility of your requests, and additional information which may be required.
- There is a possibility that guests will share units or rooms with other researchers. Shared occupancy may begin or end at any time.
- Accommodation details are available at <https://www.canada.ca/en/polar-knowledge/charsaccommodations.html>
- Booking of public spaces and laboratory spaces at the CHARS are managed through the Facilities group. Details are available at: <https://www.canada.ca/en/polar-knowledge/charsusingcampus.html>
- If you are using laboratory space, bringing goods such as hazardous substances, or livestock to the CHARS, additional forms must be completed and submitted with this form. Please see the Section G, **COMPLETED DOCUMENTS TO BE PROVIDED TO POLAR**, subsection *As required* for a list of additional forms which may need to be submitted.

F - Information Sharing

INFORMATION SHARING AGREEMENT

The primary contact's or principal investigator's name and email address, affiliation, project descriptions, and dates of stay may be shared with third parties.

I agree that the Primary Contact / Principal Investigator name, email address, affiliation, project descriptions, and dates of stay may be shared with third parties.

Please check to confirm your understanding of, and agreement to this requirement.

In addition to submitting the Detailed Research Support Information Form to POLAR, I will read, fill out, sign where applicable, and return the appropriate forms from the list below.

Please check to confirm your understanding of, and agreement to this requirement.

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G - Submission Checklist

Ensuring all applicable documents are submitted will expedite your support request.

CANDIDATE DOCUMENTS TO BE SUBMITTED WITH THIS FORM:

Mandatory

Research Support Request Form

Copies of research licences and permits

As required

Laboratory Use Agreement Form (If using laboratory space)

CHARS Campus Laboratory Space(s) Request Form

Equipment Listing Form

Equipment, Apparatuses and Instruments Information Form

CHARS Campus Hazardous Substances Listing Form

Laboratory Activities Risk Assessment Template or Lab Safety Plan Assessment

Waiver or release of liability for sponsoring organizations

Final field Safety Plan (If project includes any field-based activities) including a description of the measures you will take to prevent the spread of COVID-19

Use of Public Areas Request Form

Copies of training certifications

Foreign National Delegation Security Requirements

Security Clearance Form (may be required to access parts of the CHARS campus)

To be filled out at the CHARS campus

Signed Waiver and Release Form

Signed Terms and Conditions of Occupancy (Triplex)

Hazardous Substances Listing Form Annexes A-E

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