Polar Knowledge Canada

Call for Proposals Research and Training and Capacity Building – Inuit Nunangat 2024-2027

Guidelines

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Summary

Polar Knowledge Canada (POLAR) is accepting proposals for 1, 2 and 3 year projects with a start date of June 2024, for Inuit Nunangat research and training and capacity building projects.

Up to a total of $1.3 million per year in contribution funding will be awarded to projects across two funding programs:

1. Science and Technology Program.
2. Training and Capacity Building.

Successful projects will advance POLAR's mandate, which includes to:

- advance Canada's knowledge of the Arctic;
- strengthen Canadian leadership in polar science and technology; and
- promote the development and distribution of knowledge of the other circumpolar regions, including the Antarctic;

This call is supported through POLAR's *Grants and Contributions to Support the Advancement of Northern Science and Technology*. Projects funded through POLAR must adhere to the funding program's terms and conditions.

2024-2027 call for funding applications - Two-stream funding call

POLAR operates a pan-northern science and technology program and recognizes the critical importance of broad-based input from Northerners, especially Indigenous peoples, in developing and implementing its five-year Science and Technology plans.

In this two-stream funding call, POLAR seeks to fund research or training and capacity building projects that are Inuit Nunangat led or partnered and located in Inuit Nunangat.

All projects must align with one or more of **POLAR's Science and Technology (S&T) three goals**.

POLAR's S&T three goals are:

- **Goal 1:** Improving knowledge of dynamic northern terrestrial, freshwater and marine ecosystems in the context of rapid change.
- **Goal 2:** Increasing understanding of the connections between northern community wellness and environmental health.
- **Goal 3:** Advancing sustainable energy, technology, and infrastructure solutions for the unique environmental, social, and cultural conditions in the North.

Read more about POLAR's Science and Technology (S&T) goals.

Stream 1: Research (Science and Technology Program)

The objective of Stream 1 is to fund research activities that strengthen Inuit Nunangat leadership and is in line with POLAR's priority areas for science and technology. Research projects must align with a research goal and can incorporate training or northern institutional capacity-building for individuals as a component of the project plan.

Stream 2: Training and Capacity Building

The objective of Stream 2 is to develop and deliver special programs targeted to Inuit Nunangat students, youth and adults, to develop skills and experience in support of POLAR's mandate. Funding may be used to expand existing programs or develop new programming, for instance, north-to-north training, and land-based and experiential learning. The goal of these projects can also aim to impact the way capacity and training needs are identified and implemented.

Stream 2 can fund research on the obstacles that exist to build capacity for research within Inuit Nunangat or among Inuit. Stream 2 can also support research to enhance equity in research roles, particularly to support Inuit men, women, or youth.

Successful projects will use strengths-based approaches, incorporate innovation and tradition, and apply meaningful knowledge production and sharing practices.

Available funding

POLAR has allocated $1.3 million per year for three (3) years. Projects can be funded for 1, 2, or 3 fiscal years between **June, 2024, and March 31, 2027**.

Projects funded by POLAR have an average annual budget of $100,000 to $150,000 per year. Projects with budgets that are higher or lower than those amounts per year can still apply.

POLAR will determine the funding amounts allotted based on the financial needs of each project in relation to the proposed activities. Financial considerations include the following:

- amount of funding available,
- amount of funding required to achieve expected project results,
- volume of applications received, and
- merit of a specific application as determined by the S&T program's evaluation criteria.

Timeline

1. Call for applications opens **March 5, 2024**.
2. Submissions must be received no later than **April 12, 2024, 23:59 PT**.
3. Application results will be shared in **June 2024.**
4. Successful applicants must confirm their acceptance within one week of being notified of success.
5. Payments are issued to POLAR funding recipients within 45 business days of signing a Contribution Agreement. Awarded projects may start working on their projects upon signing the Contribution Agreement.

Eligibility

Eligible recipients are Canadian organizations, institutions, and individuals that develop and deliver programs and research targeted to Northern youth and Indigenous peoples. Funding may be used to expand existing programs or develop new programming aligned with POLAR's human resource requirements.

The following Canadian organizations are eligible to apply:

- Indigenous governments and institutions
- Indigenous organizations
- Northern communities and organizations
- Not-for-profits or non-governmental organizations
- Educational and academic institutions
- Provincial, territorial, and regional governments
- Municipal governments and organizations
- Businesses and industries and their professional associations
- Individuals

Submission requirements

In this section, directions are provided on how to complete an application for funding. Only complete applications will be reviewed.

Make sure to keep working copies of all your application files in the event that your submission is accepted.

An application consists of the following documents to be submitted as an email with attachments:

- Application form (template provided, file extension .docx)
- Detailed project proposal (file extension.docx)
- Project workplan (template provided, file extension .docx)
- Project budget (Excel template provided, file extension .xlsx)
- CV, resume, or biographical sketches (for project leads only, 1-page maximum for each lead, saved as .docx or .pdf. **You must collate all information into one document**.)
- Confirmation of Support forms (template provided, file extension .docx or .pdf. **You must collate all information into one document**.)

You must send your application by email to the [Grants and Contributions team](#).

> **Note**
> In the subject line of your application submission email, identify the funding call followed by the name of your organization: <<IN CFP2024-2027_organization name>>

Application form

The funding application form is a Word document (.docx). This section provides instructions for completing the different parts of the application form.

Part A - Organization information

In this section of the application form you are asked to provide details about your organization.

Choose from the following list the type of organization that best describes your organization:

- University
- First Nations, Inuit and Métis education institution
- Non-profit organization
- Provincial/Territorial Government
- Indigenous Government
- Indigenous Development Corp
- Industry or business
- Individual
- Indigenous Organization
- Municipality

Part B - Applicant information

In this section of the application form you are asked to provide the name of the **main contact person** and their contact information. You must ensure the identified person can be reached by POLAR during the proposal review process, and throughout the life of the project. In addition, indicate the name and contact information for an **alternate contact person** in the event that the main contact person can not be reached.

Note
It is your responsibility to notify POLAR should the main contact person change. It may impact your ability to access approved funding if POLAR is unable to communicate with the main contact person.

Part C - Project information

In this section of the application form, you are asked to provide:

- A concise project title
- Total cost of the project
- Amount requested from POLAR
- Stream the proposal falls under (i.e., Stream 1: Research or Stream 2: Training and Capacity Building)
- S&T goal the project falls under

Part D - Project leadership approach

In this section you are asked to identify which project leadership approach is employed.

Proposal submissions will be prioritized in the following order:

6. **Inuit-led:** Proposals with a lead applicant from an Inuit government/organization or an Inuit lead from an Inuit Nunangat community-based organization, or institute.
7. **Inuit partnered:** Proposals with a lead applicant that is partnered with an Inuit Nunangat government/organization, community-based organization, or institute.
8. **No Inuit leadership or partnership:** Proposals that do not have an Inuit lead applicant or lead applicant that is partnered with an Inuit Nunangat government/organization, community-based organization, or institute are unlikely to be funded but will still be considered (e.g., project leaders who are collaborating with, requested by, or strongly supported by Inuit may be considered).

Part E - Project team

In this section of the application form you must provide the role, name, and affiliation of each team member. You can add more rows as needed to accommodate the size of your team. For team member roles, consider how Inuit Nunangat, Indigenous, GBA+ considerations and team diversity have been applied to team composition and contributions. Applicants are encouraged to build project leadership that includes Inuit, Indigenous, and Northern people, women, youth, and/or early career researchers. See Appendix I - Additional Project Considerations for guidance and resources to support these considerations.

Role	Description
Project initiator	Person or organization that conceived of the project need.
Project lead(s)	Person or people who direct and guide the project.
Main contact person	Name of the person to contact during the application process.
Alternative contact person	Name of the person to contact if the main contact person cannot be reached during the application process.
Team member(s)	Individuals who are actively involved in the project, e.g., Principal Investigator, Research Assistant, Program Coordinator, Communications Coordinator, etc.

Part F - Partner organizations and confirmation of support

In this section of the application form, list your project partner organizations, indicate their role in the project and whether they have provided you with a Confirmation of Support form (POLAR template provided). Use the role descriptions below to identify type of support role for each identified partner. You can add more rows to accommodate the number of project supporters you have.

Role	Description
Funder	Provides monetary or in-kind support to the project.
Providing support	Includes partners or supporters of the project.
Another role	Briefly describe the role, highlighting the nature of the support.

- Each organization identified to be providing support must complete a Confirmation of Support form using the template provided by POLAR.
- It is the responsibility of the applicant to collect the completed Confirmation of Support forms.
- All of the Confirmation of Support forms must be collated into one .pdf document titled: Support_<<your organization name>> and submitted with the application package by the applicant.

Part G - Project proposal

You must use the provided detailed project proposal instructions to present your information. Save this document as a separate **Word document** (file extension .docx) in letter format (8.5" by 11") attached to your application email.

The document must use 1.15 spacing, Calibri, 11-point font, and have 1" margins. Be sure to follow the page limits for each question. **The project proposal is not to exceed seven (7) pages**.

Project proposals will be assessed for eligibility and reviewed for technical and strategic merit by an Inuit Nunangat committee of reviewers with flexibility to identify and include informed external reviewers as appropriate and needed.

Summary criteria and weight

Criteria	Maximum length	Weight
1. Project summary	½ page	Pass/fail
2. Project objectives and design	3 pages	30%
3. Community engagement	1 page	20%
4. Project teams' capacity	½ page	10%
5. Project outcomes and impact	2 pages	20%
6. Project activity workplan and timeline	Template provided	10%
7. Project budget	Template provided	10%

Criteria Descriptions

1. Project summary

Provide a clear and concise summary of the project using plain language. It is important to remember that the reading audience may not be experts in your field of work. If the project is approved for funding, this summary may be used on POLAR's website and be available to the general public. The summary is **not** an introduction, instead it should present a brief non-technical overview of the project in its entirety.

Assessment

Weight: Pass or fail
Maximum page length: ½ page maximum
Required information:

- Brief description of the project, objectives, and approach.
- The geographic location(s) where the project will take place.
- A statement on the relevance of your project for community(ies), region(s), and Inuit Nunangat.
- Description of the project outcomes.

2. Project objectives and design

Briefly describe the project objectives and design. Information provided in this section must describe how your project will respect Inuit research principles and protocols, and GBA+ if applicable. A description of knowledge mobilization elements should also be included. For more information and guidance, refer to Appendix I - Additional project considerations attached to this guide.

Assessment

Weight: 30%
Maximum page length: 3 pages maximum
Required information:

- More detailed description of the project, objectives, and approach.
- Description of the rationale or process used to determine that the proposed research or training or capacity building project is required and will be meaningful to Inuit Nunangat (and Indigenous and Northern youth and peoples, if relevant). See Appendix I for guidance on how to make research and projects more meaningful to Inuit people.
- Description of the project design including how the design will support meeting the funding call, how it will meet the needs and priorities of the host region/ community, and how the project aligns with S&T program objectives and goals.
- Summary description of the key steps required to implement the project. Ensure that all activities that are part of each of the steps described in the project design are accounted for in the workplan and budget. More detailed information will be required in the workplan and timeline template (see Part H) and the budget (see Part I).
- Identification of how you will share your progress, achievements and experience with the community and others before, during and at project completion (results and outcomes). See Appendix I to learn more about knowledge mobilization.
- Indicate if translation or travel will be required at any stage of the project, including for knowledge mobilization (e.g., sharing results), and include these as key steps if relevant. Your plan should consider to whom, when, what, where and how you will share project information. You will be required to demonstrate how mobilization elements are incorporated into your workplan (Part H) and budget (Part I).

- Description of any innovative processes or approaches, for instance, innovation that supports identifying or solving issues, or that aims to enhance diversity/equity/inclusion with respect to age, sex, sexual orientation, and other identity factors. See Appendix I for information about GBA+.
- Identification of how the project will respect Inuit principles and protocols. This may include a description of how Inuit knowledge will be incorporated, who this knowledge will come from and who will document it, and, if necessary, how these activities will be accounted for in the budget. See Appendix I for information about Inuit principles and protocols.
- Identification of any required permissions, authorizations, and approvals, permits or licenses for projects taking place on settlement land or involving Indigenous people.

3. Community engagement

Describe the significant community engagement elements of your project. See Appendix I for more information and guidance.

Assessment

Weight: 20%
Maximum page length: 1 page maximum
Required information:

- Explanation of how the project is based on meaningful engagement with Inuit Nunangat, Indigenous youth and/or Northern peoples before, during and after the project is completed.
- Description of the terms of engagement of Inuit communities and organizations leading up to the project (if relevant to the application).
- Description of the terms of engagement with Inuit communities and organization during the project.
- If relevant, provide a brief description of how you will support/encourage Inuit communities and organizations to remain engaged after the project is completed, including any fundraising that may be required to implement this post-project engagement.
- The terms of engagement should identify who will be engaged (i.e., community/region, youth, students, Elders, etc.), explain why (i.e., for what purpose), describe how (i.e., in-person meeting, webinar over ZOOM or similar platform, workshop, community gathering, one-on-one interview, etc.), and indicate when they will engaged (i.e., how often, beginning, end, etc.).
- Description of any innovative engagement approaches (e.g., approaches that aim to capture or support GBA+ perspectives, or that take place in out-of-the-ordinary circumstances or that use outside-the-box tools or activities).

4. Project teams' capacity

Describe the team's capacity to effectively plan, design, and implement the project.

Assessment

Weight: 10%
Maximum page length: ½ page maximum
Required information:
- Description of the roles and responsibilities of each team member, their relevant experience or background.
- Identification of how Inuit, Inuit youth or knowledge holder's abilities, experience, and perspectives are represented when putting the team together.
- For project leads only, include a maximum one-page CV, resume or biographical sketch outlining relevant experience.

5. Project outcomes and impact

Describe how you will assess the projects' success and how you will communicate your experience and achievements to others (e.g., anticipated, and unanticipated challenges and opportunities, etc.).

Assessment

Weight: 20%
Maximum page length: 2 pages maximum
Required information:
- Description of anticipated outcomes (i.e., one peer review article will be published; one community workshop will be held; X number of youth will be trained, etc.).
- Description of the measurement or assessment process that will be used to determine the project's success in meeting the project objectives, the goals of this Call for Proposals, and the relevant S&T goal.
- Explain what kind of impact you hope the project will have (e.g., on sustainability practices, on decision-making, on leadership, on gender equity). For information on how your project aligns with the UN Sustainable Development Goals, refer to THE 17 GOALS | Sustainable Development (un.org). For information on gender equity, see Appendix I.

6.Project activity workplan and timeline

You must submit a workplan using the POLAR template provided as part of your application. The following sections describe how to complete a workplan using the Word template provided by POLAR.

Ensure the workplan has a description of the planned activities, timelines for those activities, the expected results of those activities, and the individuals responsible for carrying out the activities.

Section 1

Insert your organization's name, the project title and the project duration. The duration you provide should cover the first fiscal year to the last year of the funding using a YYYY/MM/DD format.

Section 2

Complete an activity table for every fiscal year for which funding support is requested.

Follow the instructions provided in the table below. Additional rows can be added to the table in the POLAR template by placing your cursor in the last column in the last row and pressing the **tab** key.

Column	Description of information to include
A	Describe the activities that will be carried out during the project. The work plan must only include the project activities directly supported by POLAR funding. Each activity must have its own line.
B	Identify the corresponding timelines for the activity. If an activity spans multiple fiscal years, ensure to copy the activity into the respective fiscal years.
C	Identify the expected results of the activity. Results should be reportable and measurable. Results can apply to multiple activities.
D	Identify the person(s) responsible for the activity. Ensure that you have identified all of the people listed in your application package.

Assessment

Weight: 10%

Criteria:
- The proposed activities are clearly described.
- The proposed activities are well-aligned with the objectives of the project.
- The proposed activities are feasible and reasonable and can be implemented within the identified timeline, including travel to project sites during and for completion of the project.
- The expected results and outcomes are identified and measurable.
- The person(s) responsible are identified and correspond to those in the application package.

7. Budget

The budget requires a signature and is a part of your application.

The budget has five worksheets, visible at the bottom of the document in distinct tabs, each appropriately labeled. Instructions are organized by worksheet.

> **Note**
> The worksheets contain built-in formulas. You must start with worksheet *1_Organization details* and work through the worksheets in chronological order. Information from one worksheet will populate lines in other worksheets.

Worksheet 1 – Organization details

Enter your organization's name and the project title as written in your application form. This information will auto-populate in all subsequent worksheets.

Leave the agreement number blank—this information will be added by POLAR if your funding application is approved.

Worksheet 2 - POLAR funding

Complete a budget for each year you are applying for funding. A table must be completed for each fiscal year of your project.

From the dropdown menu, identify the fiscal year.

You must complete the budget lines for each expenditure.

The table below explains how to fill out each row and column on worksheet 2. For more information on eligible expenses consult Appendix II - Eligible and ineligible expenses.

Column	Description of information to include in each column or cell
A	From the dropdown menu, identify the expenditure class that corresponds to the activity you are seeking funding for. See Appendix II - Eligible and ineligible expenses for a description of each expenditure class.
B	Identify the corresponding activities from column A in the project workplan. More than one workplan activity can be assigned to a budget line.
C	Provide a short description of what specifically is being funded. For example, if the expenditure class is a boat rental for water sampling, identify the cost of the boat rental per day, week, or hour.
D	Enter the amount, to the nearest dollar. **Budget totals will auto-populate based on the amounts entered in column D**.

Worksheet 3 - Other sources of funding

Report other sources of funding that contribute to the direct costs of the project. This support can be in the form of financial (cash) or non-financial (in-kind) contributions and can come from project partner(s), other funding sources, or your organization.

From the dropdown menu, identify the fiscal year for each year funded.

You must complete the budget lines for each expenditure covered by other sources of funding.

Column	Description of information to include in each column or cell
A	From the dropdown menu, identify the expenditure class that corresponds to the activity. See Appendix II - Eligible and ineligible expenses for a description of each expenditure class.

Column	Description of information to include in each column or cell
B	Identify the corresponding activities from column A in the project workplan. More than one workplan activity can be assigned to a budget line.
C	Provide a short description of what specifically is being funded. For example, if the expenditure class is a boat rental for water sampling, identify the cost of the boat rental per day, week, or hour.
D	Name of source providing the funds or in-kind support.
E	Identify if the funding is financial or in-kind. In-kind contributions are non-monetary goods or services (resources) provided to the project by sources other than POLAR, which, if not donated, would have to be purchased with project funds. Donations of money are categorized as financial contributions, and not as in-kind. Examples include: the use of office space, equipment, or materials; supplies and services provided by professionals on a voluntary basis; salaries calculated at a maximum of $100/hour.
F	Enter the amount, to the nearest dollar. Both financial and in-kind contributions must have a dollar amount identified. **Budget totals will auto-populate based on the amount you enter in column F.**

Note

Rows from this worksheet will auto-populate in worksheets 4 and 5 only if the expenditure class (column A) is selected.

Worksheet 4 – Yearly budget summary

Worksheet 4 summarizes the budget total by year for POLAR funded expenditures (worksheet 2) and the budget total for other sources of funded expenditures (worksheet 3).

From the dropdown menu, identify the fiscal year for each year funded.

Information from worksheets 2 and 3 will auto-populate into worksheet 4.

Total amounts from each expenditure row from worksheets 2 and 3 will auto-populate in worksheet 4 **only** if the expenditure class was selected from the dropdown menu in column A in worksheets 2 and 3.

Note

If the totals are not correct in worksheet 4 check to make sure you have assigned an expenditure class in column A of worksheets 2 and 3.

Worksheet 5 - Multi-year budget summary

In this worksheet you only need to select the fiscal years from the dropdown menus that indicate the start and end of the project fiscal year.

Worksheet 5 is also the signature page for Budget.

Assessment

Weight: 10%

Criteria:

- Considers expenditures that maximize benefits to northern communities (e.g., wages for northern staff, engagement opportunities for community members/decision-makers, and communication materials for communities and northern decision-makers, including translation in the appropriate Indigenous language).
- Considers project mobilization activities (e.g., engagement events, results promotion, etc.).
- Considers required travel before, during and near project completion, including for appropriate communication of project results to the concerned community(ies).
- Funds support and demonstrate focus on novel or innovative approaches.

Part H - Declaration

Sign and date the application form and the authorization declaration.

Part I - Application package and submission

Your application consists of the following documents:

- Application form (template provided, file extension .docx)
- Detailed project proposal (file extension.docx)
- Project workplan (template provided, file extension .docx)
- Project budget (Excel template provided, file extension .xlsx)
- CV, resume, or biographical sketches (for project leads only, 1-page maximum for each lead, saved as leads_info.docx or .pdf). **You must collate all resumes into one document**.
- Confirmation of Support forms (template provided, file extension .docx or .pdf. **You must collate all forms into one document**).

Submitting your application

It is the applicant's responsibility to ensure that the application package is complete before submitting to the Grants and Contributions team. Applications that do not meet **all** the eligibility criteria or are incomplete will not be considered for funding.

Attach the above documents to an email addressed to: grants-contributions@polar-polaire.gc.ca.

In the subject line of your email, insert: "**IN_CFP2024_25_<your last name>**".

Ensure you keep a copy of all documents. If your application is successful, you may be required to adjust your submission prior to POLAR advancing any funding. Having all of your application files organized for easy access will be beneficial.

Submission deadline

Applications must be received by **April 12, 2024 at 11:59 PM Pacific Time (PT)**. Applications received after the submission deadline will not be considered for funding.

Questions

For all questions regarding POLAR's IN CFP 2024-25, write to the Grants and Contributions team.

Appendix I - Additional project considerations

Research Ethics, Permits and Licensing

The applicant must determine and obtain all applicable permits, ethics approvals, and licenses required by territorial, federal or Indigenous governments and land claim organizations before conducting project activities. These may include but are not limited to:

- Research Ethics
- Environmental Assessments
- Permitting and Licensing (e.g., regional, community-specific)

For information on research ethics, permits and licensing requirements, please refer to Conducting Research in Canada's North - Canada.ca.

> **Note**
> Although proof of approval/permits/licenses is not required as part of the funding application process, POLAR may request these documents at any time if the project is approved for funding. Failure to comply with appropriate ethics, permits and licenses may result in your funding being revoked.

Community Engagement

Community engagement is a fundamental element of POLAR-funded projects. Community engagement is critical to ensuring a meaningful project and exchange of information and will enhance collaborative relationships. Fully integrating community engagement approaches in all aspects of projects will also provide more detailed and relevant evidence to support community benefits. Research and project relationships with communities and organizations should be established early in the project planning process, outlining details of the level of engagement and roles and responsibilities of each partner.

Official Languages

The Government of Canada is committed to enhancing the vitality of the English and French linguistic minority communities in Canada (Francophones living outside the province of Quebec and Anglophones living in the province of Quebec), supporting and assisting their development, and fostering the full recognition and use of both official languages in Canadian society. Projects must be available in one or both official languages depending on the reach and audience.

Indigenous Languages

Polar Knowledge Canada recognizes the importance of supporting, preserving, revitalizing, and promoting Indigenous languages. The applicant is strongly encouraged to take measures to communicate and provide project-related services and products in the language(s) spoken by the targeted communities in

Inuit Nunangat. Any costs associated with communication strategies should be reflected in the project activities and expenditures identified in the budget.

Gender-based Analysis (GBA+)

The Government of Canada is committed to advancing gender equity and supports the use of a Gender-Based Analysis (GBA+). The following resources may support your ability to adopt GBA+ considerations.

Definition GBA+

The Government of Canada defines the term gender-based analysis plus as an analytical process used to assess how diverse groups of women, men and people of all genders may experience policies, programs, and initiatives. The "plus" in GBA+ acknowledges that GBA goes beyond biological (sex) and socio cultural (gender) differences. We all have multiple identity factors that intersect to make us who we are; GBA+ considers many other identity factors, like race, ethnicity, religion, age and mental or physical disability.

GBA+ Resources

Government of Canada

- Gender-based analysis plus (GBA+) – Treasury Board of Canada Secretariat, 2019–20 Departmental Results Report - Canada.ca
- Gender-based Analysis Plus (GBA Plus) - Canada.ca

Gender Equality in the Arctic – Pan-Arctic Reports, Phase I, II and III

- Pan-Arctic Report on Gender Equality in the Arctic - Gender Equality in the Arctic Phase 4

Inuit research principles and protocols

The following information and resources provide support for respectfully doing research in the North and engaging with Indigenous peoples and communities for your projects and research.

OCAP®: Ownership, control, access, and possession

OCAP asserts that First Nations have control over data collection processes, and that they own and control how this information can be used.

Learn more on OCAP.

CARE Principles: Collective benefit, authority to control, responsibility, and ethics (CARE).

The CARE Principles for Indigenous Data Governance are people and purpose-oriented, reflecting the crucial role of data in advancing Indigenous innovation and self-determination. These principles

complement the existing FAIR principles encouraging open and other data movements to consider both people and purpose in their advocacy and pursuits.

Learn more on the CARE Principles.

FAIR: Findable, accessible, interoperable, and useable data (FAIR).

The principles emphasise machine-actionability (i.e., the capacity of computational systems to find, access, interoperate, and reuse data with none or minimal human intervention) because humans increasingly rely on computational support to deal with data as a result of the increase in volume, complexity, and creation speed of data.

Learn more on FAIR.

Research ethics for working with Indigenous Peoples

POLAR offers more information for conducting research in the north, including resources available to help introduce researchers to the ethics of working with Indigenous peoples on research.

Learn more on Conducting Research in Canada's North - Canada.ca.

Other guides

In addition to the above data governance principles, following are free, open access, and downloadable guides. They may provide support to engage Inuit people in your project and research, and support understanding and integrating Inuit research principles and protocols into your project and research.

National Inuit Strategy on Research

Read the National Inuit Strategy on Research published by Inuit Tapiriit Kanatami (ITK).

The National Inuit Strategy on Research (NISR) identifies five priority areas in which coordinated action is necessary to facilitate Inuit Nunangat research that is efficacious, impactful, and meaningful to Inuit. It identifies practical steps to advance Inuit self-determination in research as the means for fostering respectful and beneficial research that serves the needs and priorities of Inuit.

Negotiating Research Relationships with Inuit Communities: A Guide for Researchers

Read Negotiating Research Relationships With Inuit Communities, A Guide For Researchers published by Inuit Tapiriit Kanatami (ITK).

This guide is intended to provide practical advice to assist researchers who plan to work with, or in the vicinity of, Canadian Inuit communities in the regions of Nunatsiavut (Labrador), Nunavik (northern Québec), Nunavut, and the Inuvialuit Settlement Region of the Northwest Territories (NWT).

Arctic Research Code of Conduct

Read the Arctic Research Code of Conduct published by ArcticNet (University of Laval).

The idea of writing an Arctic Research Code of Conduct emerged from the recent will of ArcticNet to promote positive changes and cultural inclusion within the Arctic research community. The final version includes ideas and comments from 18 Arctic research organisations from North America and Europe.

Calls to Action to Research Scientists

Read the Calls to Action to Research Scientists published by the NWT Association of Communities.

Scientists share in the collective responsibility to feed the fires of reconciliation – to shift the power balance and meet the needs of Indigenous peoples and communities … These 10 calls to action build on the work of the Truth and Reconciliation Commission's (TRC) 94 Calls to Action. They translate the TRC's calls into concrete actions and approaches scientists can take on an individual level.

Northern Research Leadership and Equity: The Expert Panel on the Future of Arctic and Northern Research in Canada

Read about Northern Research Leadership and Equity published by the Council of Canadian Academies.

Northern Research Leadership and Equity sets out the elements required to create an inclusive, collaborative, effective, and world-class Arctic and Northern research system, as well the avenues through which those elements can be implemented.

Conducting Research in Canada's North

Learn more on Conducting Research in Canada's North - Canada.ca published by Polar Knowledge Canada (POLAR).

Canada's North has significant geo-political, environmental, and cultural variations that make conducting research in the region both exciting and challenging. As the national organization responsible for advancing knowledge in Canada's North, Polar Knowledge Canada (POLAR) has compiled the following online material to assist researchers in preparing for their visit. These resources provide best practices, as well as region-specific information, for conducting research in Nunatsiavut (northern Labrador), Nunavik (northern Quebec), Nunavut, Northwest Territories and Yukon.

Knowledge Mobilization – Sharing your research or project milestones and results

KMb 101: Introduction to Knowledge Mobilization – Research Impact Canada

Take the short online course (free).

Knowledge mobilization (KMb) is a term that is often used when we talk about impact. It describes all the things that we do to get knowledge into the hands of the right people to create solutions to society's most pressing problems. It helps us take the best of what we know and make it useful to the people in our communities who will be able to put it to use.

Appendix II - Eligible Expenses

This section provides instructions to assist you with completing the Project Budget Excel template.

> **Note**
> If approved for funding, the expenditure classes you identify in your application budget will be the same as those that appear in the contribution agreement.

Eligible expenditure classes

Administration fee (excluding federal and territorial governments)

- A maximum of 15% administration fee applies to organizations that receive funding. You must identify this in your budget.

Materials, equipment, and supplies Purchases

- May include purchase of office/laboratory supplies, electronic devices, lab/field consumables, miscellaneous field supplies/equipment, repair, maintenance, and upgrade costs.

Postage and shipping

- Includes costs for postage & shipping of supplies/materials/equipment.
- Provide details on the type, cost, and purpose.
  - E.g., Shipping of Lab samples $1,000
- Enter the funding amount (all amounts will be rounded to the nearest dollar)

Professional fees and services (contracts)

- Fees to be paid to individuals (consultants, contractors, specialists, or community members) having the required qualifications, knowledge and/or expertise.
- Detail the total estimated value of each contract to be led under the project, the contractor's name (if known) and purpose of the contract. Contractors must provide justification for their fees, including travel expenditures. For example: Service Contract with ABC Company for 2 specialists for the installation of hydro meteorological monitoring equipment for a total of $30,000
- The travel expenditure for contractors must be included under this class of expenditure.

Rentals

- Detail the type, cost, and purpose of the rental. For example: Snowmobile and ATV rental for field work $200/day

Salaries, stipends, benefits and wages for employees and casual workers and honoraria

- May include salaries of staff directly involved in carrying out project activities, including full and part-time staff, salaries, or stipends for trainees (college, undergraduate, graduate students, postdoctoral fellows) and international researchers.
- Provide detail for each paid position (existing or proposed), including non-discretionary benefits of students, postdoctoral fellows, assistants, network manager, etc.
- Provide a short description of the responsibilities for each position for which support is requested. For example: Lead Scientist, $80,000 for data collection and analysis; Laboratory Assistant, $35,000 for # hours.

Travel including meals and accommodations

- In this section include all expenditures related to travel, hospitality, conferences, and events.
- Travel amounts must comply with the Government of Canada's National Joint Council Travel Directive.
- For travel, detail the methods of transportation (air, vehicle), departure and destination points and purpose.
  - E.g., Annual workshop, boat charter at $(cost) to transport (#) of participants.
- For hospitality, detail the purpose (meeting, conference), specify the venue, the number of participants, number of days, and the costs of applicable hospitality items.
  - E.g., Community Hall at $(cost); annual workshop, dates of the event, lunch and refreshments being provided at a cost of $(cost)/person for (#) of participants, and audio- visual equipment at $(cost).
- For accommodation, Hotels, motels, corporate residences, apartments, private non-commercial accommodation, government owned/leased accommodation and institutions. Provide details on the number of nights, number of participants, and the hotel rate.
  - E.g., Annual workshop, (#) of nights, (#) of participants at a cost of $(cost)/person by hotel room.
- For meals and incidentals, detail the number of daily meals and incidental rates per participant.
  - E.g., # of meals, # of days and # of participants and total cost ($).
- For hospitality, identify if food & beverages are being provided, if a facility is being rented, or if audio visual equipment is being rented.
- Important: Travel expenditures for contractors must not be included here. These must be captured as part of the "Professional Fees and Services" class of expenditure.

Tuition

- Includes other compulsory student fees. Detail the fees incurred.

Ineligible expenditures

- Costs of the organization's ongoing operational activities. POLAR funding is not intended to support long-term activities that should be carried out as part of the organization's mandated activities.
- Any costs that are not directly related to the project.
- Administrative fees that exceed 15% of the total project funding allocated by POLAR.
- Unidentified miscellaneous costs.
- Travel and hospitality expenditures that exceed those explained in the Government of Canada's National Joint Council Travel Directive.
- Rental charges for space and equipment that is owned by the recipient organization; and
- Any expenditure incurred under a class of expenditure that is not approved as part of the project budget.