



# Polar Knowledge Canada

## **Guide for applicants 2025-2027**

POLAR International Partnership Research Development Program



Polar Knowledge  
Canada

Savoir polaire  
Canada

Canada

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## Summary

Polar Knowledge Canada (POLAR) is accepting proposals for the POLAR International Partnership Research Development program. Up to \$100,000 per project in funding will be distributed over two years to add or expand international research collaboration to existing projects. Contribution funding will be awarded to projects across the Science and Technology funding program.

## Science and Technology Goals

Polar Knowledge Canada disburses funds in support of three Science and Technology objectives. These objectives 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.

## Funding objectives

The objective of this Call for Proposals (CfP) is to support existing research projects that could use additional funding to develop, support or increase international collaboration efforts for existing projects and activities based in the Canadian Arctic and/or Antarctic region. Funds flowed under this initiative must be aligned with [POLAR's Science and Technology Framework](#), [Canada's Arctic Foreign Policy](#), and [Canada's Arctic and Northern Policy Framework](#).

## Available funding

Projects can be funded up to two fiscal years between approximately November 2025, and March 31, 2027.

Funding amounts allotted based on the financial needs of each project in relation to the proposed activities. Considerations will 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 evaluation criteria.

## Timeline

1. Call for applications opens on October 2<sup>nd</sup>, 2025.
2. Applications will be accepted until 15:00 EST on November 5<sup>th</sup>, 2025.
3. Only successful applicants will be contacted.

4. POLAR will publicly announce successful recipients after Contribution Agreements are signed.

## Eligibility

Eligible applicants include projects with Principal Investigators based out of a Canadian institution, organization, or department who have an existing research project based in the Canadian Arctic (Yukon, Northwest Territories, Nunavut, Nunavik, Nunatsiavut) and/or Antarctic regions.

While exceptions may be made, most successful applications will involve a project that has been ongoing for a minimum of two years. To be eligible for this contribution program, applicants must meet the following criteria:

- Applicant is a Principal Investigator based at a Canadian institution, organisation, or department,
- Applicant is a Canadian citizen or permanent resident,
- Applicant has an existing research program that supports Arctic or Antarctic science research aligned with the priorities in Science and Technology goals (listed above).

## Submission requirements

An application package contains the following:

1. [Part A – Application form](#)
2. [Part B – Project proposal](#), which includes:
  - [project workplan](#),
  - [project budget](#),
3. [Part C – Declaration and signature](#)

### Special note

We recommend you keep copies of any source files submitted. Successful applicants may need to adjust their project proposal before finalizing contribution agreements. Unfortunately, we are only able to review fully completed applications. Have questions? We are here to help! Contact us at: [grants-contributions@polar-polaire.gc.ca](mailto:grants-contributions@polar-polaire.gc.ca)

## Part A – Application form

Please complete the different parts of the application package below.

### Applicant information

Please fill out the fields below.

**Table 1** Applicant information

| Field   | Description  |
|---|--|
| Name of applicant   | Enter the full legal name of the applicant.  |
| Name of organization or institution                             | Enter the official name of Canadian institution, organization, or department applicant is affiliated with. |
| Mailing address of the organization                             | Enter the mailing address of the organization.   |
| Citizenship   | Please check here to confirm that you are a Canadian citizen/ permanent resident                           |
| Certificate of incorporation of affiliated research institution | Insert file or provide web link to certificate of incorporation or equivalent.                             |

### Contact information

Please provide contact information for two individuals.

**Table 2** Contact information

| Field                    | Description                                     |
|--------------------------|---|
| Main application contact | This is the primary contact for the application |

| Field                         | Description   |
|-------------------------------|---|
| Alternate application contact | This person may be contacted when the main contact person is unavailable. |

Special note: Please update us if there is a change in contact persons/information. Unfortunately, we may be unable to move forward with the funding request if we are not able communicate with either the main contact or the alternate contact.

## Project information

Please Provide information on the project related to the funding request.

**Table 3** Project information

| Field                                 | Description  |
|---------------------------------------|--|
| Project title                         | Provide the project title.   |
| Total project cost                    | Provide the total estimated cost for the project in Canadian dollars.  |
| Amount requested from POLAR           | Identify the funding amount requested in Canadian dollars.   |
| Geographic location(s)                | Provide the geographic location(s) where the project will take place.  |
| Status of project                     | Select from the list the status of the project: <ul style="list-style-type: none"> <li>New</li> <li>Ongoing (1 year)</li> <li>Ongoing (2+ years)</li> </ul>  |
| Members of the project team           | List of everyone who is actively involved in the project. This could include the Principal Investigator (if different from the Project Lead), Research Assistant, Program Coordinator, Communications Coordinator, etc.<br><br>For each member, provide their name, role, and affiliation. |
| Partner organization(s) if applicable | List the project partner organization(s)<br><br>If no partnership has yet been established, please insert "N/A"  |

## Project alignment with funding criteria

Please identify how the project aligns with Science and Technology funding criteria listed below



**Table 4** Project alignment

| Field                              | Description   |
|------------------------------------|---|
| POLAR Science and Technology goals | <p>Please Select the goal that most closely aligns with the project from the list provided:</p> <ul style="list-style-type: none"> <li>▪ <b>Goal 1:</b> Improving knowledge of dynamic northern terrestrial, freshwater and marine ecosystems in the context of rapid change.</li> <li>▪ <b>Goal 2:</b> Increasing understanding of the connections between northern community wellness and environmental health.</li> <li>▪ <b>Goal 3:</b> Advancing sustainable energy, technology, and infrastructure solutions for the unique environmental, social, and cultural conditions in the North.</li> </ul> |

## Part B – Project proposal

Please provide the following information:

**Table 5** Summary of criteria and evaluation weight

| Criteria  | Maximum length            | Weight      |
|---|---------------------------|-------------|
| 1. Project summary  | 250 words                 | 15%         |
| 2. Project objectives, outcomes and impact                    | 500-750 words             | 40%         |
| 3. Outreach plan (mandatory) and letter of support (optional) | 250 words + 1 page/letter | 15%         |
| 4. Project activity workplan and timeline                     | Template provided         | 15%         |
| 5. Project budget   | Template provided         | 15%         |
| <b>Total</b>  | <b>4 sections</b>         | <b>100%</b> |

### 1. Project summary

Using [plain language](#), please provide a brief summary of the project, including a statement on it's purpose and impact in 250 words or less.

If the project is approved for funding, this summary will be shared publicly. The summary is **not an introduction**, instead it should present a brief non-technical overview of the project in its entirety.

### 2. Project objectives, approach, outcomes, and results

Describe the project objectives, approach, outcomes and results in 500-750 words or less.

### Required information

The following elements should be addressed:

1. Description of current and existing research project and how it aligns with funding criteria.

2. The geographic location(s) where the project or activity will take place.
3. Description of the proposed international activities, including how they:
  - a. support the objectives of the funding call,
  - b. will increase the impact of the project and strengthen Canadian leadership in polar science.
4. A statement on how the international component of the project will increase the overall impact of your work. For example, advancing Canada's leadership in polar science or providing benefits to Northern communities or regions, Inuit Nunangat, or other stakeholders.
5. Any other considerations that may be relevant to the initiative, such as:
  - how the project will integrate northern and Indigenous research principles and protocols, or
  - identification of any licences or permits that may be required to complete project objectives.
  - any risks to successful completion of project objectives and how they will be mitigated.

### **3. Outreach plan and letter of support**

Please describe your organization's outreach plan in 250 words or less and, if applicable, provide a letter(s) of support.

#### **Required information**

The outreach plan must include:

- Identification of the institution or organization you wish to collaborate with,
- How you plan to engage the collaborator and increase awareness of your work,
- Details on why this partnership is important for your project, and how it will strengthen collaboration, project objectives, visibility, or the impact of your project, or
- Any relevant background information that supports the likelihood of successful collaboration.

### **4. Project activity workplan**

Download the Microsoft Word project activity workplan template linked in the questionnaire. Fill in the document using the instructions below, then upload your final file.

You must complete an activity table for every fiscal year for which funding support is requested. Follow the instructions provided in the table below.

#### **Required information**

- A clear description of all proposed activities, including how they align with project objectives.
- Evidence that the proposed activities are feasible and reasonable and can be implemented within the identified timeline, including travel required to complete the project, and travel to project sites during the project.
- Identification of each expected result from each activity and a description of how the result is measurable.

- Confirmation that each responsible team member listed in the application package is involved in the activities listed in the workplan.

**Table 6** Project activity workplan

| Field                     | Description  |
|---------------------------|--|
| Activities (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. |
| Timelines (B)             | Identify the corresponding timelines for each activity. If an activity spans multiple fiscal years, ensure to copy the activity into the respective fiscal years.                                      |
| Expected results (C)      | Identify the expected results for each activity. Results should be reportable and measurable. Results can apply to multiple activities.  |
| Person(s) responsible (D) | Identify the person(s) responsible for the activity. Ensure that everyone listed in the application package is identified at least once.   |

## 5. Project budget

Download the Microsoft Excel project budget template. Fill the document using the instructions below, then upload your final file.

The budget has five labelled worksheets. Instructions are organized by worksheet.

### Note

The worksheets contain built-in formulas. Start with 'worksheet 1\_Organization details' and continue to work through the worksheets in chronological order. Information from one worksheet will populate lines in other worksheets automatically. Have questions? We are here to help!

### Worksheet 1 – Organization details

Enter the organization's name and the project title.

Leave the agreement number blank—POLAR will add this information if the funding request is approved.

### Worksheet 2 – POLAR funding

Complete a budget for each year funding is requested. A separate table must be completed for each fiscal year of the project.

From the drop-down menu, identify the fiscal year. Complete the budget lines for each expenditure planned as part of the project.

The table below explains how to fill out each row and column on the POLAR funding worksheet. For more information on eligible expenses consult [Appendix II - Eligible expenses](#).

| Column | Description of information to include in each column or cell   |
|--------|--|
| A      | From the drop-down menu, identify the expenditure class that corresponds to the activity that will be funded. See below 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 will be funded specifically. 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. <b>The yearly budget summary totals will auto-populate based on the amounts entered in column D.</b>  |

### 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 drop-down menu, identify the fiscal year for each year funded. 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 drop-down menu, identify the expenditure class that corresponds to the activity that will be funded. See <a href="#">Appendix II - Eligible expenses</a> 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 will be funded specifically. 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.<br><br>Financial contributions are donations of money.<br><br>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.<br><br>Examples include: <ul style="list-style-type: none"> <li>the use of office space, equipment, or materials</li> <li>supplies and services provided by professionals on a voluntary basis</li> <li>salaries calculated at a maximum of \$100/hour</li> </ul> |
| F      | Enter the amount, to the nearest dollar.<br><br>Both financial and in-kind contributions must have a dollar amount identified.<br><br><b>The yearly budget summary totals will auto-populate based on the amounts entered in column F.</b>   |

### Worksheet 4 – Yearly budget summary

The yearly budget summary calculates the budget total by year for [POLAR funding](#) and the budget total for [other sources of funding](#).

From the drop-down menu, identify the fiscal year for each year funded. Total amounts from [POLAR funding](#) and [other sources of funding](#) will auto-populate into the yearly budget summary **only** if expenditure classes were selected from the drop-down menu in column A in [POLAR funding](#) and [other sources of funding](#).

#### Note

Expenditure classes must be assigned in column A for worksheets 2 and 3 for total amounts to correctly display in the yearly budget summary.

## Worksheet 5 – Multi-year budget summary

Select the fiscal years from the drop-down menus that indicate the start and end of the project fiscal year.

Worksheet 5 is also the signature page for Budget.

#### Required information:

- Considers expenditures that maximize benefits to northern communities. For example, 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, such as engagement events, results promotion, etc.
- Considers required travel before, during, and near project completion, including for appropriate communication of project results to the concerned communities.
- Funds support and demonstrate focus on novel or innovative approaches.

## Part C – Declaration and signature

Read the statements and check the box to confirm your declaration and submit the application form.

### Submitting your application

The applicant must ensure that the application package is complete at the time of submission. Please note that applications must meet **all the eligibility criteria and be fully complete** to be considered for funding.

### Submission deadline

Application packages must be received by November 5<sup>th</sup>, 2025, at 15:00 PM (EST). Applications received after the submission deadline will not be considered.

## Questions

[Find the answers to frequently asked questions.](#) For any other questions relating to the POLAR International Partnership Research Development Program, write to POLAR's [Grants and Contributions team](#).

## Appendix I – Additional resources

Information in this section may be useful while completing the application.

### Conducting Research in Canada's North

Canada's North has significant geo-political, environmental, and cultural variations that make conducting northern research both exciting and challenging. POLAR provides the following online resources to assist researchers to prepare their funding applications. These resources provide best practices and region-specific information for conducting research in:

- Inuit Nunangat
- Nunatsiavut (northern Labrador)
- Nunavik (northern Quebec)
- Nunavut
- Northwest Territories, and
- Yukon

[Learn more on Conducting Research in Canada's North.](#)

### Research ethics, permits, and licensing

The applicant must identify 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)

[Learn more on research ethics, permits, and licensing requirements.](#) Go to the “Gathering Information” tab.

#### Note

Although proof of approval, permits, or licenses are not required as part of the funding application process, POLAR may request these documents at any time once the project is approved for funding. Failure to comply with appropriate ethics, permits, and licensing 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.

[Learn more on how to engage with northern and Arctic communities.](#) Go to the “Engage” tab.

## Engaging Indigenous communities and Elders

There are many resources available on engaging with Indigenous communities and Elders. The applicant is encouraged to find resources that may be specific to the Indigenous communities or regions where they conduct research. Below are three examples:

1. [Negotiating Research Relationships With Inuit Communities, A Guide For Researchers](#) published by Inuit Tapiriit Kanatami (ITK). This guide provides 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
2. [How to Effectively Engage with Indigenous Communities - Communities Choosewell](#)
3. [Guidelines to Support Working with Elders - First Peoples Cultural Council \(fpcc.ca\)](#)

## Northern and Arctic Research principles and protocols

The following resources provide support for respectfully and ethically conducting research in the north and in the Arctic.

### National Inuit Strategy on Research

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.

[Read the National Inuit Strategy on Research](#) developed by Inuit Tapiriit Kanatami (ITK).

### Arctic Research Code of Conduct

ArcticNet (Université Laval) provides an example Arctic Research Code of Conduct aimed at promoting positive changes and cultural inclusion within the Arctic research community. The resource includes ideas and comments from 18 Arctic research organisations from North America and Europe.

[Read the Arctic Research Code of Conduct.](#)

### Calls to Action to Research Scientists

The Northwest Territories Association of Communities highlight 10 calls to action for scientists and researchers that build on the work of the Truth and Reconciliation Commission’s (TRC) 94 Calls to Action.



The association suggests that scientists and researchers “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.” The [Calls to Action to Research Scientists](#) translates the TRC’s calls into concrete actions and approaches scientists can take on an individual level.

The summary resource is based on the article “Towards Reconciliation: 10 Calls to Action to natural scientists working in Canada” by Carmen Wong, Kate Ballegooyen, Lawrence Ignace, Gùdia (Mary Jane) Johnson, and Heidi Swanson. (FACETS | 2020 | 5: 769-783.)

<https://www.facetsjournal.com/doi/10.1139/facets-2020-0005>

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

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.

[Read about Northern Research Leadership and Equity](#) published by the Council of Canadian Academies.

## **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 ownership, control, access, and possession.](#)

## **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 findable, accessible, interoperable, and useable data.](#)

## **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 collective benefit, authority to control, responsibility, and ethics.](#)

## Knowledge Mobilization – Sharing your research or project milestones and results

**Knowledge mobilization (KMb)** is a term that is often used when we talk about sharing research outcomes, results and impacts. KMb describes all the activities or strategies used to get knowledge into the hands of the right people and supports creating solutions to society's most pressing problems. It helps the science and research community share what is learned in their research and make it useful to the people in our communities who will be able to put it to use.

[Take the free online course KMb 101: Introduction to Knowledge Mobilization](#) offered by Research Impact Canada.

## 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.

### 1. General principal

The Eligible Costs shall be the direct costs which, in the opinion of POLAR, are reasonably and properly incurred or allocated, to the performance of the Project, less any applicable credits as defined below. These costs shall be determined in accordance with the Recipient's cost accounting system as accepted by POLAR and applied consistently over time. The cost accounting system should clearly establish an audit trail that supports all Eligible Costs claims, as described below.

### 2. Eligible Activities

The activities funded through these contributions will support POLAR's mandate through support for:

- Science and technology activities as outlined in the POLARS Science and Technology framework;
- Coordination and collaboration among polar research community;
- Knowledge management activities related to polar science and research;
- Strengthen the next generation of researchers specifically Northern and Indigenous youth.

### 3. Eligible Costs

- **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 and shipping of supplies, materials, and equipment.
- **Professional fees and services (contracts)**  
Include fees to be paid to individuals (consultants, contractors, specialists, or community members) having the required qualifications: credentials, knowledge, or expertise.  
The travel expenditure for contractors must be included under this class of expenditure.
- **Rentals**
- **Salaries, stipends, benefits and wages for employees and casual workers and honoraria**  
Includes salaries for full or part-time staff directly involved in carrying out project activities, and

stipends or honoraria for trainees or others involved in the project, including youth and Elders, college, undergraduate, and graduate students, postdoctoral fellows and researchers, domestic or international.

- **Travel expenses including meals and accommodations**

Includes all expenditures related to travel: data collection, community engagement, knowledge sharing, hospitality, conferences, events, etc. Travel amounts must comply with the Government of Canada's [National Joint Council Travel Directive](#). City rate limits for accommodations can be found [here](#). Travel expenditures for contractors must not be included here. These must be captured as part of the "Professional Fees and Services" class of expenditure.

- **Hospitality**

Includes food and beverages that are being provided, if a facility is being rented, and if audio-visual equipment is being rented.

- **Accommodation**

Accommodation includes hotels, motels, corporate residences, leased apartments, private non-commercial accommodation, government owned or leased accommodation and institutions.

- **Meals and incidentals**

- **Tuition**

Includes required tuition fees for courses.

- **Administration fee**

A maximum of 15% administrative fee of the total eligible expenses can be applied as an expense line to the budget.

## 4. Non-Eligible Costs

Ineligible expenditures include but are not limited to the following:

- The 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.
- Travel and hospitality expenditures that exceed those explained in the Government of Canada's [National Joint Council Travel Directive](#); and
- Rental charges for space and equipment that is owned by the recipient organization.

## 5. Goods and Services Tax or Harmonized Sales Tax

Only that portion of the Goods and Services Tax or the Harmonized Sales Tax which is not refundable by Canada Revenue Agency as an Input Tax Credit or as a Rebate can be claimed as an Eligible Cost. Only that

portion of the Provincial Sales Tax which is also not refundable by the respective provincial tax authority can be claimed as Eligible Cost.

## 6. Reasonable Costs

A cost is reasonable if the nature and amount do not exceed what would be incurred by an ordinary prudent person in the conduct of a competitive business.

In determining the reasonableness of particular cost, consideration will be given to:

- whether the cost is of a type generally recognized as normal and necessary for the conduct of the Recipient's business or performance of the Project;
- the restraints and requirements of such factors as generally accepted sound business practices, arm's length bargaining, federal, provincial and local laws and regulations and Agreement terms;
- the action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the Government and public at large;
- significant deviations from the established practices of the Recipient which may unjustifiably increase the Eligible Costs; and
- the specifications, delivery schedule and quality requirements of the particular Project as they affect costs.

Eligible Costs claimed must reflect actual costs incurred by the Recipient and not include any allocation for profit (i.e. mark-up) or any allocation of general and administrative expenses.

## 7. Calculation of Direct Labour Costs

The Recipient may claim only the time worked directly on the Project by its employees and may not claim for indirect time, non-project related time, holidays, vacation, paid sickness, etc. Paid overtime, where considered reasonable in the opinion of POLAR, may be claimed. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours.

The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g., overtime), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages except as noted in the last paragraph.

Employment benefits (CPP, EI, holidays, and vacations, etc.) not exceeding 20% of direct labour costs may be claimed (supporting documentation not required).

## 8. Contractor/consultants

Save as herein provided, the direct costs of studies and/or services carried out by a private contractor, consultant or Canadian University or Research Institute are eligible.

Where a contractor or consultant is to be used, prior consultation with POLAR is advised to ensure that the costs for these services are eligible. POLAR may not contribute to the cost of goods or services that are not, in the opinion of POLAR, provided by an entity who is at arm's length from the Recipient.

The contractor or consultant shall not acquire any rights to the product or process developed as a result of services provided.

## **9. Patent and copyright costs**

Relevant searches and filing fees related to North American or worldwide rights are eligible when detailed in this [Appendix II – Eligible expenses](#).

## **10. Direct Materials**

Eligible costs include the net price to the Project after deducting all trade discounts of materials, sourced internally or externally, that are consumed in carrying out the Project including those utilized in the construction of pilot plants or prototypes.

## **11. Credits**

The applicable portion of any income, rebate, allowance, or any other credit relating to any applicable Eligible Costs, received by or accruing to the Recipient, will be credited to the Project and the Eligible Costs to be reimbursed under this Agreement.

## **12. Special purpose equipment**

Equipment that is acquired or constructed exclusively for use in the Project that is not normal to operations, and specifically identified in this [Appendix II – Eligible expenses](#). Eligible Costs will be net of trade discounts; where the equipment is leased, costs net of interest and carrying costs are eligible.

## **13. Related Parties**

Costs of goods or services (including labour) acquired from parties related to the Recipient, including intermediate Third Parties, must be valued at the cost to the supplying entity and shall not include any mark up for profit or return on investment and shall not exceed fair market value. POLAR might not consider the eligibility of any of these costs unless access is provided to the relevant records of the supplying entity.

## **14. Travel**

Eligible travel costs are those which are deemed necessary to the performance of the Project. To be eligible, travel costs must be clearly documented as to the purpose of each trip. Travel expenses, at economy rates, shall be charged as at actual costs, but only to the extent that they are considered reasonable by POLAR.

Where a personal automobile is to be used, kilometre (mileage) allowance will be based on current [National Joint Council Travel Rates and Allowances](#). Eligible Costs shall be limited to the cost that would have been incurred and paid had normal public transportation at economy rates been used.

Actual costs at the destination will be allowed for food, accommodation and surface transportation (taxis, etc.). Meal rates will be based on current Treasury Board of Canada Travel Directives. Entertainment costs (hospitality), including alcohol as per the [National Joint Council Travel Directive](#), are not eligible.

For auditing and records keeping purposes, all receipts are to be kept for all Project activities

## Annex – Frequently asked questions

### How can I learn more about Polar Knowledge Canada and the work it does?

Polar Knowledge Canada (POLAR) is responsible for advancing Canada’s knowledge of the Arctic, strengthening Canadian leadership in polar science and technology, and promoting the development and distribution of knowledge of other circumpolar regions, including Antarctica. POLAR operates the Canadian High Arctic Research Station (CHARS) and conducts world-class cutting edge Arctic research out of this extraordinary facility.

Learn about:

- [POLAR and its mandate](#)
- [Conducting research in Canada’s North](#)
- [The Antarctic](#)

### Where does POLAR operate and fund projects?

POLAR funds projects in the Canadian Arctic, also referred to as “the North”, and the Antarctic. For the purposes of POLAR Science and Technology funding programs, “the North” refers to the three Canadian territories (Yukon, Northwest Territories, Nunavut) and Inuit Nunangat. Inuit Nunangat extends across the Canadian territories and includes Nunavik (Quebec) and Nunatsiavut (Newfoundland).



Caption: Map of Canada with Northern regions highlighted in yellow.

Specifically, the North includes the locations listed below:

- Qikiqtaaluk, Nunavut
- Kitikmeot, Nunavut
- Kivalliq, Nunavut
- All Nunavut



- Nunavik, Quebec
- Nunatsiavut, Newfoundland
- Gwich'in Settlement Region, Northwest Territories
- Sahtu, Northwest Territories
- Tlicho, Northwest Territories
- Inuvialuit Settlement Region, Northwest Territories
- Northwest Territories
- Yukon

## **Can I apply to more than one POLAR funding call at the same time?**

When POLAR is launching multiple Polar Knowledge Canada's Science and Technology funding program priority-driven calls, an applicant may submit multiple proposals.

## **Can I submit more than one proposal to the same POLAR funding call?**

An applicant may submit multiple proposals to the same funding call, but funding will be allocated to only one funding proposal per fiscal year.

## **Do I need to demonstrate that I have matching funds in my proposal to be eligible?**

POLAR does not require confirmation of matching funds to be eligible to apply for funding.

## **Do I need to submit confirmation of support letter(s)?**

Confirmation of support letters are not mandatory but may enhance the application. Confirmation of support documentation may come from an authorized source representing a community, organization, or institution. You may also submit support documentation from individuals.

## **When will POLAR communicate the results of my application?**

Public announcements will be made after all successful applicants have signed their contribution agreements. Consult our website and social media for the latest updates

<https://www.canada.ca/en/polar-knowledge/fundingforresearchers.html>.

## **Are there other opportunities for POLAR funding?**

Polar Knowledge Canada (POLAR) offers funding and award programs for research and projects focused on the circumpolar regions. For information on funding opportunities go to: [Funding for researchers - Canada.ca](https://www.canada.ca/en/polar-knowledge/fundingforresearchers.html)

[Learn more on available grant and contribution programs.](#)

## **Are there other organizations that fund polar research**

The following are examples of other organizations that offer funding opportunities and grant programs for research in the North.

- [Association of Canadian Universities for Northern Studies](#)
- [Aurora Research Institute](#)
- [Canadian Institutes of Health Research](#)
- [Nunavut Research Institute](#)
- [Natural Sciences and Engineering Research Council of Canada](#)
- [Natural Resources Canada](#)
- [Social Sciences and Humanities Research Council](#)