



This form is for individuals and groups who are applying to Polar Knowledge Canada (POLAR) for in-kind support for their projects. If your Research Support Request is accepted, there is no cost to the users of the Canadian High Arctic Research Station (CHARS) campus.

Polar Knowledge Canada, CHARS Campus, PO Box 2150, Cambridge Bay, NU, X0B 0C0  
[researchsupport@polar.gc.ca](mailto:researchsupport@polar.gc.ca) [www.canada.ca/en/polar-knowledge](http://www.canada.ca/en/polar-knowledge)

### Submission Dates for 2019 Season

Deadline	Project Operations
January 4, 2019	for Feb to June 2019 projects
March 8, 2019	for July to Oct 2019 projects
August 30, 2019	for Nov 2019 to Feb 2020 projects

### A - Applicant Information

#### Primary Contact / Principal Investigator:

<input type="text"/>	- First Name
<input type="text"/>	- Last Name
<input type="text"/>	- Name of organization
<input type="text"/>	- Department / Section / Team
<input type="text"/>	- Location of organization (country)
<input type="text"/>	- Position Title
<input type="text"/>	- Mailing address
<input type="text"/>	- City
<input type="text"/>	- Province / Territory / State
<input type="text"/>	- Country
<input type="text"/>	- Postal Code / ZIP code
<input type="text"/>	- Telephone number
<input type="text"/>	- Email Address

### B - Licences and Permits

Provide the licenses or permit information that you have obtained for your field research. Please provide a copy of each licence/permit.

LICENCE / PERMIT	LICENCE / PERMIT #	ISSUED BY
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: Determining and obtaining all licences and permits required by territorial and federal governments or other agencies for a project is the sole responsibility of the researcher.



## C - Project Description

Project title:

### Project Summary

Include a plain language summary of the project. Maximum 150 words.

### Project Description

Include the following elements:

- Project's contribution to field of research and relevance to northerners
- Main project objectives / research question(s)
- Field methodology
- Interesting facts about your project that could be used in POLAR's newsletters and/or social media posts

Maximum 500 words.



## D - Project Alignment

**POLAR Mandate** - The purpose of POLAR is to:

- advance knowledge of the Canadian Arctic in order to improve economic opportunities, environmental stewardship, and the quality of life of its residents and all other Canadians
- promote the development and dissemination of knowledge of the other circumpolar regions, including the Antarctic
- strengthen Canada's leadership on Arctic issues, and
- establish a hub for scientific research in the Canadian Arctic.

Explain how the project and its anticipated results contribute to POLAR's mandate. (max 100 words)

**Select which applies to your project:**

(Choose **all** that apply in the following two sections)

POLAR Science & Technology Priorities for 2015-2020:

- ☐ Alternative and renewable energy for the North
- ☐ Baseline information to prepare for northern sustainability (terrestrial, freshwater and marine biology, ecology, monitoring, landscape, remote sensing)
- ☐ Predicting the impacts of changing ice, permafrost and snow on shipping, infrastructure and communities (terrestrial and marine cryosphere)
- ☐ Catalyzing improved design, construction, and maintenance of northern built infrastructure

Additional Areas of Alignment:

- ☐ Knowledge Mobilization and Engagement
- ☐ Facilities construction, operations and/or maintenance (skip sections E and F)
- ☐ POLAR Staff (skip sections E and F)
- ☐ Other - please specify  (skip sections E and F)

## E - Funding / Partnership

Is your project currently funded by POLAR?

- ☐ Yes - please provide the agreement number:
- ☐ No

Does your project involve a partnership with POLAR staff?

- ☐ Yes - If yes, with whom?
- ☐ No



### E - Funding / Partnership (Continued)

Does your project involve a partnership with another organization?

☐

No

☐

Yes - Details:

- Name of organization

- First Name

- Last Name

- Position Title

- Email Address

Are they currently being funded by POLAR?

☐

Yes - please provide the agreement number:

☐

No

### F - Community Engagement and Knowledge Exchange

Do you have plans to engage the community of Cambridge Bay or local authorities about your project (e.g. discussion of research questions or study design) through mechanisms such as meetings, workshops or personal contact?

☐

Yes

☐

No

If so, how? If not, specify why not.

Do you have plans to share information about your project's progress and results with the community of Cambridge Bay or local authorities? (e.g. meetings, workshops, events etc.)

☐

Yes

☐

No

If so, how? If not, specify why not.

Would you like POLAR to provide you with an engagement information package?

☐

Yes

☐

No



## G - Operational Support

**Please list your operational needs below.**

Note:

- Resources at the CHARS Campus are limited
- We will contact you to discuss resource availability

Email [researchsupport@polar.gc.ca](mailto:researchsupport@polar.gc.ca) for more information.

Provide a summary of the types of day-to-day activities you will be doing to complete your project. (e.g. Taking water samples from a boat in Cambridge Bay) (max 150 words)

**What Operational support will you require from POLAR?**

**Use of ATV?**

- ☐ Yes - Total number of ATVs requested:
- ☐ No

**Use of snowmobile?**

- ☐ Yes - Total number of snowmobiles requested:
- ☐ No

**Use of a small boat?**

- ☐ Yes - Intended boating activity:
- Operational area:
- Number of people aboard vessel:
- ☐ No

**Use of fat-bike?**

- ☐ Yes - Total number of fat-bikes requested:
- ☐ No

**Use of other resources? (i.e. sleds, trailers, auger etc.)**

- ☐ Yes - Please list:
- ☐ No

**Do you require the use of public areas at our CHARS campus?**

- ☐ Yes - If so, please fill out the Use of Public Areas Request Form found on POLAR's website.  
<https://www.canada.ca/en/polar-knowledge/charsusingcampus.html>
- ☐ No

## G - Operational Support (Continued)

### Use of a laboratory space?

- ☐ Yes
- ☐ No

Please include details of your laboratory use requirements, including listing any chemicals / reagents you will be bringing with you to use:

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**If you are using laboratory space at the CHARS campus, please respond to the following:**

I have reviewed and signed the Laboratory Use Agreement Form.

- ☐ Yes
- ☐ No

## H - Group Information

**Please fill out your group's accommodation and logistics information.**

[illegible]

Please see notes on next page for details regarding the completion of this table.



## H - Group Information (Continued)

### Notes for completion of the Group Information table:

- Specify arrival and departure dates at the CHARS campus, not the dates associated with your origin of travel.
- If visits are not continuous, please add rows for each separate visit/person.
- We cannot guarantee that your whole team will be in the same triplex unit together.
- There is a possibility that you will be sharing the unit/room with other researchers, and that may begin and end at any time.

### Specify any specific accommodation requests:

E.g. include specific team members together, whole team together, specific sleeping requirements, single gender if possible, bringing medical equipment, etc. (We will do our best to meet your needs.)

## I - Prior to submitting your request

### INFORMATION SHARING

Primary contact/Principal investigator name and email address, affiliation, project descriptions, and dates of stay may be shared with third parties.

### AGREEMENT

Primary contact/Principal investigator name and email address, affiliation, project descriptions, and dates of stay may be shared with third parties.

☐ Please check to confirm your agreement with this statement.

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

☐ Please check to confirm your agreement with this statement.

### COMPLETED DOCUMENTS TO BE PROVIDED TO POLAR:

#### Mandatory

- ☐ Research Support Request Form
- ☐ Copies of research licences and permits
- ☐ Signed Waiver and Release Form
- ☐ Signed Terms and Conditions of Occupancy (Triplex)

#### As required

- ☐ Foreign National Delegation Security Requirements (If team member(s) are not Canadian Citizens)
- ☐ Laboratory Use Agreement Form (If using laboratory space)
- ☐ Project Safety Plan (If project includes any field-based activities)
- ☐ Use of Public Areas Request Form
- ☐ Security Clearance Form (if you require access to the laboratories or the Field and Maintenance Building)
- ☐ Copies of training certifications