

Northern Scientific Training Program (NSTP)

INFORMATION MANUAL 2021-2022

September 2020

PREFACE

The purpose of the Northern Scientific Training Program (NSTP) is to encourage and support Canadian university students with an interest in northern studies and conducting thesis research in Northern regions, by assisting them in gaining northern professional experience and training, through the issuance of supplementary funds.

Universities receiving Northern Scientific Training Program support are encouraged to develop a special focus for training in northern studies, to orient students towards northern studies and northern careers, and to foster an exchange of information among scholars of various disciplines with an interest in the Canadian North.

INTRODUCTION

The Northern Scientific Training Program (NSTP) is administered by Polar Knowledge Canada (POLAR). It was established in 1961 to encourage Canadian universities to participate in training northern specialists to meet national needs. This manual is separated into three sections:

Guidelines:

These Guidelines have been prepared to explain:

- 1) the objectives and operation of the Program; and,
- 2) the specific criteria that will be employed in awarding Program funds.

Student's Information:

This section is designed to assist university students in preparing NSTP applications for funds and a research report. It is organized by form, section and entry, and contains instructions for completing application and report forms, ensuring they comply with NSTP Guidelines. Students must complete the forms online at <https://nstp-pfsn.smapply.io>.

Chairperson's Information:

These instructions will enable the Chairperson of a University Northern Studies Committee to review and verify student reports and applications.

Should you have any questions, contact your university's Northern Studies Committee Chairperson, Appendix 1.

Any administrative inquiries regarding the Program should be addressed to the Northern Scientific Training Program Secretariat:

E-Mail nstp-pfsn@polar.gc.ca

Telephone: (613) 222-9537

The mailing and courier address is:

NSTP Secretariat
Polar Knowledge Canada
2nd Floor, Suite 200
170 Laurier Avenue West
Ottawa, Ontario K1P 5V5

Program Administration

The NSTP is administered by Polar Knowledge Canada (POLAR). The NSTP Management Committee is an intergovernmental committee consisting of northern experts appointed for a three-year period. The Management Committee is responsible for reviewing university funding applications and reports, making funding recommendations, and ensuring the effective use of funds provided by the Program to universities. It is supported by the NSTP Secretariat at POLAR.

The NSTP Management Committee also sets Program policy. Participating universities are invited to help set direction for the Program at a meeting held at the Annual General Meeting of the Association of Canadian Universities for Northern Studies (ACUNS), during university visits by members of the NSTP Secretariat, and in feedback emails to the Secretariat.

Program Objective

The NSTP supports Canadian universities in providing scientific training that gives advanced undergraduate and graduate students professional experience in the Canadian North and encourages them to develop a commitment to northern work.

The objective of the NSTP is to increase the number of students who have specialized in some aspect of northern studies and who have northern research experience. This objective is attained by encouraging the formation of multi-disciplinary focal points for northern studies within Canadian universities (i.e. Northern Studies Committees) and by providing supplementary financial assistance to universities for students to offset the high cost of northern research (i.e. transportation costs, living costs, shipping costs and interpreter fees).

Guidelines

Program Criteria

a) Research

The NSTP encourages universities to undertake northern research in a wide range of disciplines and to undertake multi-disciplinary projects where appropriate. Bearing in mind that the purpose of the Program is to develop northern scientists with an awareness of northern issues, supervisors and students should ensure that their research is relevant to current northern concerns.

For the purpose of these Guidelines, the term "research" includes all forms of scholarly and professional inquiry and related training activities (subject to the limitations outlined herein). The term "North" is normally understood for purposes of the Program to include those regions of Canada where there is both permafrost and ground ice, as per the map 'Permafrost', contained within the 5th Edition (1978 to 1995) of the National Atlas of Canada (see map at: <http://arcg.is/1vGHyr>); and the other seven circumpolar countries (Finland, Greenland (Denmark), Iceland, Norway, Russia, Sweden, and the United States (Alaska)). Specific criteria for work in foreign countries is provided under "Research Projects in Northern Regions of Other Circumpolar Countries".

b) Funding/Student Eligibility

NSTP funds are intended to assist in defraying the **additional costs** attributable to northern research projects (i.e. transportation costs, living expenses, freight costs and interpreter fees), and are therefore supplementary in nature. NSTP funds are not intended as a source of primary support for students, nor as on-going support in the form of general scholarships, with the exception of four \$2,500 scholarships awarded annually. Candidates are asked to clearly indicate other sources of funding on the application for funds, so it is clear that requested NSTP funds are indeed supplementary.

The student must be enrolled in a degree program at a Canadian university and must be a Canadian citizen or a permanent resident.

NSTP will provide one year of funding for thesis-based research at the undergraduate level, up to two years of funding for thesis-based research at the Masters level and up to three years of funding for thesis-based research at the Doctoral level. Students may apply and be granted funding in any year of their programs.

Post-doctoral researchers and research assistants are not supported.

NSTP funds cannot be used for the following:

- to provide employment for students;
- for the overall administrative, research or teaching program of a Northern Studies Institute, Program or Centre, nor as a salary subsidy for university faculty members;
- for administrative or indirect costs associated with administering the funds;
- for research conducted outside the NSTP's geographical boundary (see map at <https://www.canada.ca/en/polar-knowledge/fundingforresearchers/maps.html>);

- for research that does not necessitate a sojourn in the North (e.g. archival research, data collection, laboratory analysis, production of publication, conference presentation, etc.);
- to support students going on field courses, or for the purpose of a practicum;
- as travel subsidies for students to report results back to communities;
- for the purchase of equipment;
- for payment of salaries other than interpreter fees in the field.

A student cannot be allocated NSTP funds through more than one university at the same time. Students cannot be allocated NSTP funds if they are going to be employed for their research while in the field. Research Assistantships, scholarships or other university stipends are not considered as employment or remuneration in this context.

c) Application Assessment

The following are considered by the NSTP Management Committee when assessing applications for funds:

- the extent to which student applications and reports comply with the NSTP guidelines;
- the completeness and clarity of the information provided;
- the evaluation of past performance and future research plans;
- the relevance of the research project to current northern issues;
- the experience and scientific knowledge/training gained by the students;
- the development of northern studies and northern specialists at the university;
- the university submission package as a whole;
- and the recommendation of the supervisor.

Application Procedures

At the beginning of the academic year, the NSTP Call for Application material is distributed to participating universities' Northern Studies Committees. This is a Committee that has been officially recognized by the President of the university. The Committee promotes the NSTP at their university.

Applications for NSTP funds must be submitted as a package by the Chairperson of a Northern Studies Committee at a Canadian university. Applications from individuals are not accepted.

Universities that have not participated in the Program in the past, but wish to do so, may make an application for participation to the NSTP Secretariat.

In the case where a student's university does not have a recognized Northern Studies Committee, the candidate may apply through a participating university.

If a student is enrolled at one university but is conducting research through another, the student should apply for funding through the university in which he or she is enrolled.

Application Process

Each September, the following NSTP material (the intended audience is in italics) is sent to the universities' Northern Studies Committee.

- Call letter (*Northern Studies Committee*)
- NSTP Information Manual (*Northern Studies Committee, students and supervisors*)

Along with the NSTP Manual, the following reference manuals are available online:

- *Doing Research in the Northwest Territories: A Guide for Researchers* – Aurora Research Institute;
- *Scientific Research Licensing Guidelines and Appendices* – Nunavut Research Institute;
- *Guidebook on Scientific Research in the Yukon* Government of Yukon
- *Ethical Principles for the Conduct of Research in the North* – Association of Canadian Universities for Northern Studies;
- *The State of Northern Knowledge of Canada Report* – Canadian Polar Commission.

Students are required to complete an application and, upon completion of their research, a research report, using the [web-based](#) forms. Once the online forms have been completed, they are to be submitted to the universities' Northern Studies Committee via the online system. *An incomplete application may result in the rejection of funding.*

The Northern Studies Committee at each university must ensure the following form is completed:

- Northern Studies Committee and University Information Sheet

The submission is signed off by the University President (or designate), and the form is uploaded to the President's SMAApply account. A complete application package must be submitted by December 1st each year. Any application submitted past this date will be rejected. The NSTP Secretariat reserves the right to reject any application it finds to be incomplete.

The NSTP Secretariat reviews all report/application packages. Copies of the complete package for each university are then distributed to the NSTP Management Committee members in January for review. In February, the NSTP Management Committee meets and makes decisions regarding the amount of funding awarded to each university. Ineligible project applications are also identified at that time. Funding is not decided on an individual student basis, although individual Research Reports and Application for Funds forms are reviewed and commented upon by Committee members. The NSTP Management Committee looks at the overall quality of the university submissions, the proposed projects and the number of students requesting funds, and then allocates funds accordingly.

Shortly after the NSTP Management Committee meeting, the NSTP Secretariat advises the Universities' Northern Studies Committee, by email, of the amount of money being awarded to their university and of any projects not deemed eligible for funding. Several weeks later, a detailed letter providing an evaluation of the research reports and the proposed projects, as well as general feedback with regard to the university's overall submission, is sent to each Northern Studies Committee. In the spring, direct deposits are issued to the universities.

The NSTP encourages and supports winter projects¹, which do not fit into the normal timeline for reporting on research projects. For those projects, the final report and supervisor's comments must be provided by April 30th to the NSTP Secretariat. However, at the time of the December 1st submission, universities are requested to provide as much detail as possible with regard to winter projects. A preliminary report outlining the name of the student, an estimate of costs and days in the field, as well as any other pertinent information must be completed online and submitted to the University's Northern Studies Committee.

Administration of Research Supported by the Program

Universities submitting applications are responsible for the expenditure of Program funds. Once the funds are released from POLAR, the NSTP Secretariat or Management Committee have no further role in the distribution of the money. It is entirely the responsibility of the Northern Studies Committee to decide how much money is allocated to participating students, keeping in mind that the average allocation is between \$2500 and \$3000 per student.

Administrative and accounting procedures must conform to the standards and practices set by each university receiving NSTP funds.

The NSTP does not require the submission of a formal audited statement covering funding made to each university, but does require annual statements of expenditures as outlined on the forms submitted with the application for funds in December of each year. NSTP funds are granted for the specific research projects outlined in the application forms.

If, during the year, the university wishes to change its original plan, as outlined in its submission (e.g. different candidate, modifications to the original project, etc.), the Northern Studies Committee must consult the NSTP Secretariat in advance for approval of the changes.

Publications

Scientific papers, seminar or conference presentations, theses, etc., based on NSTP supported projects, should be referenced in the research report form. Any publications, conference presentations and other research outputs (e.g., videos, blog posts, popular articles) resulting from work supported by the NSTP should acknowledge the Program's assistance.

Conduct of Research Supported by the Program

It is expected that the *Ethical Principles for The Conduct of Research in the North*, developed by the Association of Canadian Universities for Northern Studies, will be adhered to by all individuals funded under the NSTP. Individuals must check the box on the online forms indicating their intent to comply with this requirement. Students must also consult the Aurora Research Institutes *Doing Research in the Western Northwest Territories: A Guide for Researchers*, the *Guidebook of Scientific Research in the Yukon* and *Nunavut Research*

¹ Winter projects are those projects which occur after the NSTP December 1st submission deadline. The timelines fall between December 1st and the following March 31st.

Institute's *Scientific Research Licensing Guidelines and Appendices* to ensure their research will be carried out under the appropriate licence/permit.

Northern Studies Committees and supervisors should ensure students do the following:

- a) Consult with the communities and individuals most likely to be affected by the research/fieldwork. These groups should be made aware of the study and objectives and approve of the project in advance;
- b) Consult with local, regional and territorial authorities about the study;
- c) Obtain all necessary permits and licenses;
- d) Provide a relevant report or presentation to the issuer of each permit and/or a license, once the field research is complete;
- e) Share results with the community where the research has been conducted, once the research is complete.

This latter approach aims not only to comply with territorial, provincial and / or other authorities' regulations, but also to promote the dissemination of information among northern researchers and to ensure better communication with northern communities.

Applicants must show respect for the guidelines being set up under present and future land claim settlements in the North. As part of the licencing and permitting process, and other consultation, research proposals are reviewed by community members to ensure research will be culturally relevant to community needs. The consultation and review process may seem long and cumbersome, but it is a necessary and required procedure in the licensing process. Applicants should begin the community consultation process at least four months in advance. Acquiring community consent is the responsibility of the researcher. It is the right of the community to deny consent. Researchers must be prepared to accept those decisions.

Research Projects in Northern Regions of Other Circumpolar Countries

The NSTP considers applications for research in the other circumpolar countries, as identified by the Arctic Council: Alaska (U.S.A.), Iceland, Finland, Greenland (Denmark), Norway, Russia and Sweden, considering the following:

- The general boundary for eligible research in Finland, Norway and Sweden is the southern limit of discontinuous permafrost in each country.
- Research projects carried out in all of Alaska, except for the "panhandle", and in all areas of Greenland (Denmark), are eligible.
- For Iceland, eligibility will be determined on a case by case basis.
- In Russia, the general boundary is the southern limit of discontinuous permafrost. In addition, the entire territories of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) are eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.

International projects must clearly demonstrate the following:

- relevancy of the foreign research project to Northern Studies in Canada;
- relevancy of the foreign research project to previous and planned work by the student on the Canadian North;
- organizational and financial support provided in the host country;
- reference to any authorizations and licences required to conduct research in the host country.

These justifications must be provided each time that a student plans to conduct international research, even if the research is a continuation of previous years' research.

ORCID

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. This unique identifier has been added to the NSTP online forms. Please refer to orcid.org for further information.

Student's Information

COMPLETING A STUDENT APPLICATION FOR FUNDS and RESEARCH REPORT FORM

Students are responsible for completing these forms. All forms must be completed online: <https://nstp-pfsn.smapply.io>.

The deadline for students to submit an application and/or report is **November 10** of each year.

A Frequently Asked Questions page is available online:
<https://www.canada.ca/en/polar-knowledge/fundingforresearchers/faq.html>.

STUDENT INFORMATION

General

The NSTP provides supplementary funding to Canadian university students conducting thesis research in Northern regions.

Status:

Students supported by NSTP funds must be Canadian Citizens or permanent residents. Students on student or visitor visas or any other kind of visa are ineligible.

Academic Level:

The student must indicate the degree and the year of their program at the time the proposed research will be conducted. Further information on student eligibility can be found in the Guidelines, Section IV (c): page 4.

Application/Report

DISCIPLINE, PROJECT, ROLE IN RESEARCH

Discipline:

Indicate the discipline of the research: Human Sciences, Health Sciences, Physical Sciences, and Life Sciences. Students may choose two disciplines if this applies to their field of research.

Program of Study:

Indicate the Program of Study, from the list below, in which the research falls. Students will now be allowed to choose up to two disciplines for their research project. If using the term "other", please specify the program of study.

Human Sciences	Life Sciences	Physical Sciences	Health Sciences
Art	Agriculture/Agronomy	Chemistry	Traditional knowledge, traditional practice
Anthropology	Biology	Engineering	Addiction
Archaeology	Botany	Geology	Chronic Diseases
Communications	Environmental Sciences/ Ecology	Mathematics	Diabetes/Obesity
Criminology	Forestry	Oceanography	Epidemiology
Economics	Resource Management	Physical Geography	Tuberculosis
Education	Veterinary Medicine	Physics	Oral Health
History	Zoology	Other (specify)	Suicide Prevention
Human Geography	Other (specify)		Community Health
Law			Environmental Health
Linguistics			Gender and Health (e.g., maternal and reproductive)
Literature			Health Care Services
Management Studies			
Music			Northern Healthy Food and Nutrition
Philosophy			Social Dimensions of Northern Health
Political Science			

			Other (specify)
Psychology			
Recreation			
Social Work			
Sociology			
Other (specify)			

Title of Project:

Provide a descriptive title for the research project.

Brief Description of Project:

Application

Research Objective, Methodology and Significance:

The student, not the supervisor, should fill out this section. The student should write this section in the first person (e.g., “I will...”, “The goals of my research are...”).

Provide brief background information and clearly describe the research objective, methodology (i.e., “what, where, when and how”), significance (why is the research important?), how will it advance knowledge?), and state how the research is tied to thesis work. If this is a continuing project from a previous year, the student should describe how their research is progressing.

The project description may not be a duplicate of another NSTP project. If multiple students with the same supervisor are working on similar research problems, the project description for each student must indicate what is unique about their particular project. The NSTP Management Committee may reject applications with duplicated research project descriptions.

Report

Brief Description of Project

Briefly summarize the research project (this may be modified from the description provided in the application for funds in the previous year).

Progress to Date

Describe in as much detail as possible (in the space provided) progress made to date focussing on how the field research was carried out (i.e., What was done? Where was it done? How was it done? Did any details of the original research plan have to be modified, and if so, why? What were the modifications? Was more or less work accomplished than expected? Etc.). If the student has had time to begin synthesizing the data they collected in the field, they should also summarize their preliminary results (i.e., What new information do the results provide? How does this new information advance knowledge? Etc.). If the student has not yet been able to synthesize any of their data, they should state this, explain why this is the case, and briefly describe the next steps for their data analyses.

It is expected that all students reporting on a continuing project (i.e., one for which they have completed at least two NSTP-supported field seasons) will have preliminary results to discuss. If the project spans multiple years, all information can be included but ensure to clarify the results for the year of funding.

The description and summary of the field work conducted must not be a duplicate of another NSTP-supported project. If multiple students with the same supervisor are working on similar research problems, the project description for each student must indicate what is unique about their particular project, and each student must describe what they accomplished in the field, summarize their own results, etc.

Application/Report

Keyword Search

Provide keywords that best apply to the research project.

Research Partners:

Research Partners should be professionals (e.g., collaborating professors or government scientists), non-governmental organizations, or companies, etc. that are actively participating in the research project. Academic supervisors, other students, and technicians do not qualify as "partners" even if they are active participants on the project.

Fieldwork Location(s):

Describe the primary fieldwork location and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, river, and provide the geographic coordinates (latitude and longitude).

PERIOD IN THE NORTH, FUNDS

Number (Estimated) of Days in the North:

- Record the estimated field season dates.
- Provide a brief rationale for the length of their stay(s) in the North, regardless of the number of days (i.e., whether they will be in the North for 6 days or 60)
- Provide a rationale if there are multiple trips

Continuing Project from Previous Year(s):

Indicate whether the project is a new one, or whether it is a continuing project from the previous year(s). In the latter instance, the student must indicate whether he/she has received funding under the NSTP.

Total NSTP Support - Previous Year(s):

If the student was previously funded by the NSTP, enter the total amount that was granted by academic level in previous years.

Total Cost (Report)/ Expected Cost (Application) of Fieldwork Component of Project:
 In the report and application, the student must specify the total expected cost of the fieldwork portion of his/her entire project for the year, not just the portion subsidized by NSTP funds. The total cost of the fieldwork should consider travel expenses, accommodation costs, shipping costs, twin otter and/or helicopter support, interpreter fees, food costs, and other relevant expenses.

Application

Requested

Give the dollar amount being sought through NSTP, keeping in mind that the average allocation is between \$2500 - \$3000.

Total Estimated Cost

Indicate the full estimated costs for the field work. A detailed budget does not have to be submitted.

Report

Allocated

Indicate the total NSTP support expended or committed for the project (e.g. \$2500).

Application/Report

Other Source(s) and Amount(s) of Funding and/or Support Applied for:

Given the supplemental nature of NSTP funds, it is important to clearly identify other sources of funding and/or support, the amounts received, applied for and the amounts secured (e.g. grant, subsidies). When quoting a supervisor's or group grant/fund, indicate only that portion that will be applied against the individual student research proposed and not the value of the entire grant. Do not list research assistantships, scholarships, or other university stipends unless they are supporting actual field expenses.

SUPERVISOR RECOMMENDATIONS (Application)

The student's supervisor is responsible for the completion of this section. Recommendations should provide, if possible, a synopsis of the student's previous research experience, describe how the fieldwork relates to the student's thesis and its relevance to northern research issues, and describe how the northern fieldwork will benefit the student.

In the case of a team project, the supervisor must provide individual recommendations for each student's portion of the field work. Recommendations for one student should not be duplicated for another.

SUPERVISOR COMMENTS (Report)

The student's supervisor is responsible for the completion of this section. Supervisors should comment on the training received by the student during their field work, describe whether or not the student made satisfactory progress in their field work, and reflect on how the student has benefited from their research experience in the North.

In the case of a team project, the supervisor should evaluate each student's progress individually. Supervisors should not duplicate or recycle their comments from the previous year.

ETHICAL PRINCIPLES, RESEARCH LICENCE(S)/PERMIT(S)

Students must be acquainted with the ethical principles of doing research in the North. The student's signature confirms that he/she has read the booklet [Ethical Principles for the Conduct of Research in the North](#) and that their research will be conducted in accordance with the ethical principles.

The student must describe what he/she has done or will do to obtain the local community's approval prior to his/her sojourn in the North, as well as which agencies he/she has or will contact to obtain the requisite licence(s)/permit(s). Obtaining a research licence or permit to conduct research in the North is a legal obligation punishable by fines. It is important to identify where and when the licence has been applied for as well as whether the licence has been approved or if it is pending. The disclosure of this information is important because it eliminates any confusion that the representatives from the licensing agencies (who are part of the NSTP Management

Committee) may have if the project is not indicated on their internal reports, which they bring to the NSTP Allocation meeting.

Understanding the licencing process constitutes an important component of the student's training in the North. It also helps ensure that NSTP funded research will be conducted ethically, and will respect the cultural aspects of northern communities (see: [Ethical Principles for the Conduct of Research in the North](#)). The ethical principles requirement has the added benefit of ensuring each student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

FAILURE BY A STUDENT TO THOROUGHLY COMPLETE THIS SECTION WILL RESULT IN THE REJECTION OF HIS/HER APPLICATION.

RESEARCH PROJECTS IN NORTHERN REGIONS OF OTHER CIRCUMPOLAR COUNTRIES

In the case of students applying to undertake research in other circumpolar countries, the student must consider the following:

- The general boundary in Finland, Norway and Sweden is the southern limit of discontinuous permafrost in each country.
- Research projects carried out in all of Alaska, except for the "panhandle", and in all areas of Greenland (Denmark), are eligible.
- For Iceland, eligibility will be determined on a case by case basis.
- In Russia, the general boundary is the southern limit of discontinuous permafrost. In addition, the entire territory of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) are eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.

Students must provide the following information:

- relevancy of the foreign research project to Northern Studies in Canada;
- relevancy of the foreign research project to previous and planned work by the student on the Canadian North;
- organizational and financial support provided in the host country; and,
- reference to any authorizations and licences required to conduct research in the host country.

FAILURE TO PROVIDE INFORMATION IN ALL FOUR AREAS WILL RESULT IN A REJECTION OF THE APPLICATION.

PUBLICATIONS/REPORTS/POSTERS/PAPERS

Information about all publications resulting from NSTP-supported research should be referenced. Report new publications that have appeared in the past year, as well as any NSTP-supported publications from previous years that have not already been reported.

CHECKLIST

Before submitting your Research Report or your Application for Funds, please ensure that you have:

- input the information using only the space provided on the online form;
- completed all sections;
- provided the additional information required for conducting international research or if you are applying through a northern community college;
- indicated your licence/permit number or described the steps you have taken or will take to acquire the necessary permit(s)/licence(s);
- complied with the Ethical Principles section.

AN INCOMPLETE FORM MAY RESULT IN THE REFUSAL OF AN APPLICATION FOR FUNDS.

Chairperson's Section

NSTP REPORT AND APPLICATION PACKAGE

At the beginning of each academic year, the Northern Studies Committee (NSC) at each university is sent NSTP application material via email. It contains:

- a call letter
- the NSTP Information Manual

Please note that the Northern Studies Committee and Institution Information Sheet and the Special Awards nomination forms are fillable forms and are located under the Chairperson's account in [SMApply](#). If you wish to appoint a different person to this task, please contact the NSTP with the responsible person's name and email address and an account will be created for them.

If any of this material is missing the Northern Studies Committees Chairperson should contact the NSTP Secretariat.

The following reference Manuals are available online: [Doing Research in the Northwest Territories: A Guide for Researchers](#) - Aurora Research Institute; [Scientific Research Licensing Guidelines and Appendices](#)- Nunavut Research Institute; [Guidebook on Scientific Research in the Yukon](#), [Ethical Principles for the Conduct of Research in the North](#) - Association of Canadian Universities for Northern Studies; [online-portal-for-researchers](#) - Polar Knowledge Canada.

GUIDE TO PREPARING THE NSTP REPORT PACKAGE

UNIVERSITY INFORMATION SHEET

Please provide the following:

- the proper title of the university's Northern Studies Committee (NSC);
- the current Chairperson's name and mailing address;
- telephone number and e-mail address of the Chairperson;

NORTHERN STUDIES COMMITTEE INFORMATION SHEET

The Northern Studies Committee Information Sheet is designed to capture detailed information about the university's Northern Studies Committee (NSC), including information about committee members; the procedure followed when reviewing student applications for funds; the direction that the university is taking toward northern studies; and any relevant supplemental information about the research projects. Examples of supplemental information include: justification for short stays, cancelled projects, replacement (or TBA) students, winter projects.

It is not necessary to review or summarize information provided in the student applications and reports. The Management Committee will not review duplicated material. In many cases, there will be no supplemental information to report.

Failure to complete the information sheet could result in a reduction to a university's allocation. Please follow the template provided by the NSTP Secretariat. A sample NSC Information Sheet has been included in the package.

RESEARCH REPORTS: GENERAL OVERVIEW

This form is the university's financial statement with respect to the NSTP. The NSC Chairperson is required to ensure that the previous year's balance is correct, since the NSC is accountable for the money allocated to the students.

If assistance is required, the Chairperson should contact the NSTP Secretariat.

NOTES FOR VERIFYING RESEARCH REPORTS

The Chairperson is ultimately responsible for the submission of complete and accurate student research report forms. The Chairperson should pay particular attention to the following:

Winter Projects

If winter projects were supported, a final report must be forwarded to the NSTP Committee by April 30th. However, at the time of the December 1st submission, universities are requested to provide as much detail as possible with regard to winter projects. A preliminary report along with estimated costs and days in the field, as well as any other pertinent information must be included in the Research Report portion of the package submitted in December. If a

preliminary report is not submitted, the Secretariat will view the funds as not being spent/committed and will include the dollars as a university balance. Winter projects fall between December 1st and March 31st of the following year.

Publications

Information about all publications resulting from NSTP-supported research should be referenced in the report forms.

It is part of the Chairperson's duties to maintain contact with students and their supervisors until all publications from their NSTP-supported research have appeared, and to ensure that all such publications are reported to the NSTP Secretariat. All publications that have appeared during the past year should be reported with this NSTP application package. This includes not only publications by students who received NSTP support during the past year, but also publications that have appeared during the past year by NSTP-supported students of previous years. When possible, publications that appeared during previous years, but which have not yet been reported, should also be reported. A list of such publications can be uploaded through the Chairperson's [SMAApply](#) account.

Permits/Licences

The student must indicate whether the applicable territorial, provincial, federal or other research permit(s)/licence(s) was obtained, including the name of issuer and the permit or licence number.

Other

It is the responsibility of the supervisor to ensure that the student completes his/her research report. In the case where the student is unable to do so, the supervisor must complete the form to account for the student's NSTP allocation. In such cases, the supervisor must explain why the student was not able to complete the report. The supervisor and the Chairperson must then sign the report.

GUIDE TO PREPARING THE NSTP APPLICATION FOR FUNDS PACKAGE

APPLICATION FOR FUNDS: GENERAL OVERVIEW

This form is designed to clearly reflect the total NSTP funds requested, the number of applicants, and the previous year's balance.

Please ensure that the total funds requested for the new year is equal to the total sum requested by the applicants.

NOTES FOR VERIFYING APPLICATIONS FOR FUNDS

The Chairperson is responsible for the submission of complete and accurate application for funds forms. The NSTP Secretariat reserves the right to refuse any incomplete applications. It is expected that the spreadsheet will be a useful tool in ensuring that the student has provided

all the pertinent information. However, the Chairperson should review and verify each application for funds form in its entirety.

The Chairperson should ensure that all the requisite sections have been completed by the student and the supervisor.

The Chairperson should pay particular attention to the following:

Student Eligibility

Only students conducting thesis research are eligible for funding, at any academic level. Research assistants are not eligible for NSTP funding.

Students applying for NSTP funds must be registered at the university, unless arrangements have been made with students who are registered at another university that does not have its own Northern Studies Committee. In such a case, it is expected that the NSC will be equitable in the review of the student's application and distribution of funds.

Ethics

Students must be acquainted with the ethical principles of research. By checking the relevant box, the student confirms that he/she has read the booklet *Ethical Principles for the Conduct of Research in the North* and that he/she will abide by those principles.

The student must describe what he/she has done or will do to obtain the local community's approval prior to his/her sojourn in the North, as well as which agency he/she has or will contact to obtain the requisite licence(s)/permit(s). Obtaining a licence/permit to conduct research in the North is a legal obligation punishable by fines.

Understanding the licencing process constitutes an important component of the student's training experience in the North. It also helps ensure that NSTP funded research will be conducted ethically, and will respect the cultural aspects of northern communities (see *Ethical Principles for the Conduct of Research in the North*). The ethical principles requirement has the added benefit of ensuring each student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

International Projects

International projects should meet all the criteria that presently apply to projects in the Canadian North. In addition, the student must provide the following information:

Students must provide the following information:

- relevancy of the foreign research project to Northern Studies in Canada;
- relevancy of the foreign research project to previous and planned work by the student on the Canadian North;
- organizational and financial support provided in the host country; and,
- reference to any authorizations and licences required to conduct research in the host country.

Failure to ensure complete and accurate information in all four of these areas will result in the rejection of the application.

This justification must be provided each time that a student plans to conduct international research. Therefore, even if the research is a continuation of previous years, the justification must be provided again.

In addition to the criteria listed above, the following geographic location directives should be applied:

- The general boundary in Finland, Norway and Sweden is the southern limit of discontinuous permafrost (Brown Line) in each country.
- Research projects carried out in all of Alaska, except for the "panhandle", and in all areas of Greenland (Denmark), are eligible.
- For Iceland, eligibility will be determined on a case by case basis.
- In Russia, the general boundary is the southern limit of discontinuous permafrost. In addition, the entire territory of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) are eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.

To Be Announced Applications

Only undergraduate students can be submitted as "To Be Announced (TBA)". Graduate students do not qualify as a "TBA".

If an institution is putting forward a "To Be Announced" application for an undergraduate student project, the rationale for the TBA being submitted should be clearly explained in the NSC information sheet. "TBA" applications should be used sparingly as there are many named applicants being put forward for NSTP funding. If an institution is not successful in filling their "TBA" spot, the NSTP Management Committee will not consider a TBA from the institution the following year.

NSTP Special Awards

The NSTP annually offers four awards for excellence, one \$2500 award in each of the major disciplines.

Malcolm Ramsay Memorial Award (Life Sciences)

Malcolm Ramsay (1949-2000) was a biology professor at the University of Saskatchewan and a world-renowned polar bear expert who died in a helicopter accident. He played a major role in the studies of many young Arctic researchers and was a strong supporter of the NSTP. To honour his invaluable contribution to Arctic research, an award has been set up in his name.

George Hobson Memorial Award (Physical Sciences)

George Hobson (1923-2015) was the second Director of the Polar Continental Shelf Project and a geophysicist specializing in seismic exploration. He conducted the first seismic surveys

of the Sverdrup Basin, of Hudson Bay and parts of the Beaufort Sea. He worked in every Province and Territory in Canada. The Northern Scientific Training Program was fortunate to have Dr. Hobson serve on the Management Committee for 29 years. To honour his invaluable contribution to Arctic research and the NSTP, an award has been set up in his name.

Robert McGhee Award (Human Sciences)

Robert McGhee is an archaeologist whose research is focussed on the history of Arctic peoples, and who served on the Northern Scientific Training Program Committee for 25 years. To honour his invaluable contribution to Arctic research and the NSTP, an award has been set up in his name.

Éric Dewailly Memorial Award (Health Sciences)

Éric Dewailly (1957-2014) during his career was a Professor of Environmental Health at the faculty of Medicine of Laval University, Director of the Public Health Research Unit of the Laval University Medical Center, and a scientific director of the WHO Collaborative Center in Environmental Health. Dr. Dewailly was fascinated with the Canadian Arctic and its people - his research focused mainly on the contamination of the marine food chain, the exposure of northerners to environmental chemicals and marine toxins, and health outcomes related to contaminants in traditional foods. Dr. Dewailly died in a rockslide on the island of Réunion. To honour his invaluable contribution to Arctic research, an award has been set up in his name. The awards are to be treated as scholarships; they do not have to be used to support field costs.

Each university submitting an Application for Funds is encouraged to nominate one candidate for each of the NSTP awards from among their current NSTP applicants in the respective discipline areas. Students are eligible to be nominated for the award in their 'discipline' as identified in their application. The only criterion for each award is excellence. The award form must be filled out using the online system and signed off by the Chair of the university's Northern Studies Committee.

Provide the following information for each nominee:

- Student Name
- Project Title
- Project Description (200 words or less)
- Rationale/Justification for Award (explain why the student should receive the award)

In any year, no individual student can be nominated for more than one NSTP award.

A student can only win an NSTP award once. A previous winner cannot be nominated for any additional NSTP awards.

The Award recipient will be notified by email through the Northern Studies Committee Chairperson after the allocation meeting in February.

Field Schools

The NSTP does not fund field schools, only individual student projects. If a group of students are working on the same general project in one geographic area, then very distinct, individual project descriptions should be written for each individual highlighting their unique research contribution to the overall project. In doing so, there will be no misunderstanding by the NSTP Management Committee in its interpretation of the research objectives.

Association of Canadian Universities for Northern Studies (ACUNS) – POLAR/NSTP Bursaries

The NSTP, in partnership with ACUNS, provides funding for “The Northern Resident Scholarship” and “The Northern Resident Award”. The overall goal of the Scholarship and Award is to increase the ability of northern students to pursue northern field research.

The Northern Resident Scholarship awards four scholarships, valued at \$10,000 each, for students identified as long-term residents of Nunavut, Northwest Territories, Yukon, or the Provincial North, currently enrolled in master or doctoral-level programs at a Canadian university.

The Northern Resident Award consists of eight scholarships, valued at \$5,000 each, for students identified as long-term residents of Nunavut, Northwest Territories, Yukon, or the Provincial North, enrolled in full-time, post-secondary programs at the undergraduate level at a Canadian college or university.

Past recipients can be found at: <http://acuns.ca/students-post-docs/past-recipients/>

TERMS AND CONDITIONS: GRANT AGREEMENT CLAUSES

In addition to the terms and conditions associated with NSTP grants that are outlined in other NSTP documents (Information Manual, Original University Submission, and Grant Agreement Letter) the following clauses must be adhered.

Indemnification

The University will save harmless and fully indemnify Canada from and against all claims, liabilities, and demands arising directly or indirectly from any act, omission, or negligence of the University, any breach of this Agreement by the University, performance or non-performance (in whole or in part) of the obligations of the University under this Agreement, and any claims, liabilities, and demands that may arise from the University entering into any loan, capital lease or other long term obligation and such indemnification will survive the termination or expiration of this Agreement

Records and Accounts

The University shall maintain accounts, and financial and non-financial records pertaining to Northern Scientific Training Program funding and shall retain these accounts and records, including all original supporting documentation, for a period of seven (7) years from the end of the fiscal year covered by this Agreement. The accounts and financial records must be maintained in accordance with generally accepted accounting principles.

Effect on Relationship of Parties

Nothing in this Agreement creates or is intended to create an agency, association, employer-employee, or joint venture relationship between the University and Canada, and the university shall not represent otherwise.

Recognition of Canada's Funding

Where either party makes a proposal to the other party to participate in a joint public announcement or to jointly develop and disseminate public communications materials that would recognize Canada's funding provided under this Agreement, the other party shall promptly consider the proposal and respond to the proposing party as soon as reasonably possible. Where the parties reach written agreement on such a proposal, the parties shall carry out their respective written commitments accordingly.

Public Disclosure

Without limiting any right, obligation or capacity of Canada to disclose information, Canada may publicly disclose the name and address of the University, the amount of funding provided under this Agreement, and the nature of the services for which funding is provided under this Agreement.

CHECKLIST

Please ensure that you have:

1. Completed and uploaded a signed copy of the following documents:

- Northern Studies Committee and University Information Sheet (signed by the President or designate)
- Student nominations for the 4 Special Awards (Malcolm Ramsay, George Hobson, Robert McGhee, Eric Dewailly)

2. Approved all Applications and Reports using the [SMAppl](#)y system.

Any technical difficulties with the online forms process must be brought to the attention of the NSTP Secretariat prior to the December 1st deadline.

Appendix 1 – Chairperson List

Northern Studies Committee Chairperson List 2021-2022	
<p>Dr. Sally Rice Chair, Northern Awards Committee Professor, Department of Linguistics 4-60 Assiniboia Hall University of Alberta Edmonton, Alberta T6G 2E7 Cc Trish Fontaine Cc Anita Dey Nuttall</p>	<p>Tel: 780.492.0809 sally.rice@ualberta.ca www.ualberta.ca/~srice</p> <p>Trish.fontaine@ualberta.ca anitad@ualberta.ca Tel.: (780) 492-9386</p>
<p>Dr. Greg Henry Chairperson Polar and Alpine Research Committee c/o Margie Heras Office of Research Services 102-6190 Agronomy Road University of British Columbia Vancouver BC V6T 1Z3</p>	<p>Tel.: 604-822-2895</p> <p>Greg.henry@geog.ubc.ca Margie.heras@ors.ubc.ca</p>
<p>Dr. Kevin Turner Assistant Professor, Dept. of Geography Northern Studies Committee Brock University 1812 Sir Isaac Brock Way St. Catharines ON L2S 3A1</p>	<p>phone: 905 688-5550 ext 5399</p> <p>kturner2@brocku.ca</p>
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<p>Nicolas D. Brunet Latornell Professor in Environmental Stewardship; Assistant Professor School of Environmental Design and Rural Development University of Guelph Landscape Architecture, Rm 114 50 Stone Rd East, Guelph, Ontario, N1G 2W1</p>	<p>Tel.: 519 824-4120 ext. 54414 Nicolas.brunet@uoguelph.ca research.services@uoguelph.ca (Patti)</p>
<p>Jérôme Comte Président Comité des études nordiques Institut national de la recherche scientifique Centre Eau, Terre & Environnement 490, de la Couronne QUEBEC QC G1K 9A9</p>	<p>Tel: 418-654-2585 jerome.comte@inrs.ca</p>
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<p>Dr. Philip P. Bonnaventure Chair, Northern Studies Committee Assistant Professor of Physical Geography Alberta Water & Environmental Science Building, Room WE2052 University of Lethbridge 4401 University Drive Lethbridge AB T1K 3M4</p>	<p>Phone: 403-317-5028 Email: philip.bonnaventure@uleth.ca</p>
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<p>Vincent Maire Président par intérim Comité d'études nordiques de l'UQTR Département des sciences de l'environnement Université du Québec à Trois-Rivières 3351, boul. Des Forges Case postale 500 TROIS-RIVIÈRES QC G9A 5H7</p>	<p>Tel.: 819-376-5011 ext. 3318 Vincent.maire@uqtr.ca</p>
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Appendix 2 - Community Interactions/Engagement/Resources

In general, please keep in mind that sharing information and building relationships of trust and friendships in the community are what's important – being open and outgoing, and looking for ways to be useful in the community and ways to build links with people. This can happen in many ways, depending on the circumstances: participating in community social events; volunteering; going out on the land with local hunters; visiting elders, making presentations to community groups and school classes; being available to answer questions about research; hiring local outfitters and guides.

What is appropriate depends on the project and the relationship that has been developed at the community level. It is strongly recommended that students and/or their professors seek local partners to determine what is appropriate when developing a research plan.

What is engagement? Some points to consider:

- Who are you engaging? Translate complex research accordingly.
- Make the link as to why this research is important.
- Ask communities – what do YOU want?

To summarize, engagement is who the research is relevant to – being creative and innovative is key!

Below you will find important resources regarding conducting research in the Territories.

Northwest Territories

Northwest Territories Science Agenda (priorities in the NWT):

<http://www.nwtresearch.com/publications/nwt-science-agenda>

Scientific Research Licence

<http://nwtresearch.com/licensing-research/scientific-research-license>

Communicating Research

<http://nwtresearch.com/licensing-research/communicating-research>

NWT Research Database

<http://nwtresearch.com/licensing-research/nwt-research-database>

Aurora College Research Ethics Committee

<http://nwtresearch.com/licensing-research/aurora-college-research-ethics-committee>

Yukon

Yukon Government has produced a Guidebook on Scientific Research in the Yukon that has information on the application process and license requirements.

http://www.tc.gov.yk.ca/scientists_explorers.html

The Yukon Research Centre hosts a number of programs and services with the common goal to develop collaborative research, innovation and outreach that meets the needs of northerners. YRC also provides a number of services supporting research and innovation. These services include: research funding, laboratory space, support space, a residence for researchers, and logistics support. The Research Centre also has protocol guidelines for doing research with Yukon First Nations. For more information:

<http://www.yukoncollege.yk.ca/research/>

Nunavut

The link to all information when conducting research in Nunavut can be found through the Nunavut Research Institute at:

<http://www.nri.nu.ca/>

Other

Association of Canadian Universities for Northern Studies, Ethical Principles for the Conduct of Research in the North:

<http://acuns.ca/en/ethical-principles/>

The Canadian Network of Northern Research Operators (CNNRO) is a network of research support facilities providing specialized technical services to academic, government, private and international scientific research sectors. The member facilities provide the know-how and infrastructure that make research possible in the nation's Arctic and sub-Arctic regions.

<http://cnnro.ca/>

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.

<https://www.canada.ca/en/polar-knowledge/online-portal-for-researchers.html>

Appendix 3 – NSTP Geographic Boundary Map



- Located at <http://arcg.is/1vGHyr>
- Please note that multiple reference base maps (backgrounds) are available through the *Basemap* button at the top of the viewer. Measuring tools available near the right of the top toolbar. The NSTP geographic boundary includes those regions of Canada where there is both permafrost and ground ice, as per the map 'Permafrost', contained within the 5th Edition (1978 to 1995) of the National Atlas of Canada.