|  |
| --- |
| **YEAR(S) OF FUNDING REQUEST** *(Select all that apply)*[ ]  2024-2025 [ ]  2025-2026 [ ]  2026-2027 |
| **REGION(S) OF PROPOSED ACTIVITIES** *(Select all that apply)*[ ]  Northwest Territories (Mackenzie Valley) [ ]  Northwest Territories (Inuvialuit Settlement Region) [ ]  Yukon [ ]  Nunavut [ ]  Nunavik [ ]  Nunatsiavut [ ]  Other (Please specify) \_\_\_\_\_\_\_\_\_\_\_\_  |

***Under each heading, applicants should enter the appropriate text, figures, or tables, and then select and delete the instructions provided. All text should be single-spaced, Arial, 12 point font.***

|  |
| --- |
| 1. **FULL PROJECT TITLE HERE**

**SHORT PROJECT TITLE HERE** |

The project title should provide an indication of the nature and location of the work being proposed. Please also provide an alternate short title for use in plain language communications.

|  |
| --- |
|  2. PROGRAM CATEGORY |

* Select from drop-down list (1 only)

|  |
| --- |
| 3. PROGRAM PRIORITY |

Indicate the key priority/priorities found in the subprogram Blueprint of the Call for Proposals that the project will be focussing on.

|  |
| --- |
| 4. PROJECT LEADER, AFFILIATION AND CONTACT INFORMATION |

Include name, title, affiliation, mailing address, telephone #, and e-mail address. No more than three individuals should be identified as Project Leaders. The Project Leader(s) will be the main contact(s) on the project, and will be responsible for the overall project implementation and for meeting all NCP reporting requirements.

|  |
| --- |
| 5. PROJECT TEAM MEMBERS AND AFFILIATIONS  |

List names of all the project team members, their affiliations, and their role in the project. All team members listed must be actively involved in the project. For ongoing/multi-year projects please ensure that the list of project team members is still valid. By listing members of the project team, the applicant (or Project Leader) is confirming that these individuals have agreed to be included as members of the project team in 2024-2025 and have been granted an opportunity to review and/or provide input on this project proposal.

|  |
| --- |
| 6. PLAIN LANGUAGE SUMMARY  |

In a maximum of 100–200 words (narrative or bullet-form), provide a clear and concise summary of the project and its proposed activities, using non-technical plain-language so that it can be understood by a non-scientific audience. This will be used in the review process, particularly by the Regional Contaminants Committees (RCCs) during their social/cultural review of proposals as well as by the NCP Management Committee. These plain language summaries will also be used on the NCP website and the NCP Project Discovery Portal to provide a brief description of NCP-funded projects.

The summary should answer the following questions:

• What is the proposed work?

• What questions does the project attempt to answer and why?

• Where and when will the work be done?

• How will the project involve/help Indigenous peoples and other Northerners?

• What are the expected results and the results to date, and how will results be communicated back to the community?

|  |
| --- |
| 7. PROJECT DESCRIPTION  |

## a) Objectives:

Provide well-defined short-term and long-term objectives for the overall project in relation to the applicable NCP Blueprint.

## b) Rationale:

Describe the rationale for the project in relation to the applicable NCP Blueprint. This should be a detailed section that clearly lays out the scientific basis for the proposed work. It is this section that will convince reviewers that the proposed work addresses the needs described in the Blueprint in a way that is scientifically defensible.

## c) Progress to Date:

Describe the results of any work completed to date so that the project can be properly and fully evaluated. This should include any work carried out in related NCP projects as well as non-NCP funded projects whose results are specifically relevant to the proposed work. This section should also include information on any progress in the areas of capacity building, communications and/or the use of Indigenous Knowledge.

## d) Proposed Work:

Provide a brief description of activities, including project design and methodology, where and when the work will be carried out over the lifetime of the project. Include a more detailed description of planned activities in the year(s) for which funds are being requested.

## e) Deliverables:

Specify the deliverables to be submitted to the NCP Secretariat over the lifetime of the project, as well as for the year(s) for which funding is requested. Include data reports, open literature publications, reports, workshops and items for communications initiatives, etc.; please refer to Table 1.3 in the Call for Proposals for reporting requirements.

|  |
| --- |
| 8. CLIENTS / PARTNERS  |

List the departments, agencies, Indigenous organizations, communities, and other countries, along with the corresponding contact persons, involved in the project and/or who could make use of the results (**for the requested funding year(s) only**). List any other projects that are related to the proposed work and indicate any shared costs and/or sample archival possibilities.

|  |
| --- |
| 9. COMMUNICATIONS, CAPACITY BUILDING AND INDIGENOUS KNOWLEDGE  |

*Under sections (a) Communications, (b) Northern Capacity Building and Training, and (c) Indigenous Knowledge, below, please indicate any activities that have shared responsibilities (presentations, reports, workshops, etc.) with other NCP-funded projects. For these, please specify which proposal and project leaders are directly responsible for the activities and related deliverables.*

## a) Communications:

Describe in detail (for the requested funding year(s) only) any communications activities planned as part of the proposed project, including the names of people and organizations that have been or will be contacted. Note that it is a **requirement** of all NCP-funded projects to provide the relevant RCC(s) with draft communications materials for review, prior to translation and/or communication activities in northern communities. Examples of communications activities include (but are not limited to):

• Production of fact sheets or other materials

• Presentations to school groups and other community organizations

• Progress reports sent to Hunters and Trappers Organizations

• Poster presentations

• Translation and interpretation

## b) Northern Capacity Building and Training:

Capacity building can be defined, for the purposes of the NCP, as activities which can improve an organization, community or a person’s ability to engage in contaminants issues. Describe the capacity building efforts planned for the year(s) for which funding is requested. Some examples of capacity building include (but are not limited to):

* Formal training programs (one-on-one or small group training with the researcher)
* Community or target-group workshops
* Presentations to, and engagement of, science classes (promoting student involvement)
* Hiring and engagement of local individuals in research projects

## c) Indigenous Knowledge:

Explain how the proposed project will use local knowledge and/or Indigenous Knowledge, unless not applicable (for the requested funding year(s) only). The NCP promotes the engagement of Indigenous Knowledge holders throughout all project stages, including project development, sample collection, data analysis, conclusions, and communication of results. This informs, for example, appropriate sample collection timing, improves understanding of changes in migration patterns, changes in populations, and changes in habitat. Indigenous engagement aids in overall results interpretation, formulating new research questions, identifying knowledge gaps, and improving communication with local communities. Please contact the appropriate Inuit Research Advisor and/or Regional Contaminants Committee members to discuss the potential for collaborative application of Indigenous Knowledge in your project. See contact in Appendix B of the Call for Proposals.

|  |
| --- |
| 10. COMMUNITY ENGAGEMENT  |

This section must be completed for all projects, including ongoing multi-year projects for which any part of the project in any year of the study was conducted in the North or made use of samples from the North. For projects that have no northern component at any stage, a brief statement explaining why there has been no northern community engagement may be sufficient; project leaders should confirm that engagement is not required with the appropriate Regional Contaminants Committee(s). If the project will be using archived samples from previous research or samples from another project, the communities involved in the original collections may need to be re-engaged and confirm their participation in the new proposal and the analyses. Please consult the appropriate Regional Contaminants Committee or Inuit Research Advisor for advice on appropriate engagement in these circumstances.

Describe the specific details of the community engagement that has occurred thus far, including efforts and successes from the previous year’s project (if applicable) and specific plans for future community engagement (e.g., what was discussed, with whom and when).

Signed Community Engagement form(s) and/or letters of community consent should be submitted with project proposals. The community engagement forms are considered, along with the proposal, as part of the social/cultural review of proposals carried out by the five Regional Contaminants Committees and are requirements for funding approval from the NCP. Applicants should be considerate of the challenges and potential delays in Northern communities due to COVID-19 or other challenges in their engagement plans.
 **\*\*It is required that project leaders include a numbered list of the expected engagement forms that includes the organization, the signing representative of that organization (if possible), and whether the form has been submitted with the proposal or is expected at a later date\*\***

## a) Ethics review:

Proposals for human health research and social science research (i.e. Indigenous Knowledge) must include information about the relevant ethics review, which ethical review board has or will review the study and the status of the review. A copy of the relevant consent form should also be included. It should be noted that NCP access to project data needs to be recognized in this documentation, where appropriate.

|  |
| --- |
| 11. LABORATORY ANALYSIS  |

Please provide the following (required for all projects performing analytical work):

***Laboratory Information*:**

• Laboratory Name and whether this is your laboratory, a contract laboratory, or

 a paid or in-kind contribution from a team member:
• Laboratory ISO/IEC 17025 Accrediting Body & Client ID (if applicable):
• NCPXXX ID (assigned by QA/QC coordinators if project leaders have

participated in the NCP QA/QC program previously, if available):
*Note: Your NCPXXX ID number is not the same as your confidential laboratory code, please*

 *email the QA/QC coordinators at* *CustomPT@ec.gc.ca* *for any clarifications*
• Primary Laboratory Contact (name and email):

• Does the laboratory currently participate in the NCP QA/QC program, or are they willing to do so (for the requested funding year(s) only)? If you indicate “No”, an explanation is required.

***Analytical Work:***• Processing and extraction methods with references as needed
• Fill in the “Analytical Details” table (provided below)
• Provide any additional written information as needed on the contaminants or

| Contaminant(e.g. MeHg, PFAS, Metals) | Matrices (e.g. sediment, fish muscle, seal liver, water) | Cost per Sample and number of samples | Analytical method (e.g., DMA, GC-MS, HRGC-MS, LC-MS, etc.) | Anticipated Analytical Concentration Range(s)(*if known*) |
| --- | --- | --- | --- | --- |
| *e.g. Total mercury (THg)* | ***e.g. Polar bear liver*** | ***e.g. $35, 40 samples*** | ***e.g. DMA*** | ***e.g. 10-50 μg/g (dry weight)*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 other compounds (e.g., stable isotopes, fatty acids, etc.) being analyzed

***Analytical Details (add additional rows if needed)***

***QA/QC Reporting*:**

• Provide a report on the performance of the laboratories from the most recent

 NCP QA/QC interlaboratory study (if applicable)

• If project leaders use a laboratory new to the NCP that has yet to participate in

the NCP QA/QC program, performance in other QA/QC programs, or the individual QA/QC results from the lab should be reported

• For laboratories that analyze air extracts or human tissues, provide a report on

 the performance in QA/QC programs specifically developed for those matrices

 reported that demonstrate a high quality of analytical performance

|  |
| --- |
| 12. DATA MANAGEMENT PLAN  |

Describe your data management plan, where and when the data will be captured and when the metadata records will be created in the [Polar Data Catalogue](https://www.polardata.ca/). *Provide the link to the project metafile(s) and data file(s) if they already exist. Note that project leaders are still required to create metafiles in the Polar Data Catalogue even if your data are housed in a separate repository. If the data are housed in another data repository such as Environment and Climate Change Canada’s Data Portal, please provide the link to that as well.* Project leaders will be requested to complete and sign the NCP Data Deposit Agreement Form upon approval of funding.

|  |
| --- |
| 13. RELEVANT PUBLICATIONS / PRESENTATIONS  |

This should include publications and presentations by project team members relevant to the proposed project (2 pages maximum). This section should also include a list of the references cited in the text of the proposal.

|  |
| --- |
| 14. SUPPORTIVE INFORMATION ON EXPERTISE  |

Attach résumés etc. to demonstrate the scientific excellence, experience and/or expertise of the project leader(s) (**maximum two pages per individual**).

|  |
| --- |
| 15. ADDITIONAL REQUIREMENTS  |

NCP Budget Tables

NCP Community Engagement Form(s)

For full information on the Northern Contaminants Program 2024-2025 Call for Proposals, please visit the NCP website at: <https://science.gc.ca/site/science/en/northern-contaminants-program>