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Nunavut General Monitoring Plan
Nunavunmi Tamainni Takuurivangnikkut Parnaiyautaanni
Plan de surveillance générale du Nunavut

Nunavut General Monitoring Plan



2016-2017

Call for Proposals

CLOSING DATE EXTENSION

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Nunavut General Monitoring Plan (NGMP) Secretariat

Indigenous and Northern Affairs Canada

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Canada

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1 - INTRODUCTION

1.1 What is the Nunavut General Monitoring Plan?

In the Nunavut Land Claims Agreement (NLCA), Article 12.7.6 requires that government and the Nunavut Planning Commission cooperate to develop and implement a plan for monitoring the current and cumulative long-term impacts of development in Nunavut. The plan, referred to as the Nunavut General Monitoring Plan (NGMP), will provide for the collection, analysis and dissemination of information regarding the state and health of the eco-systemic and socio-economic environment in the Nunavut Settlement Area.

Nunavut-wide monitoring, via the NGMP, will inform and support the implementation of NLCA responsibilities of government, the Institutions of Public Government (IPGs), NTI and regional Inuit organizations related to integrated resource management (wildlife management (Article 5), the land and resource management boards (established under Article 10), land use planning (Article 11), management of development impacts (Article 12), water management (Article 13), and activities related to other sections of the NLCA (e.g., Articles 23, 24, and 32)).

1.1.1 Objectives of the NGMP

The over-arching objective of NGMP is to provide for the collection, analysis and dissemination of information regarding the state and health of the eco-systemic and socio-economic environment in the Nunavut Settlement Area. NGMP will contribute towards the establishment of baseline data and the continued collection of data required to monitor environmental changes over time. Accordingly, the collection of data in support of NGMP's prioritized valued components (VC) key indicators is a primary objective and core function.

1.1.2 Key Activities of the NGMP

1. Facilitating governance;
2. Collection, analysis and synthesis of data;
3. Information management/information technology;
4. Reporting and communicating.

1.1.3 Core Functions of the NGMP

1. To provide Inuit with the information needed to ensure meaningful participation in the integrated resource management system established under the NLCA, and in the development of programs and policies that affect them;
2. To provide information for Institutions of Public Government, all levels of government, industry/business, other entities and Nunavummiut for use in decision-making, results-based management, business planning, and good governance (e.g., participation in integrated resource management processes; community profiling; investment decisions;

land use planning; planning and conducting research; project screening/environmental assessment; regulation and enforcement; wildlife management; policy, project and program development; cumulative effects assessment and management; development of thresholds; contributing to meeting national and international treaties or obligations);

3. To collect, analyze and report current and historical information on the long-term state and health of the eco-systemic and socio-economic environment in the Nunavut Settlement Area (as per Article 12.7.6 of the NLCA);
4. To fund and otherwise support initiatives that contribute to:
 - a) Development and implementation of community-based scientific and/or IQ-based (IQ refers to Inuit Qaujimajatuqangit or Inuit Knowledge) monitoring;
 - b) Development and implementation of scientific and/or IQ monitoring projects that address cumulative impact questions;
 - c) Development, improvement and documentation of monitoring techniques;
 - d) Development of monitoring protocols for VCs;
 - e) Identification and improved understanding of indicators that contribute to understanding of VCs and trends in eco-systemic and socio-economic environment in Nunavut (e.g. through pilot studies);
 - f) Improving data management techniques, archiving data and making information accessible to Nunavummiut and decision makers (with due regard for Traditional Knowledge);
 - g) Analysis of data, including evaluating environmental trends and assessing cumulative impacts;
 - h) Dissemination of results to scientific, regulatory and community audiences;
 - i) Sharing of knowledge between Inuit Qaujimajatuqangit (IQ or Inuit Knowledge) holders and scientists.
5. To provide Nunavummiut with reliable baseline and long-term environmental monitoring information, and consistency in monitoring indicators;
6. To identify and monitor uses of land and water, and other sources of effects on the environment. This information can contribute to the assessment of the cumulative effects of development activity on the environment by government or regulators;
7. To identify and fill priority monitoring gaps (by providing funding);
8. To help coordinate organizations conducting research or monitoring in Nunavut;
9. To ensure the integration of project-specific monitoring and general monitoring activities in understanding the Nunavut environment;
10. To build capacity, particularly in Nunavut communities, to better enable full and effective participation in environmental monitoring processes and activities;

11. To assist Government¹ and other partners with evaluation of the implementation of their strategies, legislated or policy goals.

1.2 Call for Proposals

The Nunavut General Monitoring Plan (NGMP) has an annual budget of \$700,000 in the form of grants and contributions to support monitoring initiatives in Nunavut. This funding is managed and administered through the NGMP Secretariat, Indigenous and Northern Affairs Canada (INAC), Nunavut Regional Office. NGMP Secretariat works under the guidance of its Steering Committee, constituted of Government of Canada, Government of Nunavut, Nunavut Planning Commission and Nunavut Tunngavik Inc.

The NGMP Steering Committee has agreed upon a list of priority monitoring needs for 2016-17 Call for Proposal. This priority list is described in detail in the next two sections (Sections 1.3 & 1.4). Should a proposal addressing monitoring components other than those from the priority list, it will not be considered.

1.3 2016-17 NGMP Monitoring Priorities

This section contains 2016-17 NGMP monitoring priorities set up by NGMP Steering Committee. All the proposals must clearly state which monitoring priority it will address. For the proposals to be considered, it should fall into one of the following priorities.

If a project addresses more than one monitoring priority through the direct research effort, please list all of them in the proposal. However, please refrain from including categories only broadly brushed by the project without direct input and subsequent outcome in the proposal.

1st Priorities:

Caribou

Climate change

Marine Noise

Marine shipping

Bathymetry

Education

Housing

Infrastructure (Transportation infrastructure, Municipal infrastructure/ Energy production)

Health and well being

¹ For the purpose of this RFP, the term Government refers to the Government of Canada or the Territorial Government or both, as the context requires, depending on their jurisdiction and the subject matter referred to, as defines in the Nunavut Land Claims Agreement.

2nd Priorities:

Polar Bear
Existing Land and Water Use
Traditional Activities and Traditional Use Areas
Harvesting
Business Development
Tourism
Economic activities
Fish
Water
Marine mammals

1.4 2016-17 NGMP Monitoring Priority Questions

This section explains what monitoring questions the NGMP Steering Committee is requesting proposals to address in the priority list. All proposals submitted must demonstrate how the project, or initiative, will address at least one of the following key questions within the 2016-17 NGMP monitoring priorities.

1.4.1 1st Priorities

1. Caribou (Terrestrial Wildlife – Caribou)

- 1) Where and when do caribou habitat areas need to be protected or closely managed?
- 2) What impact would proposed new roadways have on harvest patterns?
- 3) Are there areal, linear, and/or temporal thresholds that can be established in areas of heavy development in order to control cumulative effects? If not, what are the factors that must be understood to develop an efficient and effective adaptive management system?
- 4) Identify acceptable noise levels to minimize disturbance on caribou from industrial project proposals and low flying aircraft during the sensitive calving and post-calving times and regular seasonal activities.
- 5) Estimate the economic value of mainland migratory herd of all herds, or selected herd harvested by multiple communities.
- 6) Socio-economic impacts of declining herd populations on communities, impacts on harvesting etc., with multi-year study to establish baseline data and trends.

2. Climate Change (Climate and Weather and Air Quality)

- 1) Identify how increases in the amount of freshwater entering the marine environment will impact salinity levels and temperature of the marine habitats overtime;
- 2) Identify how changing salinity levels and temperature will affect food sources of sea mammals; and
- 3) Identify how changing salinity levels and temperature may cause changes in the

location of historic hunting grounds for sea mammals and location of floe edges and polynyas.

4) What trends/changes are occurring in hydrograph in relation to climate change?

3. Marine Noise (Noise – Marine Noise Levels)

- 1) What effect does noise from seismic testing, ice breaking, and marine shipping have on marine fish and marine mammals, with a focus of walrus at haul-outs, whales, and seals?
- 2) What methods, policies, and/or procedures would help mitigate any negative effects, including any cumulative effects?
- 3) What are the new sources of noise, including location, intensity, increase increased intensity above background, duration and frequency?
- 4) How close are new noise sources to key biologically sensitive receptors, including marine mammals?
- 5) Are the new sources of noise cumulative with other anthropogenic noise sources?

4. Marine Shipping (Economy and Snow and Ice)

- 1) Better understanding of impacts from marine shipping activities (industrial and other) in Nunavut, including ship noise.
- 2) Identify impacts of icebreaking on marine environment.
- 3) Identify impacts of icebreaking on the ability of Inuit to travel on sea ice.
- 4) What is the impact of climate change on marine shipping?
- 5) What is the impact of major developments on marine shipping?

5. Bathymetry (Marine Coastal and Offshore Environment)

- 1) Can the shallow portions of the safest possible marine shipping corridors, for community resupply, mining, and general freight shipping, be charted in detail? Mapping marine shipping corridors for community resupply and/or industrial developments.
- 2) Do any areas require buoys, safety markers, or lighthouses?
- 3) To what degree is bathymetry affecting:
 - a. Sea ice regimes?
 - b. Distribution of marine biological resources?

6. Education (People)

- 1) What are causes of student absenteeism in the K-12 education system? What factors improve attendance rates, and/ or attract students back to school after a prolonged absence?
- 2) What is the impact of major development projects on improving trades education and training, secondary education, and post-secondary education?
- 3) Does the availability of employment in the resource development sector encourage students to improve their educational success?
- 4) What impact do social factors have on the attainment of higher levels of school

completion?

7. Housing (People)

- 1) Better understanding of how to identify and address gaps in Nunavut's housing continuum (i.e. shelters, transitional, supportive and assisted living, private rental options, cooperative and co-housing ownership, strata ownership, etc.).
- 2) Better understanding of the supply and demand factors of housing in Nunavut.
- 3) Understanding the impact of resource development projects on the availability and quality of housing. What is the impact of major development projects on patterns of home ownership?

8. Infrastructure (Economy)

- 1) Identify energy mitigations currently being used in communities
- 2) Transportation infrastructure:
 - a. What would be the social, demographic, and economic impacts of proposed roads and/or railways in Nunavut? Will road or rail have a larger economic multiplier effect?
- 3) Municipal infrastructure/ Energy production
 - a. Present Nunavut communities with packages of tested and proven climate-appropriate renewable energy production and storage technologies that may confidently allow the transition away from diesel electric.

9. Health and well being (People)

- 1) What factors indicate success in connecting financial wealth to family well-being and improved wellness?
- 2) What policy applications are warranted?
- 3) What is the impact of major development projects on health and well-being, including consideration of alcohol and drug abuse?
- 4) How does employment status change patterns of spending as it relates to health and well-being (for individuals and families)?

1.4.2 2nd Priorities

10. Polar Bear (Terrestrial Wildlife)

- 1) Where and when do polar bear habitat areas need to be protected?
- 2) What impact would proposed new roadways have on harvest patterns?
- 3) Other key questions can be related to key identified indicators contained in the NGMP Knowledge report for this value component such as but not limited to: Populations size and trend; distribution; birth rate; death rate; harvest levels; reproduction rate; age structure; frequency and location of bear-human encounter; contaminant levels; sea ice extent, distribution, composition, and timing of freeze-up and thaw.

11. Existing Land and Water Use

Four different types of information are needed to manage the cumulative pressures

of land and water developments and activities on the biophysical and human environment. These are:

- 1) Location;
- 2) Operational status- i.e. exploration stage; under construction; partially or fully operational; seasonal timing of operation; abandoned; etc.
- 3) Footprint or scale of use/activity – i.e. land/water areas used; level of disturbance of land/water; type/amount of emissions; number of people using site/employment; etc.
- 4) Sensitivity of the receiving environment to the different uses and activities.

12. Traditional Activities and Traditional Use Areas

- 1) How can traditional activities better be structured into everyday life of Nunavummiut, and how would this inform employers?
- 2) What are the areas of concentration of traditional uses, and during which seasons?

13. Harvesting (Economy)

Better understanding of the socio-economic elements of harvesting in Nunavut, including:

- 1) The economics of private sales and interregional trade.
- 2) Quantitative and qualitative effects on food security.
- 3) How does rotational employment in the resource development sector impact harvesting activities and patterns?

14. Business Development (Economy)

- 1) Quantify the direct, indirect, and induced economic impacts of large investments in Nunavut.
- 2) Develop Nunavut specific economic multiplier and leakage figures.

15. Tourism (Economy and Terrestrial Wildlife)

Better understand the impacts and benefits of sport hunting in Nunavut

16. Economic Activities (Economy)

- 1) What is the impact of major development projects on the regional and territorial economies?
- 2) What are the impacts of major development projects on the cost of living - both at regional and territorial levels?
- 3) What is the impact of resource development on regional and economic diversification?
- 4) What is the impact of climate change on the traditional economy?

17. Marine Fish (Marine Fish)

- 1) Are harvesting activities (for directed and by-catch species) depleting the populations such that the fisheries or populations are not sustainable or at risk?

- 2) Is harvesting being conducted in accordance with Recovery Plans or Fisheries Management Plans for affected species?
- 3) What physical changes are occurring in fish habitat? Is fish habitat compensation required?
- 4) Are fish population declining in numbers?
- 5) Is the distribution of fish population changing? And how?
- 6) Are there changes in water quality that could impact fish populations?
- 7) Are there contaminant inputs that could be deleterious to fish or have the potential to be taken up by fish, rendering them not suitable for human consumption?

18. Fresh Water Fish (Fresh Water Fish)

- 1) Are there any significant changes in population metrics (abundance/production) of key freshwater fish species, at local and regional scales?
- 2) Are changes occurring in the distribution of sensitive freshwater fish species (e.g. in response of possible climate changes)?
- 3) What re the contaminant loading s in freshwater fish being harvested for commercial or subsistence needs
- 4) Are there changes occurring in harvest of key freshwater fish species (commercially and recreationally)?

19. Water (Hydrology and Water Quality)

- 1) What trends / changes are occurring in stream flows and water levels?
- 2) What trends / changes are occurring in hydrograph in relation to climate change?
- 3) What changes are needed regionally in Nunavut in order to better direct efforts and meet the needs of Nunavummiut, communities and development interests?
- 4) Coupling hydrometric data with other monitoring indicators, such as meteorological variable.
- 5) Identify acceptable thresholds and indicators to manage the impacts from commercial and industrial project proposals on fresh water quality within Nunavut's Water Management Areas and smaller watersheds under development pressures.

20. Marine Mammals (Seals, Beluga Whales, Bowhead Whales, Killer Whales, Walrus, Narwhals)

- 1) Are there any significant changes in populations?
- 2) Are there changes occurring in the distribution of mammal as a result of changes in the sea ice regimes due to factors like climate change or vessel traffic?
- 3) Are changes occurring with respect to contaminant levels in mammal?
- 4) Are reproductive success and/or offspring survivability being adversely affected by factors such as climate change, exploration, resource development and sea traffic?

- 5) Are changes occurring in the subsistence harvest?
- 6) Are changes occurring in harvest statistics? Is the harvest sustainable?

1.5 Timelines for NGMP Call for Proposals

Table 1.5.1 : **NEW EXTENDED DATES**

Milestones/Tasks	Date
Call for Proposals to be issued	May 20 th , 2016
Deadline to submit Proposals for the applicants Proposals received after the deadline will not be accepted	June 20th , 2016 11:59 AM (NOON) Eastern Standard Time (EXTENSION)
Steering Committee Members review the proposals	June 21 st – June 23 th , 2016
Steering Committee Meeting to decide the recipients	June 24 st – June 30 th , 2016
Notifications sent to applicants on the status of their proposals	July 11 th – July 15 th , 2016
Funding agreements prepared and signed	July 18 th , 2016 and ongoing

1.6 Application Process

1.6.1 Deadline to receive the proposals

Proposals shall be received before **June 20th , 2016 11:59 AM (NOON) Eastern Standard Time (the deadline has been extended)** by emails, fax or by mail. The recipients should contact NGMP secretariat if they have difficulties to send out the proposals because of technical issues well before the deadline so to arrange alternative sending methods and ensure the deadline is not to be missed.

Proposals received after the deadline will not be accepted.

1.6.2 Decisions on Proposal

The NGMP Secretariat will respond to the applicants by **July 15th , 2016 at 11:59 AM (noon) Eastern Standard Time**, to indicate if their proposals have been accepted by the NGMP Steering Committee.

A mandatory Summary sheet is also required when you submit the full proposal. Please find the checklist, format and requirement for drafting these documents in Section 3 and comply with these requirements. Failing to do so may result in the rejection of the proposal. If there are any questions, the applicants are encouraged to contact NGMP before the deadline for clarification.

2 - GUIDELINES

2.1 Available Funding

The total amount of NGMP Grants and Contribution funding for 2016-17 projects is \$700,000. The annual allocation of funding will be subject to factors including, but not limited to, direction of the NGMP Steering Committee, the nature and number of proposals received, demonstration that other sources of funding have been explored, and the overall merit of submissions.

Receipt of NGMP funding in 2016-17 does not guarantee funding in future years. Funding in future years will depend on the quality of results, accessibility of information and the relevance of a project's results to decision makers.

The funding will be made available based on the merit of the individual proposals, namely the project's support of monitoring and community capacity building activities that are applicable to NGMP's objectives, core functions, and key activities.

2.2 Eligible Recipients

The following types of recipients are eligible for funding:

- Communities, local community members, NTI/Regional Inuit Associations;
- Academia;
- Institutions of Public Government;
- Territorial Government departments and agencies; and
- Non- Government Organizations.

For-profit organizations, such as consulting firms or industry, are only eligible for funding as members of a partnership with one or more eligible organizations as described above. Similarly, Federal Government departments and agencies are eligible as members of a partnership with one or more eligible organization(s)/funding recipient(s) as described above. In this case, a single eligible recipient must also be the project applicant. Accordingly, the proposed project must be led by an eligible recipient to be eligible for NGMP funding.

2.3 Eligible Projects

For projects to be considered eligible for this RFP, Nunavut monitoring must pertain to Gap Filling, Data Development and/or Monitoring Capacity Building initiatives from the 2016-17 priority list found in Sections 1.3 & 1.4.

2.4 Eligible Expenses

Expenditures which are reasonable and necessary for the recipient to carry out an approved project/activity that will lead to expected results for Nunavut general monitoring data development, gap filling and capacity building needs are eligible.

Eligible expenditures may include:

- preparing and undertaking renovations and upgrades;
- salaries and wages (and Northern benefits where they apply);
- travel;
- accommodation;
- transportation;
- daily living allowance;
- training/workshops;
- professional services such as legal, engineering, project management and accounting;
- site testing;
- research;
- communications;
- audit and evaluation;
- office supplies and equipment dedicated to the program;
- equipment dedicated to the program;
- printing;
- community information initiatives; and
- data collection, analysis and reporting.

2.5 Core Activities

Expenditures which are reasonable and necessary for the recipient organization to carry out approved core activities are considered core activities, such as:

- salaries and benefits for employees and casual workers;
- contract costs for administrative services;
- professional fees;
- rental of office and meeting space;
- communications (telephone, fax, internet, postage, courier);
- photocopying and printing;
- office equipment and supplies;
- travel, including meals and accommodations; and
- other administrative costs.

Where relevant and applicable, eligible applicants must ensure contracting is in accordance with the objective and policies of Article 24 ('Government Contracts') of the Nunavut Land Claims Agreement.

Please note that overhead costs (administration fees) should not exceed 15% of the total direct costs to the project. Should any overhead expenditure exceed 15%, the proposal will not be accepted, and the budget will not be approved.

2.6 Ineligible Expenses

- Any costs that reasonably should/could be borne by the applicant as it relates to their operations (i.e. with emphasis on their mandated monitoring requirements and/or responsibilities; NGMP is not intended to result in long-term funding dependencies by organizations for general monitoring that should be carried out as part of their mandated responsibilities);
- Any costs not related to supporting the overall objectives, key activities and core functions of the NGMP;
- Costs associated with efforts to duplicate past or present monitoring or related initiatives;
- Overhead cost that exceeds 15% of the total project funding allocated by NGMP.

2.7 Projects Previously Funded Must Be Completed

To receive funds for 2016-17 all final reports and deliverables for NGMP projects from previous years must be reviewed and approved in conjunction with the terms and conditions of the funding agreement(s).

3 - PROPOSAL AND BUDGET FORMAT

3.1 Templates Mandated to Use for Proposal Writing

Applicants need to adhere to the NGMP proposal formats and templates outlined below, and be responsive to the evaluation criteria to ensure that their proposals receive the best possible assessment. Applicants are encouraged to design and implement their monitoring projects in partnership with Nunavummiut. Scientists are encouraged to work with community leaders, Elders, hunters and other knowledgeable individuals to incorporate IQ (Inuit Qaujimagatuqangit) and Traditional Knowledge into the monitoring plan/program design and implementation. Community input in the monitoring is important, as are sensitive and sound monitor-community relations; all should be clearly demonstrated in proposals.

Applicants are strongly advised to use the Proposal Preparation Checklist (see Appendix 1) to ensure that their submissions are complete.

The full proposal document and proposal summary document must be submitted with the Proposal Submission Cover Sheet. The Proposal Submission Cover Sheet **MUST** be signed by an individual representative of the applicant with authority to bind the applicant.

For the data collection and information management requirements, all the proposals must be submitted by following the NGMP templates outlined below:

1. Word input requirement in **Section 3.2**
Only Microsoft Word with specific input requirement outlined in Section 3.2 is accepted for the Proposal.
2. Proposal Submission Cover Sheet in **Section 3.4**
The proposal must be submitted with NGMP Cover Sheet signed by an individual representative of the applicant with authority to bind the applicant.
3. Full Proposal template in **Section 3.5**
Please follow the template for the full proposal submission. Should therefore by any appendices, they should be attached at the end of the proposals.
4. Proposal Summary Form in **Section 3.6**
It is mandated to also submit an abbreviated version of full proposal, according to proposal summary form template, to facilitate data capture purpose.
5. Budget format Table in **Section 3.7**
The budget format table is an example for eligible and non-eligible expenses to carry the core activities for the project. It is not limited to the items listed in the table, but

however, the applicant should bear in mind that the total overhead expenditure should be maintained at or below 15% of requested NGMP funding.

6. An explanation of the approach to recording and reporting monitoring/research information must also be made explicit in the proposal. Funding recipients will be required to upload and publish their project results through the NGMP's specified information management system, currently Polar Data Catalogue but not limited to this database. Instructions will be given from NGMP and/or NGMP delegates to the funding recipients on how to upload metadata and dataset to the NGMP specified database. NGMP may organize workshops or other forums where project results will be presented (these possible forums should be addressed in the proposal), and it is the obligation of the recipients to participate in NGMP's funding projects report workshop so the research outcomes can be disseminated to Nunavummiut and public elsewhere for decision making and awareness arousing.
7. If you need to use acronyms in the proposals, please use full name first with acronyms in brackets, ex. Qikiqtani Inuit Association (QIA), then QIA can be used through the whole proposals.

The following two documents are for the applicants to review before the submission of the proposals but are not required to be sent to NGMP:

1. Submission Check List in **Appendix 1**
2. Project Evaluation Criteria in Section 4, Table 4.1.1

3.2 Microsoft Word Formatting of Templates

- Page set up on letter paper, 8 1/2 x 11 inches (21.5 x 28cm), portrait format, with a single column
- Set margins at 0.75 inches (1.9 cm) or more all around
- Text must be in black 12 pts or larger. The preferred font is Arial
- Text must be single-spaced, with six lines per inch or less
- Condensed font, and applications completed strictly in italics, are not acceptable
- Enter your names at the top of every page, within the set margins
- For multi-page attachments, number your pages sequentially
- The size of the electronic document must not exceed 10MB

3.3 NGMP Proposal Submission Cover Sheet

(Please find the template on the following page)



NGMP Proposal Submission Cover Sheet

The following information should be provided by proponents wishing to have their proposal fully evaluated.

Proposal Title: _____

Proposal Date: _____

Applicant
Organization: _____

Address: _____

Authorized
Representative(s): _____
(Print Clearly)

Title(s): _____

Authorized
Representative
Signature(s): _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

3.5 NGMP Full Proposal Template

Table 3.5.1

NGMP Full Proposal Format for 2016-17 Funding	
1. Proposal Title	
2. Proposal Date	
3. Valued Component (VC) and associated indicator(s)	Please identify which Valued Eco-systemic Components (e.g. Caribou, Water Quality) and/or Valued Socio-Economic Components (e.g., Human Health, Employment) and any associated indicators that you will be monitoring.
4. Location	Description of the region, community, latitude and longitude of the project.
5. Project Lead, Affiliation and Contact Information	One Principal Investigator and one Originator are required. Provide a brief biography and description of roles and responsibilities; include resume as an appendix. Include complete contact information.
6. Project Team Members and their Affiliations	Provide brief biographies and descriptions of their roles and responsibilities; include resumes as an appendix to the proposal.
7. Plain Language Summary	<p>Provide a short, 200-300 words (narrative or bullet-form) summary that describes both project relevance and a description of the proposed project that would be understood by the non-scientific public.</p> <p>The summary should answer the following questions: What is the proposed work? What questions is it attempting to answer and why? Where and when will the work be done? How will it involve/help Inuit and other northerners? (If your proposal is approved for funding this summary will be published and made available to the public).</p>

NGMP Full Proposal Format for 2016-17 Funding

<p>8. Project description</p> <p>a) Purpose and Objectives</p>	<p>Describe the overall purpose of the project, and provide well-defined short-term and long-term objectives for the overall project. (If it is a multi-year project proposal, please explain how the multi-year nature of the funding request will help to achieve the overall blueprint goals and objectives). Identify what will be accomplished and demonstrate that project objectives are achievable and measurable within the project's timeframe</p> <p>This section should clearly articulate the data development/gap-filling requirement and/or capacity development opportunity to support NGMP's 2016-17 Priority List.</p>
<p>b) Rationale</p>	<p>Describe the rationale for the project in relation to the objectives, key activities, and core functions of the NGMP (Section 1.1 above), including the project's contribution to decision making and capacity building in Nunavut. How will the project contribute to monitoring of the long-term state and health of the ecosystemic and socio-economic environments? This should be a detailed section that clearly lays out a scientific and/or the Traditional Knowledge basis for the proposed work. It is this section that will convince reviewers that the proposed work addresses the needs of the NGMP.</p>
<p>c) Progress to date (if applicable)</p>	<p>Describe the results of any related work completed to-date so that the project can be properly and fully evaluated. This should include any work carried out in related NGMP projects as well as non-NGMP funded projects whose results are specifically relevant to the proposed work. The Progress to Date section should also include information on any progress in the areas of Gap-Filling and Data Development, Capacity Building, Communications, and use of IQ.</p>
<p>d) Project Duration</p>	<p>State the start and end dates, as well as total duration</p>

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e) Proposed work plan	Provide a brief description of activities, including project design, methodology, indicators, associated protocols, and schedule to be carried out over the life of the project. Include a more detailed description of planned activities in the year for which funds are being immediately requested. Indicate if results will be peer-reviewed prior to final submission to NGMP, with a formal letter from the peer-reviewer included as an appendix in the final report.
f) Clients/partners	List the departments, agencies, Inuit organizations, communities and other countries, with the corresponding contacts, that are involved in the project and/or could make use of the results.
g) Laboratory analysis (if applicable; i.e. contaminants, water quality)	Describe the laboratories being used to analyze (if applicable) by providing the name of the laboratory, the individual cost of analysis per sample, the quality assurance/quality control methods, and procedures to be used.
h) Capacity building and training	Explain how the proposed project will build true capacity (vs. community hire). Describe what the community benefits and the knowledge transfer will be.
i) Inuit Qaujimagatunqangit (IQ) and Traditional Knowledge (if applicable)	Explain how the proposed project will incorporate IQ and Traditional Knowledge.

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<p>j) Communications and Reporting</p>	<p>Describe in detail any communication activities planned as part of this proposed project, including names of people and organizations that have been or will be contacted. Identify whether your project is a community priority and include letters of support from the community if available. Describe how project results will be reported to others, including local communities (e.g. public events, meetings, publications, web site).</p> <p>An explanation of the approach with respect to recording and reporting the monitoring/research information must be made explicit in the proposal. Funding recipients will be required to upload and publish their project results online following NGMP instructions. NGMP may organize workshops or other forums for the recipients to report their research results to public.</p>
<p>k) Data Management Plan</p>	<p>All recipients are required to create a data management plan for the NGMP awarded project.</p>
<p>l) Related projects</p>	<p>List any other projects that are related to the proposed work and indicate any shared costs and/or sample archival possibilities. Describe how your project is related to other similar projects (internal or external, clearly demonstrating collaboration).</p>
<p>m) Consultation</p>	<p>Describe the specific details of the consultation that has occurred thus far (for example with HTOs and the community), including efforts and successes from the previous year's project (if applicable), and specific plans for future consultation, e.g. what will be discussed with whom and when.</p>
<p>n) Nunavut Research Institute Licencing Requirements</p>	<p>Describe the efforts taken or planned to obtain all necessary licensing from the Nunavut Research Institute; include licensing numbers.</p>
<p>o) Ethics review (if applicable; i.e. human health projects)</p>	<p>Where applicable, indicate which Ethical Review Board has or will review the study, if appropriate.</p>

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<p>9. Deliverables</p>	<p>Specify what the deliverables will be over the life of the project (if it extends beyond the funding period) and for the current year for which funding is being requested. ‘Lessons learned’ and recommendations/future plans to sustain the monitoring initiative should also be included. Include reports, data, open literature publications, workshops and items for communication initiatives.</p>
<p>10. Detailed budget</p>	<p>Provide detailed budget information for the specific year in which funding is being requested, as well as an estimate of the annual funding needed for the balance of the project (see Table 3.7.1). Where there are multiple components/activities, costs should be broken down by activity. Also show funds and human resources from other sources besides this program</p> <p>Describe the impact(s) of partial funding (i.e. whether project can proceed if NGMP funding allocation is less than requested amount). Identify components that will/can be cut in the case of partial funding.</p>
<p>11. References and other relevant publications/ presentations</p>	<p>Provide a list (maximum 2 pages). This should include publications and presentations by project team members relevant to the proposed project. This section should also include references (name, title, organization, phone, e-mail) for at least two similar projects or for publications cited in the text of the proposal.</p>
<p>12. Supportive Information on expertise</p>	<p>Attach resumes, organizational qualifications and experience etc. to show expertise of project lead and team members (maximum 2 pages per team member)</p>

3.6 NGMP Proposal Summary Sheet

In conjunction with the full proposal, all the applicants are mandated to fulfill this summary sheet. It is a simplified version of the full proposal; therefore the applicants can copy and paste what is written in the full proposal for the purpose to prepare the summary sheet outlined below.

1. Proposal Title

2. Proposal Date

3. Valued Component (VC) and associated indicator(s)

- | | |
|---------|---------|
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
| • _____ | • _____ |
-

4. Location

5. Project Lead, Affiliation and Contact Information

6. Key Project Team Members and their Affiliations

7. Brief Plain Language Summary

8. Project description

a) Purpose and Objectives

b) Brief Rationale

c) Project Duration

d) Inuit Qaujimajatuqangit
/ IQ and Traditional
Knowledge

e) Communications and
Reporting

9. Deliverables

10. Budget Summary

3.7 Budget Format

Proposals submitted to the NGMP for funding must include budget tables. NGMP requests that a detailed budget for the specific year in which funding is requested (see Budget Table 3.7.1). For multi-year proposals, please provide a completed budget table for each fiscal year.

Budget Table 3.7.1: Detailed budget information for NGMP support

For NGMP funds being requested please fill in Column B in Budget Table 3.7.1 using the Class of Expenditures available in Section 2.4.

Please also indicate Other Funding Sources in Column D of Budget Table 3.7.1. Other funding sources would include contributions such as staff salaries, services, facilities, and operating funds as well as the estimated value, status, and source of other known or potential contributions to the project (e.g., In-Kind, ArcticNet, NSERC, other governmental departments and other sources).

As a general guideline, if any direct cost to the project is requested from the NGMP, report such expenses in Column B of Budget Table 3.7.1; all other costs related to the project and their respective sources should be detailed in columns C and D respectively.

Budget Table 3.7.1: Example of Budget for NGMP Support

NOTE: The Categories under that Class of Expenditure can be changed, as well as additional categories can be added, to better reflect your proposal.

NGMP Funds		Other Funding Sources (including In-Kind)	
A	B	C	D
Class of Expenditures	Funds Requested from NGMP 2016-17	Class of Expenditures	Other Sources of Funds 2016-17
1. Professional Fees and Services • Details		1. Professional Fees and Services • Details	Specify sources
Sub Total	\$	Sub Total	\$
2. Travel • Details		2. Travel • Details	
Sub Total	\$	Sub Total	\$
3. Equipment • Details		3. Equipment • Details	
Sub Total	\$	Sub Total	\$
4. Administration Costs • Details		4. Administration Costs • Details	
Sub Total	\$	Sub Total	\$
5. Other Eligible Expenses • Details		5. Other Eligible Expenses • Details	
Sub Total	\$	Sub Total	\$
Total Project Cost		Total Other Sources	\$

3.8 How to send out the proposal?

Proposals must be sent by email, fax or regular mail/courier to the attention of the NGMP Secretariat Contact below. It is recommended that applicants confirm receipt of fax or regular mail/courier submissions with the NGMP Secretariat.

Nunavut General Monitoring Plan (NGMP) Secretariat
 Indigenous and Northern Affairs Canada
 Nunavut Regional Office
 PO Box 2200, Iqaluit, NU, X0A 0H0

Email: ngmp-psgn@aandc-aadnc.gc.ca

Tel: (867) 975-4545; Toll Free: 1-(855) 897-6988 Fax: 1-(867) 975-4736

Applicants are strongly advised to use the Proposal Preparation Checklist (Appendix 1) to ensure that their submissions are complete.

All fax/e-mail proposal submissions should be clearly marked with a subject line including the reference: NGMP Proposal 2016-17 Request, Applicant Name, and Proposal Title. Proposals sent by mail or courier should clearly indicate this same information on the envelope; mail/courier submissions should include two hard-copy proposals (one bound, one camera-ready suitable for reproduction).

The Proposal Submission Cover Sheet must be signed by an individual representative of the applicant with authority to bind the applicant.

4 - APPLICATION AND EVALUATION PROCESS

4.1 Criteria for Evaluating Proposals

Each Steering Committee Member will review all the proposals separately, and come together to form a working group to decide what projects to fund. The NGMP Secretariat to take the lead on this working group.

If needed, independent experts may be brought in to review proposals for specific subject areas. The review will evaluate the scientific or IQ merit of the proposal, the robustness of methods and techniques and the relevance of outcomes to decision makers in Nunavut, as well as others as indicated in the following rating criteria.

Table 4.1.1

NGMP Proposal Rating Criteria	
Eligibility of Recipient (see Section 2.2 above)	Pass/Fail
Eligibility of Project (see Sections 1.3 & 1.4 above)	Pass/Fail
Completeness / Merit of Proposal (Maximum 100 points)	100
<ul style="list-style-type: none"> • Description of /rationale for project (i.e. alignment with NGMP monitoring priorities 2016-17 in section 1.4) • Objectives, work plan/methodology, schedule and deliverables • Partnerships and community involvement, incorporation of IQ and Traditional Knowledge • Experience/expertise of project team members /references • Reporting and communications plan • Overall clarity and organization of proposal 	<p>25</p> <p>20</p> <p>20</p> <p>10</p> <p>15</p> <p>10</p>
Budget – value for money (Maximum 10 points)	10
Total Points (/110)	110

Both ‘pass/fail’ and point-rated criteria will be used to evaluate proposals, as indicated in Table 4.1.1. All the proposals will be notified with the decision accepted or not accepted.

5 - ADMINISTRATION AND REPORTING REQUIREMENTS

Funding arrangements with successful applicants will be administered and managed by the NGMP Secretariat (INAC Nunavut Regional Office). Development of data and information sharing protocols will be a requirement and the responsibility of the successful candidate in coordination with the NGMP Secretariat.

All funding awarded through this request for proposals must be spent by March 31, 2017.

Successful applicants will also be required to provide the followings in formats and time-frames agreed to in the signed Comprehensive Funding Arrangement with INAC:

- Submission of periodic progress reports (frequency as identified in the Funding Arrangement)
- Summary of the project results and any additional deliverables
- Plain language summary of project results to ensure that their research can be communicated to Nunavummiut in a manner that is understandable and useful (i.e. with applicable translations)
- Accounting of the funds awarded
- PDFs of all reports and papers that arise from this research, including all peer reviewed journal articles or publications
- Location of where data will be residing and links or contacts for accessibility of the data
- Metadata suitable for inclusion in the NGMP monitoring inventory
- An acknowledgement of NGMP funding support on all deliverables and outputs arising from the project
- An acknowledgement of NGMP funding support should promotion, activities, and other media lines relevant to the project occur.
- All recipients must use the Canadian Polar Data Network -Polar Data Catalogue (CPDN-PDC) to create a full set of metadata that completely document and describe the data collected. Since metadata can be created before analysis is complete, the deadline for completion metadata is March 31 each year.
- Applicants must describe their data management plans in their proposals.
- All recipients are required to preserve raw data following the policies and requirement of their respective research organizations; and when applicable, contribute raw data in electronic formats with complete descriptive documentation (information necessary for

data to be independently understood) in CPDN following instructions from NGMP and/or CPDN staff.

- Upon approval of funding each project leader will be required to complete and sign the NGMP Data Deposit Agreement.
- While possible, Global Positioning System (GPS) coordinates should be captured when samples are collected.
- Any holdback or further installment of funds including funding for the subsequent year will be contingent upon the creation of a new metadata record or update to an existing record in PDC; and depending on the data submission in CPDN in pace with the progress of the project when it's applicable.

6 - NGMP SECRETARIAT CONTACT

Applicants are encouraged to liaise with the NGMP Secretariat in the development of their proposals should there be any questions. Proposals must be sent by email (ngmp-psgn@aandc-aadnc.gc.ca), fax or regular mail/courier to the attention of the NGMP Secretariat Contact below. It is recommended that applicants confirm receipt of fax or regular mail/courier submissions with the NGMP Secretariat.

Contact:

Nunavut General Monitoring Plan (NGMP) Secretariat
Indigenous and Northern Affairs Canada

Nunavut Regional Office

PO Box 2200, Iqaluit, NU, X0A 0H0

Email: ngmp-psgn@aandc-aadnc.gc.ca

Tel: (867) 975-4545; Toll Free: 1-(855) 897-6988 Fax: (867) 975-4736

Appendix 1: Proposal Preparation Check List

Please use the following 'Proposal Preparation Check List' to ensure that your submission is complete.

<input type="checkbox"/>	1. Are you an eligible recipient? (Section 2.2 – Eligible Recipients)
<input type="checkbox"/>	2. Is your project eligible for funding? (Sections 1.3 & 1.4 – Eligible Projects)
<input type="checkbox"/>	3. Does your project support the 2016-17 NGMP Monitoring priorities outlined in Sections 2.3, 1.3 & 1.4?
<input type="checkbox"/>	4. Does your proposed project support the mandate, objectives, key activities and core functions of the NGMP? (Section 1.1)
<input type="checkbox"/>	5. Does the requested funding for your proposed project meet the eligible costs criteria? (Section 2.4)
<input type="checkbox"/>	6. If you have previously received NGMP funding for projects, has the project been completed? (Section 2.7 – Funding Information)
<input type="checkbox"/>	7. Does your proposal follow the format outlined in Table 3.5.1?
<input type="checkbox"/>	8. Does your proposal clearly break down all proposed budget items as per Budget Table 3.7.1?
<input type="checkbox"/>	9. If applicable, does your proposal clearly identify other sources of funding as per Budget Table 3.7.1?
<input type="checkbox"/>	10. Has your Proposal Submission Cover Sheet been signed by an individual representative of the applicant with authority to bind the applicant? (Section 3.3)
<input type="checkbox"/>	11. Have you completed the mandatory Proposal Summary Sheet using the template? (Section 3.6)