

NUNAVUT WILDLIFE RESEARCH TRUST FUNDING GUIDE

INTRODUCTION

Article 5.2.37 of the *Nunavut Agreement* states "*there is a need for an effective system of wildlife management, and to be effective, the system of management requires an efficient, coordinated research effort*".

The Nunavut Wildlife Research Trust (NWRT or Trust) through the Nunavut Wildlife Management Board (NWMB) provides funding for government departments to carry out wildlife research in Nunavut that addresses the priorities of the NWMB and Inuit. The Trust provides an annual allocation to address wildlife research priorities as identified by the NWMB through its identification of *NWMB and Regional Wildlife Priorities* in the three regions of Nunavut.

Research is necessary to ensure that wildlife resources are harvested in a knowledgeable and sustainable way so that Nunavummiut can continue the hunting and fishing that is so essential to their way of life. The NWMB has a lead role to play in this area and is committed to making wildlife research responsive to the needs and concerns of the people of Nunavut.

Each year in December, the Trustees of the NWRT determine the amount of funding that will be available in each funding period based on the performance of the Trust. The NWMB responsibly manages the Trust to ensure that the funds continue to grow and are therefore available for wildlife research over the long-term. The performance of the NWRT is updated yearly in the NWMB's yearly annual reports, which are publicly available.

ELIGIBILITY FOR FUNDING

Only Canadian Federal or Nunavut territorial government departments are eligible for funding by the NWRT. The research must be carried out within the Nunavut Settlement Area or adjacent marine areas and contribute to Nunavut's wildlife management.

Past funding has been awarded to the following government departments:

1. Government of Nunavut - Department of Environment
2. Department of Fisheries and Oceans Canada
3. Canadian Wildlife Service
4. Parks Canada

Funding is not limited to these Canadian federal or Nunavut territorial government departments; other departments expressing interest in applying for NWRT funding must ensure that the proposed project meets the criteria of the NWRT as specified in this funding guide.

A government department is not limited in the number of applications it submits for NWRT funding. However, government departments should consider that there is a limited amount of funding available each year. By submitting a proposal, the department is committing to the time required to complete the project.

All applications must be submitted by an employee on behalf of a Canadian Federal or Nunavut territorial government department.

The NWRT requires that a minimum of 50% of the total project budget be funded by the applicant or other external sources, excluding in-kind contributions.

The NWRT will not fund budget items which do not directly support a proposed research project. The following are examples of budget items that the NWMB will not fund:

- equipment purchase and leasing, unless the equipment is specific to the project;
- maintenance cost of equipment already owned by a government department;
- funding for equipment or supplies for future years of research if not occurring in the funding year (e.g. large fuel purchases);
- Government department salaries (whether full-time or contract employees), overtime and/or student stipends. NWRT will fund Inuit contracted employees;
- administration fees (e.g. cost for recovery of light, heat, office and/or laboratory supplies);
- capital works and/or general infrastructures costs.

APPLICATION PROCEDURE AND FORMAT

The NWMB will issue a call for proposals each year, including any policy changes, to government departments by no later than **1 October**. The application deadline for each funding year is **15 January**. The NWMB considers proposals for funding in March of each year.

Applications can be submitted in Inuktitut or English and must comply with the format, content and submission requirements as specified in the application form available from the NWMB's website (www.nwmb.com). The NWMB expects that as much detail as possible will be provided for all sections, within the limitations provided in the application form. All details in the application must be current at the time of the submission and must be focused on the current funding year and not the long-term research plans for the project. Applicants are responsible for ensuring that their applications are complete. If an application fails to meet any format, content or submission requirements, the NWMB will not accept the application.

Applications should be saved and submitted in PDF format. Text must be in black type, use a single column and 12-point font size on white paper, with all margins at least 0.5 cm. A highly legible font type should be used, preferably Times New Roman or Arial. Colour graphs and photographs should not be included if possible. Applicants should note that for administrative purposes proposals will be reproduced in black and white and the reproduction quality may not be optimal. Finely detailed graphics and grey scale may not be precisely reproduced.

Applications must be submitted by a designated project leader who must take responsibility for the proposed project and communication of the results. The NWMB defines a project leader as an individual who will: (1) be responsible for the direction of the proposed project; (2) assume the administrative and financial responsibility of the projects; and (3) receive all related correspondence from the NWMB. In submitting a proposal, the department and project leader are consenting to the proposal being publicly available.

At the time of submission of a proposal all obligations regarding previously funded projects involving the project leader must have been fulfilled to the satisfaction of the NWMB. Such

obligations include the provision of progress interim reports, interim financial reports, final financial reports and final reports. Any outstanding obligations will be factored into the scoring of the proposal by NWMB staff and may not be eligible for further funding.

The deadline for applicants is **5:00 pm (Eastern Standard Time) on 15 January** of each year. Additions, deletions and modifications will not be accepted after submission, unless invited or pre-approved by the NWMB. Proposals may be withdrawn by providing written notice to the NWMB.

All applications will be assessed for completeness and issued an NWRT project number by **30 January** and the associated department and the Project Leader will be notified of this number for future communication. The department and Project Leader are expected to use this NWRT project number in all future communications with the NWMB.

FUNDING LEVELS

The amount of funding available from the NWRT for the funding year will be decided annually by the Trustees in December. The NWMB will consider all eligible applications that meet the submission requirements based on their merits and in light of the funding available. The NWRT requires that a minimum of 50% of the total project budget be funded by the applicant or other external sources, excluding in-kind contributions.

Requests for NWRT funds normally far exceed the amount available in each year. In selecting projects for NWRT funding, the NWMB strives to fund projects that are applicable to upcoming wildlife management decision and recommendations, address research gaps or conservation concerns and directly address the identified NWMB and regional wildlife priorities (please refer to the current *NWMB Wildlife Priorities* and *Regional Wildlife Priorities* in Appendix B and available online at www.nwmb.com/funding/priorities).

Applicants may request NWRT funding in two ways:

1. Single year funding; and
2. Preliminary study funding

SINGLE-YEAR FUNDING

Individual projects may request single-year funding up to **\$100,000**.

Applicants may apply for single-year funding for a project that was previously funded by the Trust. However, receiving funding during one funding period does not guarantee that the project will be funded in future years. In addition, each year's application must state the rationale and research plan for that funding year.

PRELIMINARY STUDY FUNDING

Individual preliminary studies may request up to **\$15,000**.

Preliminary studies should be designed to allow for community consultation and/or the formation

of a project design in consultation with co-management partners or consultants prior to a full funding request. The maximum amount of preliminary study funding that can be awarded each funding year is 5% of the total funds available to allocate.

Examples of project focuses that would be eligible for preliminary study funding are the following:

- consultation on research methods prior to development of research project;
- consultation on community support for a proposed study;
- consultation on level of community involvement and participation in a research project;
- consultation on how to include Inuit Qaujimagatuqangit (IQ)/Traditional Ecological Knowledge (TEK) in a research project.

While research may be undertaken and is encouraged during this preliminary year of work, it will not be a requirement of the funding. A single project will only be eligible for preliminary study funding once. The NWMB expects that the results obtained while receiving preliminary study funding will lead to the development of a research project in future years.

UNUSED FUNDS / CARRY-OVER OF FUNDING

Successful applicants should be aware that any funds remaining unused at the end of the fiscal year (31 March) must be returned to the NWMB by **1 May**.

Researchers are encouraged to budget carefully. Funds tied up in projects but not used may result in other worthwhile projects not being undertaken due to a lack of funds.

Successful applicants with single-year or preliminary funding approval may request to carry-over funds. Applicants can request to carry over a maximum of 25% of the total NWRT contribution. For the carry-over request to be considered, the applicant must submit a carry-over request form (Appendix A). The form includes a section for the applicant to provide reasons for the request, and to submit a revised budget that describes how the carry-over will be used and the implications to the project's objectives. All requests to carry-over funding must be received by **15 March**.

A response to all carry-over requests will be provided by **31 March**.

RESEARCH PRIORITIES

The NWMB has established its own Wildlife Priorities based on the NWMB's main duties and functions as per subsections 5.2.33 and 5.2.34 of the *Nunavut Agreement*. In addition, the NWMB will assist the three Regional Wildlife Boards to develop Regional Wildlife Priorities through the completion of Regional Wildlife Priorities Workshops once every three years.

Research proposals will have a better chance of being funded if they address a NWMB or regional priority (please refer to the current *NWMB Wildlife Priorities* and *Regional Wildlife Priorities* available online at www.nwmb.com/funding/priorities and in [Appendix B](#)). Researchers must rank the priorities and clearly indicate how the project will address each of the priorities in the appropriate section of the NWRT application. Applicants must use the Regional Priorities specific to the study area.

The NWMB accepts a broad and simple definition of research as simply "finding things out". This can be done by western scientific methods, the gathering of Inuit Qaujimagatuqangit (IQ)/Traditional Ecological Knowledge (TEK), or a combination of the two. The NWMB understands Inuit Qaujimagatuqangit to mean "traditional Inuit values, knowledge, behaviour, perceptions and expectations, which also includes community knowledge". The NWMB encourages the use of available IQ/TEK in research to the extent possible and demonstration that this information has been considered in the study's goals, objectives, and design.

The NWMB expects that the relevant Hunters and Trappers Organization(s) (HTO) or Regional Wildlife Organization(s) (RWO) will assist with the identification of appropriate knowledge holders to obtain information. In addition, projects that include or incorporate TEK/IQ should commit to identifying key informants in reports, presentations, and publications, unless confidentiality has been specifically requested. The NWMB also expects projects to include opportunities for Inuit participants to report on the proceedings and results of the project.

The NWMB is not an economic development agency; hence projects aimed solely at economic development and resource development activities will generally not be considered for funding. Similarly, the NWMB is not primarily focused on effects to human health or related issues. Research on contaminants, animal health and diseases, etc. will be considered insofar as they concern the productivity or health of the wildlife populations themselves, which must clearly be outlined in the application.

Projects that involve the compilation of existing data will not be funded, unless this is an integral part of a project which is judged to be necessary in meeting wildlife management and research priorities. In such cases, the proposal must include a detailed basis for and statement indicating, the research objectives to which the data would contribute and provide the specific research questions to be addressed. Projects that involve the development of research aids and tools (including computer programs), must include a detailed basis for, and statement indicating, the research objectives to which these activities would contribute and provide the specific research questions to be addressed.

CONSULTATION REQUIREMENTS

The NWMB anticipates that most research will be done with the cooperation and active participation of local people. Hence, consultation before, during and after the project is a requirement for research sponsored by the NWMB.

Before submitting an application for NWRT funding, applicants must send a description of the project, including the project's objectives, justification and methods to all affected HTOs. Proof of sending this information must be submitted with your NWRT application. The consultation requirement of the NWRT for projects that affect less than five communities is a letter of support from each of the affected HTO(s). The consultation requirement for projects that affect five or more communities is a letter of support from the affected RWO(s). If these five or more communities are split between two or more regions, you must obtain a letter of support from each RWO. Ideally, proponents should obtain support from the relevant HTO(s)/RWO(s) prior to applying for NWMB funds. While the NWMB recognizes that this is not always possible, all proponents must have made at least initial written contact with the relevant HTO(s)/RWO(s) prior to submitting a proposal to the NWMB and provided a copy of these initial contact letters

with their proposal to be considered for funding. Letters of support from the relevant HTO(s)/RWO(s) as a condition of funding must be met by **30 June**.

In cases where the project leader is denied or is unable to obtain letters of support from all affected communities, the NWMB will still consider or fund a project if:

- a majority of communities provide letters in support of the research and the researcher has done a “conscientious” job of consulting; or
- the researcher has done a conscientious job of consulting, and there are no objections from the communities (although communities may not have sent a letter of support).

For further clarification, a guideline as to what constitutes “conscientious consultation” is that it

“...imposes on the researcher a positive obligation to reasonably ensure that people and organizations affected by a proposed research project are provided with all necessary information in a timely manner so that they have a reasonable opportunity to express their interests and concerns, and to ensure that their representations are seriously considered and wherever possible – particularly when the research proposal is of high significance to those affected – demonstrably integrated into the research proposal.”

The NWMB requires the following demonstration of conscientious consultation, when HTO(s)/RWO(s) letters of support have not been obtained:

1. A description of the timing and methods of consultation;
2. Evidence of adequate communications with the affected HTO(s) and RWO(s), providing them in a timely manner with:
 - a. all the necessary information required to evaluate the proposal; and
 - b. a reasonable opportunity to express their interests and concerns, and/or to provide a letter of support
3. If HTO(s)/RWO(s) interests and concerns were expressed, but no supporting letter provided, a copy (or description) of their representations, and evidence that these were seriously considered and/or demonstrably integrated into the research proposal;
4. If no supporting letter was provided, evidence of adequate follow-up communications, consisting of one or more phone call attempts, one or more e-mail attempts, and one registered letter – with copies of the researcher’s written communications provided; and
5. All HTO(s)/RWO(s) responses to follow-up communications.

The NWMB expects that departments will report the results of their work to local communities. Plans for community reporting must be provided in the proposal. Copies of community reports must also be provided to the NWMB. The NWMB recommends that all projects provide in-community reporting of the results but understands that due to logistics and costs that this is not always possible.

REPORTING REQUIREMENTS

The following reports are required by the NWMB:

1. Interim Project Report (**15 December**)

2. Interim Financial Report (**15 December**)
3. Final Financial Report (**1 June**)
4. Final Project Report (**30 September**)

It is the responsibility of the project leader to coordinate the submission of these reports. **New project proposals will not be accepted from project leaders with outstanding interim and final reports.**

Interim financial reports and final financial reports must be verified by the Department's finance/accounting department, with proof of verification (signature) submitted to the NWMB.

Reports may be submitted by e-mail (preferred), fax or regular mail. If submitting electronically, do not send additional hard copies. Receipt of all reports will be acknowledged by the NWMB when received. For electronic submissions, the file names of each report should follow the following format: <NWRT project number> <project leader's last name> <type of report> <date of submission (year/month/date)> (e.g. 3-09-01-Smith-Interim project report-100115).

Requests for extensions of the NWRT reporting requirements will be considered on a case by case basis, if a persuasive argument can be made for granting an extension. Requests for extensions must be made to the NWMB in writing two weeks in advance of the deadline of a report. If a request for extension is granted an agreed upon deadline for the report will be negotiated with the project leader and the NWMB.

All reports that are submitted after the deadline that were not previously granted an extension will be considered late and this will be factored into future funding requests from the project leader. **Those applicants granted an extension will be able to submit new project proposals but will have 6 points deducted from a new project proposal.**

INTERIM PROJECT REPORTS

The purpose of this report is to provide the NWMB with information on the progress of the project before new proposals are considered for the coming year.

Interim reports should provide an indication of the work completed, the ongoing work, the known or anticipated results, the employment and training provided to Nunavut beneficiaries and future plans. Interim reports need not be as detailed as final reports and should not exceed 4 pages; interim reports that exceed 4 pages will be returned to the project leader.

Interim Project Reports are required by **15 December**, and must follow this format.

Required format for Interim Project Reports:

1. NWRT Project Number: (e.g. 3-09-01)
2. Project Title: Provide a one to two sentence title as identified in your application for funding.
3. Project Leader: Provide name and contact information, including a telephone and email where you can be reached.
4. Summary: Provide a one to two paragraph non-technical summary of your project.
5. Project Objectives: Provide a one to two paragraph update and status on the project objectives, including any changes.

6. Materials and Methods: Provide a brief one paragraph update on the materials and methods used during the research, including any changes. If applicable, this section should also include an update on the employment and training provided to Nunavut beneficiaries.
7. Project Schedule: Provide an updated project schedule as per 4.0 of the NWRT application. Indicate if project is on schedule, including any changes.
8. Preliminary results/discussion: Provide a three to four paragraph update on any preliminary results or progress with the project.
9. Reporting to communities/resource users: Provide an updated schedule of consultations as per 5.2 of the NWRT application. Indicate any status or changes to schedule.

FINAL PROJECT REPORT

Final project reports will be used by the NWMB as the basis for making decisions about the wildlife population in question, if required. Final project reports are required by **30 September** of the year in which NWRT funding concludes, and should follow the format provided below.

This report should provide all relevant results and conclusions from the research. The final project report should be as detailed as possible, including all technical information. There is no page limitation for final project reports. The final project report should also include a report by one or more Inuit participants (if applicable) on the operations and results of the project. If these participants choose not to provide a report, evidence should be provided that the opportunity to do so was available. A template report, with example questions for discussion is attached as Appendix C to this guide.

All NWRT final project reports will be uploaded to the NWMB's website.

Required format for Final Project Reports:

1. NWRT Project Number: (e.g. 3-09-01)
2. Project Title: Provide a one to two sentence title as identified in your application for funding.
3. Project Leader: Provide name and contact information, including a telephone and email where you can be reached.
4. Summary: Provide a one to three paragraph non-technical summary of your project.
5. Project Objectives: Provide a one to three paragraph analysis of the project objectives and achievements.
6. Materials and Methods: Provide one to four paragraphs of information on materials and methods used during the research project. If applicable, this section should also include an update on the employment and training provided to Nunavut beneficiaries.
7. Results: Provide a two to four paragraph overview of results of the research. Where possible, provide results of any preliminary analyses completed. Include a summary of all data collected including sample size, survey effort, etc. Results may be presented as tables and figures where applicable.
8. Discussion/Management Implications: Provide two to five paragraphs of explanations as to the possible current and future management implications arising from your research. Include recommendations pertaining to the NWMB's mandate.
9. Report by Inuit participants: Provide one to three paragraphs of either a report by one or more Inuit participants or evidence that the opportunity to provide such a report was made available.
10. Reporting to communities/resource users: Provide a one paragraph updated schedule of consultations as per 5.2 of the NWRT application. Indicate any status or changes to schedule.
11. References

INTERIM AND FINAL FINANCIAL REPORTS

Interim financial reports will be used in conjunction with the interim project reports in reviewing the status of projects, assessing carry-over requests and determining funds available for future projects. Final financial reports provide the NWMB with a final report on how the NWRT contribution was spent.

Interim financial reports are required by **15 December** and final financial reports by **1 June**; both reports must follow the format provided below. Interim financial reports should not exceed 2 pages. The interim financial report may also serve as the final financial report if all research and expenses are complete prior to submission of the interim report. If the interim financial report is to serve as the final financial report, this must be confirmed to the NWMB in writing when the applicant submits the report to the NWMB. Interim financial reports should include projections of expenditures to the end of the fiscal year if research is still on-going.

Any significant variance (\$1000 or 10% on any line item) from the budget in the original proposal accepted by the NWMB must be explained.

Required format for Interim and Final Financial Reports:

1. NWRT Project Number: (e.g. 3-09-01)
2. Project Title: Provide a one to two sentence title as identified in your application for funding.
3. Project Leader: Provide name and contact information, including a telephone and email where you can be reached.
4. Original Project Budget: Provide a copy of the original budget from the application approved by the NWMB. Line items can be explained or expanded on using footnotes.
5. Original Contributions: Provide a table summarizing contributions of the NWMB, proponent and others, from the application approved by the NWMB with explanations of any variation from the original proposal.
6. Explanation of changes: Provide a list of any changes in the original project budget or original contributions.
7. Financial Report: Provide a financial report using the below format.

Budget Item	Budgeted	Disbursed	Variance
TOTAL			

Balance, if any, to be returned to NWMB: _____

8. Explanation of variances: Provide a list of explanations of variances, if applicable.
9. Carry-over request: If you wish to request to carry over funding into the next fiscal year please attach a carry-over request form (Appendix A) or submit separately by **March 15**.
10. Verification of information provided: Use the below statement and provide signature at end of report:

I certify that this is an accurate statement of the Board project funds received and disbursed in accordance with the joint contribution agreement.

Project leader

Finance Department signature

PROPOSAL EVALUATION

The evaluation process of applications for NWRT funding involves a two-fold review process, which includes scoring of the proposals by a panel of NWMB's Wildlife Section staff and then a review by the members of the NWMB at its March meeting.

The NWMB's Wildlife Section evaluation is based on a set scoring system using five main criteria to determine a total score out of 100:

1. Wildlife Priority (20 points)
2. Application of Results (20 points)
3. Quality of Research (30 points)
4. Training and Employment (15 points)
5. Consultation and Reporting (15 points)

Applicants should be aware that not all proposals are brought to the NWRT review meeting in March for consideration by the NWMB Board members. A proposal must score at least 65 points to be considered. In addition, NWMB Board members are only presented with the top scoring proposals that together do not exceed 135% of the funds available for allocation. All government departments and project leaders will be notified in writing by the NWMB no later than **15 April** if their project will proceed to the second evaluation process.

The Board will publicly review the proposals in the second evaluation process at the NWRT meeting. NWMB Wildlife Section staff will provide a briefing note summary of the project based on the information provided. Applicants are not required to present their proposals to the Board. However, applicants are allowed to sit-in during the Board's review of the proposals and are encouraged to do so to respond to questions from the Board if possible. Representatives from government departments that have submitted proposals are required to be present at the meeting to respond to general questions regarding applications. The NWMB recommends that this representative be familiar with all of the department's application(s). Notification will be provided to each government department at least 6 weeks prior to the meeting.

Receiving a high score based on the scoring criteria does not automatically mean that a research project will be funded. The Board considers a number of other external factors when determining which projects merit NWRT funding.

NWMB Board members have the right to make recommendations solely on the basis of their knowledge and expertise, and may:

- decide if the proposal meets the eligibility criteria set out in this funding guide;
- identify and consider any other additional information that the proposal or NWMB staff did not consider when recommending a proposal be funded or not funded;

- determine an alternative ranking of the proposals based on more recent priorities;
- assess and recommend different amounts of funding for a proposal; and
- create additional funding conditions prior to the issuance of funding.

SCORING CRITERIA: WILDLIFE PRIORITY

Management and research priorities are scored by NWMB Wildlife Section staff based on *NWMB* and *Regional Wildlife Priorities* for a total score of 20.00.

The NWMB priorities are established by the Board based on the NWMB’s primary and secondary objectives as outlined in subsections 5.2.33 and 5.2.34 of the *Nunavut Land Claims Agreement*. The NWMB’s wildlife priorities can be found in Appendix B and are available on the NWMB’s website (www.nwmb.com/funding/priorities). The NWMB priorities are ranked from 1 to 4. The maximum point allocation for NWMB priorities is 10.0 points.

The *Regional Wildlife Priorities* are established by the NWMB through regional workshops completed by the NWMB with the Regional Wildlife Organizations every three years. The regional priorities are ranked from 1 to 6, as determined by regional representatives. The maximum point allocation for these priorities is 10.0 points.

NWMB Priority	10.0 points
Regional Priority	10.0 points

In order to qualify for the point allocations for the NWMB and regional priorities, the project’s main objectives must address the priority and the results of the project must directly contribute to addressing the priority through the application of results. Applications should explicitly identify the NWMB and regional priorities addressed by the project. If a project addresses a number of priorities, the point allocation will be assigned based on the most relevant priority.

SCORING CRITERIA: APPLICATION OF RESULTS

The application of results is scored by NWMB Wildlife Section staff based on its overall research need, ability to address wildlife and/or wildlife habitat research gaps in Nunavut and its applicability to upcoming NWMB wildlife management decisions and recommendations. Preference will be given to research projects that address current wildlife conservation concerns in Nunavut. The maximum score for the application of results criteria is 20.0 points.

Will the research provide information that will be applicable to the NWMB in its wildlife management decisions and recommendations in the near future (1-3 years)?	7.5 points
Will the project provide important information that will improve knowledge in a research field that is relevant to the NWMB's mandate and/or program areas (e.g., species biology, Inuit Qaujimajatuqangit, climate change impacts on wildlife, habitat, etc.)?	6.0 points
Is the study species experiencing or suspected to be experiencing population declines or reduction in population health (i.e., conservation concern)?	6.5 points

SCORING CRITERIA: QUALITY OF RESEARCH

The quality of research is scored by NWMB Wildlife Section staff based on the following criteria, for a maximum of 30.00 points.

Have the research questions and objectives been clearly specified?	1.0 point
Did the background information place the research question in context?	1.0 point
How well does the proposed methodology fit the research objectives? Will the methodology effectively address the research question and objectives?	6.0 points
Is the research project and methodology feasible / practical in a northern environment?	2.0 points
Does the methodology include statistical analysis?	4.0 points
Is the sample size appropriate?	2.0 points
Does the application include a detailed description of the study area?	1.0 points
Is the research schedule appropriate and realistic?	3.0 points
Does the project use a combination of IQ/TEK and conventional scientific knowledge?	10.0 points

SCORING CRITERIA: TRAINING AND EMPLOYMENT

The NWMB expects that research carried out in the Nunavut Settlement Area will be done in partnership with Inuit. As such, preference will be given to projects that offer employment and training to Nunavut beneficiaries. The maximum score for the training and employment criteria is 15.0 points.

Employment for Nunavut beneficiaries	10.0 points
Training for Nunavut beneficiaries	5.0 points

SCORING CRITERIA: CONSULTATION AND REPORTING

Consultation and reporting is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 15.00 points. The NWMB encourages applicants to consult with the communities as early as possible in the study design. Applicants should note that although letters of support are not required by the application deadline, applications that have already received letters of support are given a higher score.

Regional or community pre-study consultation and support for project (e.g. letters, phone calls, plans)	8.0 points
Plans for reporting to communities (e.g. in-community reporting, distribution of a report)	4.0 points
Plans for publications (peer-reviewed journal articles, departmental report)	3.0 points

BONUS POINTS: PREVIOUS NWRT CONTRIBUTION

Although the NWRT does not offer multi-year funding, multi-year projects that received NWRT funding the previous year will be given a bonus of 2.0 points. The bonus is contingent on the NWMB receiving satisfactory interim progress reports by the reporting deadline. These bonus points are meant to reflect the NWMB's recognition that some research designs require multiple years to complete and that previous resources may be wasted if the project does not receive continued support.

Applicants are strongly discouraged from contacting the NWMB's Wildlife Section staff regarding the scoring of their proposal(s). The total scores will be publicly available when the Board conducts its review at its March meeting and will be available online at www.nwmb.com, however total scores will not be sent to individual applicants. In addition, the breakdown and rationale for the scores made by NWMB staff are not publicly available and are only made available to Board members upon request.

DEDUCTIONS: OUTSTANDING OR LATE REPORTS

Applications received from project leaders with outstanding reports or late submission of reports from previous NWRT funded projects will be penalized by a deduction of points on his/her current application. New project proposals will not be accepted from applicants with outstanding final and/or interim reports. Applicants who submitted reports late during the previous funding period will be deducted 6.00 points.

NOTIFICATION OF FUNDING DECISIONS AND FUNDING CONDITIONS

All individual applicants and departments will be advised through written notification of the NWMB's funding decisions by **15 April**. Projects that have been approved for funding will also be notified of the funding conditions that are required to be met. All funding conditions must be met by **30 June**.

For projects that have not met the NWRT consultation requirements at the time of NWMB approval, funding will be conditional on the project meeting the NWRT consultation requirements. The NWMB may also establish additional funding conditions prior to funding being issued.

Each lead researcher is responsible for submitting confirmation of the funding conditions for their project(s).

Requests for extensions to meeting NWMB funding conditions will be considered on a case by case basis, if a persuasive argument can be made for granting an extension. Requests for extensions must be made to the NWMB two weeks in advance of the **30 June** deadline. If a request for an extension is granted, an agreed upon deadline will be negotiated with the project leader and the NWMB.

CONTRIBUTION AGREEMENT

Once the funding conditions have been met or the deadline has passed, the NWMB will negotiate a Contribution Agreement with the associated government department. NWMB staff will contact senior government officials to negotiate the Contribution Agreement by **1 August**.

The NWMB will not negotiate individual Contribution Agreements with project leaders.

Annual schedule for the NWRT and Important Dates:

Date	Event
1 October	Departments advised of: <ul style="list-style-type: none">• any changes in NWRT Policy;• any changes in the NWMB and Regional Wildlife Management and Research Priorities;• any changes to the due date for proposals for next fiscal year.
December (NWMB Regular Meeting)	NWRT Trustees meet to decide funding level for next fiscal year.
15 December	Interim Project Reports for current year projects due; Interim Financial Reports for current year projects due;
15 January	Project proposals for next fiscal year due.
March (NWMB Regular Meeting)	NWMB meets to decide which proposals will be funded in next fiscal year.
15 March	Deadline for submitting carry-over requests.
15 April	Departments advised of funding levels and conditions for each proposal.
1 May	Deadline for returning any unused funding from the previous fiscal year to the NWMB.
1 June	Final financial reports due for all projects funded in previous fiscal year.
30 June	Deadline for meeting conditions for funding prior to contribution agreements being established.
1 August	Contribution agreements are issued to government departments and funding disbursed.
30 September	Final Project Reports for all projects due.

CONTACT INFORMATION

NWMB staff are available to provide general advice and clarification but are not able to comment on draft applications or enter into correspondence on the detail of applications. Prior to contacting NWMB staff this funding guide should be reviewed carefully.

All NWRT email inquiries should be sent to the below email address, upon which you will be forwarded to an appropriate NWMB staff member. All email inquiries must include "NWRT inquiry" in the subject line.

NUNAVUT WILDLIFE MANAGEMENT BOARD

P.O. Box 1379, Iqaluit, NU, X0A 0H0

Phone: (867) 975-7300

Fax: (888) 421-9832

E-mail:

ResearchFunding@nwmb.com

APPENDIX A – NWRT CARRY-OVER REQUEST FORM



NUNAVUT WILDLIFE RESEARCH TRUST CARRY-OVER REQUEST FORM

Any contributions from the Nunavut Wildlife Research Trust (NWRT) remaining unused at the end of the fiscal year (31 March) must be returned to the NWMB by 1 May. Applicants wishing to carry-over contributions must fill out this form and submit to the NWMB by **15 March**. Any requests received after **15 March** will not be considered. Applicants can request to carry-over a maximum of 25% of the total NWRT contribution. Carry-over requests are considered on a case by case basis based on the reasoning and justification provided to the NWMB. There is no guarantee that any carry-over request will be approved. A response to all carry-over requests will be provided by **31 March**.

Section 1 - General Project Information	
NWRT Project #:	
Project Title:	
NWRT contribution amount:	
Amount remaining:	
Amount requested to be carried over:	

Section 2 – Contact Information	
Department:	
Project Leader:	
Address:	
Email Address:	
Phone:	
Fax:	

Section 3 – Explanation for carry-over
Please provide the reason for the carry-over request, including a detailed explanation for why the contribution was not spent during the present fiscal year and how the contribution will be used in the next fiscal year. Also, please include details on other funding sources to ensure the NWMB that the project can go ahead the next fiscal

year.

Section 4 – Revised Project Schedule

Identify the dates for beginning and completing each step in the study design that will be supported by the NWRT contribution, including any relevant community consultations.

Output or step	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)

Section 5 – Revised Project Budget

Provide a detailed, itemized budget for the project. Include all budget items. Indicate which budget items will be supported by the carry-over request.

Item	Funds (\$)	In-Kind (PY or \$)	Funded by NWRT (yes/no)

Please return this carry-over request form to the NWMB at the below coordinates:

NUNAVUT WILDLIFE MANAGEMENT BOARD

P.O. Box 1379, Iqaluit, NU, X0A 0H0

Phone: 867-975-7300

Fax: 867-975-7320

Email: receptionist@nwmb.com

To be filled out by the NWMB Director of Wildlife Management:

Section 6 - NWMB's Approval			
Approved		Amount Approved:	
Not Approved			
<u>Rational for the NWMB's decision:</u>			
Signature		Date	

APPENDIX B – NWMB AND REGIONAL WILDLIFE PRIORITIES



Nunavut Wildlife Management Board Wildlife Management and Research Priorities

Approved: September 25th, 2015

The Nunavut Wildlife Management Board's (NWMB or Board) ranked priorities are based on the NWMB's main duties and functions as per subsection 5.2.33 and 5.2.34 of the *Nunavut Land Claims Agreement* (NLCA). The NWMB's priorities are used by the NWMB in the consideration of applications for the Nunavut Wildlife Research Trust and are a specific scoring criteria in the evaluation process.

#1 Ranked Priorities:

- Contributes to the establishment, modification or removal of levels of Total Allowable Harvest (S 5.6.16 to S 5.6.18) for stocks or populations where there is believed to be a conservation concern or that are priority species for harvest by Inuit;
- Contributes to the establishment, modification or removal of non-quota limitations (S 5.6.48 to S 5.6.51);

#2 Ranked Priorities:

- Contributes to the development of plans for the management, classification, protection, restocking or propagation, cultivation or husbandry of particular wildlife (S 5.2.34 (i));
- Contributes to the identification of wildlife management zones and areas of high biological productivity (S. 5.2.34 (b)) and/or provides recommendations on the management and protection of particular wildlife habitats including areas within Conservation Areas, Territorial Parks and National Parks (S 5.2.34 (c));

#3 Ranked Priorities:

- Contributes to the assessment of species under the Species at Risk Act and/or the recovery of species listed under the Species at Risk Act (S 5.2.34(d));

#4 Ranked Priorities:

- Contributes to the provision of advice and recommendations concerning proposed decisions in Zones I and II that would affect the substance and value of Inuit harvesting rights and opportunities within the NSA's marine areas (S 15.3.1 to 15.4.1);
- Contributes to the provision of advice regarding the Nunavut Settlement Area's marine areas and proposed decisions which would affect those marine areas.

APPENDIX C – TOPICS FOR REPORTING BY INUIT PARTICIPANTS

The following are questions that may be helpful in providing a report on the methods, results, and interpretation of the project:

1. Were you involved in the development of the methods? If so, do you feel that your input was considered and applied?
2. Do you think that the methods of the project were appropriate for the purpose? If not, how could they be improved?
3. Did the project effectively incorporate Inuit Qaujimagatuqangit? If not, how could it be improved?
4. Were the methods undertaken in the project respectful of wildlife? Would you change anything about the methods of the project?
5. Were you involved in the analysis and interpretation of the project's results? If so, do you feel that your input was considered and applied?
6. Is there any information not included in the Final Project Report that you think is important to the outcomes of the project?
7. How do you think that the results of the project could best be applied to wildlife management in Nunavut?