

NUNAVUT WILDLIFE RESEARCH TRUST FUNDING GUIDE

INTRODUCTION

Article 5.2.37 of the Nunavut Land Claims Agreement (NLCA) states that *"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) 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 NWRT provides an annual allocation to address wildlife research priorities as identified by the NWMB through its identification of *NWMB and Regional Wildlife Management and Research 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 **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 online 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 completing the application form checklist and 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.

Pages of additional text must be uploaded in PDF format as part of the online application form. 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) 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 will directly address the identified NWMB and regional wildlife management and research priorities (please refer to the current *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* available from the NWMB and in future online at www.nwmb.com).

Applicants may request NWRT funding in three ways:

1. Single year funding
2. Multi-year funding (up to a maximum of three years)
3. Preliminary study funding

SINGLE-YEAR FUNDING

Individual projects may request single-year funding up to **\$75,000**.

The NWMB recognizes the complexity of wildlife research and understands that most wildlife research projects are not completed in a single year. Applicants should be aware, however, that the NWMB will not fund projects that are long-term continuous monitoring projects.

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.

MULTI-YEAR FUNDING

Individual projects may request multi-year funding for up to **\$75,000** per year for a maximum of three years.

Proposals for multi-year funding must clearly explain why the project design requires the amount of time requested in the online application form. The NWMB has a maximum amount of 25% of its funds available in each funding year that can be allocated to multi-year projects.

In order to qualify for multi-year funding, a project must meet minimum criteria in each of the four areas of evaluation by the NWMB:

1. Research Priority (65%)
2. Research Quality (70%)
3. Funding and Training (60%)
4. Consultation and Reporting (70%)

Proposals submitted for multi-year funding may be considered for single-year funding if the project does not meet the minimum requirements for multi-year funding or if the maximum amount of funding for multi-year projects has been met.

Projects that are awarded multi-year funding will be reviewed on an annual basis, based on interim project and interim financial reports. Once a project is approved for multi-year funding, any request to increase the funding will require a new proposal and review process for the project. Those beginning new projects are strongly urged to take advantage of the funds available for preliminary studies prior to commencing multi-year projects.

All successful applicants of multi-year funding are required to fulfill the reporting requirements annually.

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 10% 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 **30 June**.

Applicants that are approved for single-year or preliminary study funding are not eligible to carry-over funding. 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 multi-year funding approval may request to carry-over funds, except in the final year of funding. The applicant must provide reasons for the request, and a revised funding profile in their required interim report and interim financial report that describes how the carry-over will be used and the implications to the projects objectives by **15 January**.

A response to all carry-over requests will be provided by **1 March**.

RESEARCH PRIORITIES

The NWMB will establish its own Wildlife Management and Research Priorities and will develop Regional Wildlife Management and Research Priorities through the completion of regional workshops once every three years.

Research proposals will have a better chance of being funded if they address an NWMB or regional priority (please refer to the current *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* available from the NWMB and in future online at www.nwmb.com). Researchers must clearly indicate how the project will address one of the priorities in the appropriate section of the NWRT application.

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 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 is not an economic development agency; hence resource development activities such as experimental harvesting programs, product development and marketing studies 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.

Ideally, proponents should obtain support from the relevant HTO(s)/RWO(s) prior to applying for NWMB funds. 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 more than five communities is a letter of support from the affected RWO(s). 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 January**)
2. Interim Financial Report (**15 January**)
3. Final Financial Report (**30 June**)
4. Final Project Report (**30 September**)

It is the responsibility of the project leader to coordinate the submission of these reports. Failure to submit the required reports on time or in the proper format identified in this funding guide may result in cancellation of funding for multi-year projects and will also be taken into account when assessing future funding requests from the project leader.

Interim financial reports and final financial reports for all projects from a given government department should be submitted as a single package by the deadlines provided. Individual submissions of these reports by project leaders will not be accepted by the NWMB. It is up to the associated government department and project leaders to coordinate the submission of these reports.

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.

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 residents 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 January**, 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.
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 NWSF 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.

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

Required format for Final Project Reports:

1. NWSF 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 non-technical summary of your project.
5. Project Objectives: Provide an analysis of the project objectives and achievements.
6. Materials and Methods: Provide information on materials and methods used during the research project.
7. Results: Provide analysis of results of the research, include all data collected.
8. Discussion/Management Implications: Provide explanations as to the possible current and future management implications arising from your research. Include recommendations pertaining to the NWMB's mandate.
9. Reporting to communities/resource users: Provide an updated schedule of consultations as per 5.2 of the NWSF application. Indicate any status or changes to schedule.
10. References

INTERIM AND FINAL FINANCIAL REPORTS

These reports should include projections of expenditures to the end of the fiscal year if research is still on-going. Interim financial reports will be used in conjunction with the interim project reports in reviewing the status of multi-year projects, assessing carry forward requests and determining funds available for future projects.

Interim financial reports are required by **15 January** and the final report by **30 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 department provides its package to the NWMB.

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: _____

Balance, if any, to be carried over: _____

8. Explanation of variances: Provide a list of explanations of variances, if applicable.
9. 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

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 four main criteria to determine a total score out of 100:

1. Research Priority (25 points)
2. Quality of Research (35 points)
3. Funding and Training (25 points)
4. 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 **1 March** 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: MANAGEMENT AND RESEARCH PRIORITY

Management and research priorities are scored by NWMB Wildlife Section staff based on *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* for a total score of 25.00.

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 priorities can be found in the *NWMB Wildlife Management and Research Priorities* available from the NWMB and in the future on the NWMB's website (www.nwmb.com). The NWMB priorities are ranked from 1 to 6, as determined by the NWMB every three years. The maximum point allocation for NWMB priorities is 17.50 points.

The *Regional Wildlife Management and Research Priorities* are established by the NWMB through regional workshops completed by the NWMB 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 7.50 points.

NWMB Priorities	17.50 points
Regional Priority	7.50 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. If a project addresses a number of priorities, the point allocation will be assigned based on the most relevant priority.

SCORING CRITERIA: QUALITY OF RESEARCH

The quality of research is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 35.00 points.

Methodology and project design	20.00 points
Will the research provide information that will be applicable to the	10.00 points

NWMB in its wildlife management activities in the near future (1-3 years)?	
Project uses a combination of IQ/TEK and conventional scientific techniques	5.00 points

SCORING CRITERIA: FUNDING AND TRAINING

Funding and training is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 25.00 points.

Financial contribution by the applicant to the projects costs	6.00 points
Financial contribution by other organizations to the project's costs	6.00 points
Person years contributed to the project by the applicant	3.00 points
Training and employment for Nunavut residents	10.00 points

SCORING CRITERIA: CONSULATION AND REPORTING

Consultation and reporting is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 15.00 points.

Regional or community pre-study consultation and support for project (e.g. letters, phone calls, plans)	7.00 points
Plans for reporting to communities (e.g. in-community reporting, distribution of a report)	5.00 points
Plans for publications (peer-reviewed journal articles, departmental report)	3.00 points

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.

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 **mid-April**. Projects that have been approved for funding will also be notified of the funding conditions that are required to be met.

All projects funded by the NWRT are subject to funding conditions that must be met by **30 June**. Projects funded by the NWRT must provide confirmation in writing of other funding being approved as identified in the proposal.

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 department is responsible for submitting confirmation of the funding conditions for projects funded by their department. This should be done by submitting a single package for all the department project(s) to the NWMB. Individual project confirmations to the NWMB will not be accepted.

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
31 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 January	Interim Project Reports for current year projects due; Interim Financial Reports for current year projects due; Project proposals for next fiscal year due.
March (NWMB Regular Meeting)	NWMB meets to decide which proposals will be funded in next fiscal year.
Mid-April	Departments advised of funding levels and conditions for each proposal.
30 June	Final financial reports due for all projects funded in previous fiscal year; 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: (867) 975-7320

E-mail: receptionist@nwmb.com

<p style="text-align: center;">NUNAVUT WILDLIFE STUDIES FUND FUNDING GUIDE</p>

INTRODUCTION

Article 5.2.37 of the Nunavut Land Claims Agreement (NLCA) states that "*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 Studies Fund (NWSF) was created by the Nunavut Wildlife Management Board (NWMB or Board) to fund community-based management and research projects in Nunavut, in particular projects led by Hunters and Trappers Organizations. The NWSF provides an annual allocation of studies funds to encourage Inuit and community-based organizations to undertake and lead research projects that address community needs and concerns related to the management of wildlife in 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 NWMB determines the amount of funding that will be available for the NWSF. The NWMB may increase the funding for the NWSF during the Board's consideration of applications on a case by case basis.

ELIGIBILITY FOR FUNDING

Organizations and individuals eligible for funding under the NWSF include, but are not limited to, Hunters and Trappers Organizations (HTOs), Regional Wildlife Organizations (RWOs), Regional Inuit Associations (RIAs), and residents of Nunavut. To be eligible the research must be conducted within the Nunavut Territory and must contribute to the management of Nunavut's wildlife.

An Inuit or community-based organization is not limited in the number of applications it submits for NWSF funding. However, applicants should consider that there is a limited amount of funding available to be distributed each year. By submitting a proposal, the organization is committing to the time required to complete the project.

Government and non-governmental organizations, including educational institutions and private companies, are not eligible for NWSF funding. The NWMB encourages cooperative research with Government and non-governmental organizations but projects funded under the NWSF must be lead by Nunavut Inuit organizations.

The NWSF does not require a minimum contribution from an applicant when submitting a proposal.

The NWSF 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;
 - funding for equipment or supplies for future years of research if not occurring in the funding year (e.g. large fuel purchases);
 - administration fees (e.g. cost for recovery of light, heat, office and/or laboratory supplies); or
 - capital works and/or general infrastructures costs.
-

APPLICATION PROCEDURE / FORMAT

The NWMB will issue a call for proposals each year, including any policy changes, by **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. An application form can be downloaded from the NWMB's website (www.nwmb.com) or by contacting the NWMB. A proposal should be submitted as a mature research plan ready for implementation. 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 completing the application form checklist and ensuring that their applications are complete. NWMB staff may contact applicants to obtain more information concerning their applications during the evaluation process.

Applications must be submitted by a designated project leader who must take responsibility for the proposed project and the 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 project; and (3) receive all related correspondence from the NWMB. In submitting a proposal, the Inuit organization and project leader are consenting to the application being publicly available.

At the time of submission of an application all obligations regarding previously funded projects involving the Inuit organization 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 application by NWMB staff and may not be eligible for further funding.

The deadline for applicants is **5:00 pm (Eastern Standard Time) 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 NWSF project number by **30 January** and the associated organization and project leader will be notified of this number for future communication. The organization and project leader are expected to use this NWSF project number in all future communications with the NWMB.

FUNDING LEVELS

The amount of funding available from the NWSF for the funding year will be decided annually by the Board as part of the annual budget review process 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. Due to limited funding the NWMB may be unable to fund all worthy applications.

In selecting projects for NWSF funding, the NWMB strives to fund projects that will directly address the identified NWMB and regional wildlife management and research priorities (please refer to the current *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* available from the NWMB and in future online at www.nwmb.com).

Applicants may request NWSF funding in two ways:

1. Single year funding
2. Preliminary study funding

The NWSF does not provide multi-year funding; therefore a separate application is required for each year if the project requires more than one year to complete the project objectives.

SINGLE-YEAR FUNDING

Individual projects may request single-year funding up to **\$30,000**.

The NWMB recognizes the complexity of wildlife research and understands that most wildlife research projects are not completed in a single year. Applicants should be aware, however, that the NWMB will not fund projects that are long-term continuous monitoring projects.

Applicants may apply for single-year funding for a project that was previously funded. 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 **\$7,500**.

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 25% of the total funds available to allocate.

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

- Contracting of consultants or Government departments to assist in development of research design
- 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 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.

All successful applicants of preliminary study funding are required to fulfill the NWSF reporting requirements.

UNUSED FUNDS

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 **June 30**.

The NWSF does not allow the carry-over of funds from one year to the next.

MANAGEMENT AND RESEARCH PRIORITIES

The NWMB will establish its own Wildlife Management and Research Priorities and will develop Regional Wildlife Management and Research Priorities through the completion of regional workshops once every three years.

Proposals will have a better chance of being funded if they address an NWMB or regional priority (please refer to the current *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* available from the NWMB and in future online at www.nwmb.com). Applicants must clearly indicate how the project will address one of the priorities in the appropriate section of the NWSF application.

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 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 HTO(s) or RWO(s) 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 is not an economic development agency; hence resource development activities such as experimental harvesting programs, product development and marketing studies 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 management or research objectives to which the data would contribute and provide the specific 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. For NWSF projects that affect more than five communities, a letter of support from the affected RWO(s) is required.

In cases where the project leader is denied or is unable to obtain a letter of support from the RWO(s), the NWMB will still consider to fund a project if the applicant 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).

The NWMB requires the following demonstration of conscientious consultation, when RWO letters of support have not been obtained:

1. Details of the attempted consultation;
2. Evidence of adequate communications with the affected HTO(s)/ RWO(s):
 - a. all the information provided to them; and
 - b. a reasonable opportunity to express their interests and concerns;
3. All HTO and RWO responses to follow-up communications.

The NWMB expects that organizations will report the results of their work to local communities. Plans for community reporting must be provided in the application. 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 January**)
2. Interim Financial Report (**15 January**)
3. Final Financial Report (**30 June**)

4. Final Project Report (30 September)

It is the responsibility of the project leader to coordinate the submission of these reports. Failure to submit the required reports on time or in the proper format identified in this funding guide may result in the rejection of future funding requests from the Inuit organization.

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: <NWSF project number> <organization> <type of report> <date of submission (year/month/date)> (e.g. 214-09-01-Grise Fiord HTO-Interim project report-100115).

Requests for extensions of the NWSF 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.

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 Project Reports are required by **15 January** and should follow the format provided below.

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 residents 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.

Required format for Interim Project Reports:

1. NWSF Project Number: (e.g. 214-09-01)
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.
7. Project Schedule: Provide an updated project schedule as per 4.0 of the NWSF 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 NWSF 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 NWSF funding concludes, and should follow the format provided below.

Final project reports 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.

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

Required format for Final Project Reports:

1. NWSF 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 non-technical summary of your project.
5. Project Objectives: Provide an analysis of the project objectives and achievements.
6. Materials and Methods: Provide information on materials and methods used during the research project.
7. Results: Provide analysis of results of the research, include all data collected.
8. Discussion/Management Implications: Provide explanations as to the possible current and future management implications arising from your research. Include recommendations pertaining to the NWMB's mandate.
9. Reporting to communities/resource users: Provide an updated schedule of consultations as per 5.2 of the NWSF application. Indicate any status or changes to schedule.
10. References

INTERIM AND FINAL FINANCIAL REPORTS

These reports should include projections of expenditures to the end of the fiscal year if research is still on-going.

Interim financial reports are required by **15 January** and the final report by **30 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 department provides its package to the NWMB.

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. NWSF Project Number: (e.g. 214-09-01)
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 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. 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

PROPOSAL EVALUATION

The evaluation process of applications for NWSF funding involves a two-fold review process, which includes scoring of the proposals by 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 four main criteria to determine a total score out of 100:

1. Research Priority (25 points)
2. Quality of Research (35 points)
3. Funding and Training (25 points)

4. Consultation and Reporting (15 points)

Applicants should be aware that not all proposals are brought to the NWSF review meeting in March for consideration by the NWMB Board members. A proposal must score at least 50 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 organizations and project leaders will be notified in writing by the NWMB by no later than **1 March** if their project will proceed to the second evaluation process.

The Board will publicly review the proposals in the second evaluation process at the NWSF 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. The NWMB recognizes that this is not always financially or logistically possible and attendance at the meeting is not factored into whether a project is funded or not.

Receiving a high score based on the scoring criteria does not automatically mean that a project will be funded. The Board considers a number of other external factors when determining which projects merit NWSF 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: MANAGEMENT AND RESEARCH PRIORITIES

Management and research priorities are scored by NWMB Wildlife Section staff based on *NWMB Wildlife Management and Research Priorities* and *Regional Wildlife Management and Research Priorities* for a total score of 25.00.

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 priorities can be found in the *NWMB Wildlife Management and Research Priorities* available from the NWMB and in the future on the NWMB's website (www.nwmb.com). The NWMB priorities are ranked from 1 to 6, as determined by the NWMB every three years. The maximum point allocation for NWMB priorities is 17.50 points.

The *Regional Wildlife Management and Research Priorities* are established by the NWMB through regional workshops completed by the NWMB 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 7.50 points.

NWMB Priorities	17.50 points
Regional Priority	7.50 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. If a project addresses a number of priorities, the point allocation will be assigned based on the most relevant priority.

SCORING CRITERIA: QUALITY OF THE STUDY

The quality of research is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 35.00 points.

Methodology and project design	20.00 points
Will the project provide information that will be applicable to the NWMB in its wildlife management activities in the near future (1-3 years)?	10.00 points
Project uses a combination of IQ/TEK and conventional scientific techniques	5.00 points

SCORING CRITERIA: FUNDING AND TRAINING

Funding and training is scored by NWMB Wildlife Section staff based on three main criteria, for a maximum of 25.00 points.

Financial contribution by the applicant to the projects costs	6.00 points
Financial contribution by other organizations to the project's costs	6.00 points
Person years contributed to the project by the applicant	3.00 points
Training and employment for Nunavut residents	10.00 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.

Regional or community pre-study consultation and support for project (e.g. letters, phone calls)	8.00 points
Plans for reporting to communities (e.g. in-community reporting, distribution of a report)	4.00 points
Plans for publications (e.g. community report)	3.00 points

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.

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 **mid-April**. Projects that have been approved for funding will also be notified of the funding conditions that are required to be met. Projects funded by the NWSF must provide confirmation in writing of other funding identified in the proposal being approved by **30 June**.

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

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 Inuit organization. NWMB staff will contact the project leader to negotiate the Contribution Agreement by **1 August**.

Annual schedule for the NWSF and Important Dates

Date	Event
31 October	Inuit and community-based organizations advised of: <ul style="list-style-type: none">• any changes in NWSF Policy;• any changes in the NWMB and Regional Wildlife Management and Research Priorities;• any changes to the due date for project applications for next fiscal year.
December (NWMB Regular Meeting)	NWMB meets to decide funding level for next fiscal year.
15 January	Interim Project Reports for current year projects due; Interim Financial Reports for current year projects due; Project Applications for next fiscal year due.
March (NWMB Regular Meeting)	NWMB meets to decide which applications will be funded in next fiscal year.
Mid-April	Inuit and community-based organizations advised of funding levels and conditions for applications.

30 June	Final financial reports due for all projects funded in previous fiscal year; deadline for meeting conditions for funding prior to contribution agreements being established.
1 August	Contribution agreements are issued to successful applicants and funding disbursed for next fiscal year projects.
30 September	Final Project Reports due for current year project.

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 NWSF 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 "NWSF inquiry" in the subject line.

NUNAVUT WILDLIFE MANAGEMENT BOARD

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

Phone: (867) 975-7300

Fax: (867) 975-7320

E-mail: receptionist@nwmb.com
