

**NORTHERN
SCIENTIFIC
TRAINING
PROGRAM**

**PROGRAMME de
FORMATION
SCIENTIFIQUE
dans le NORD**



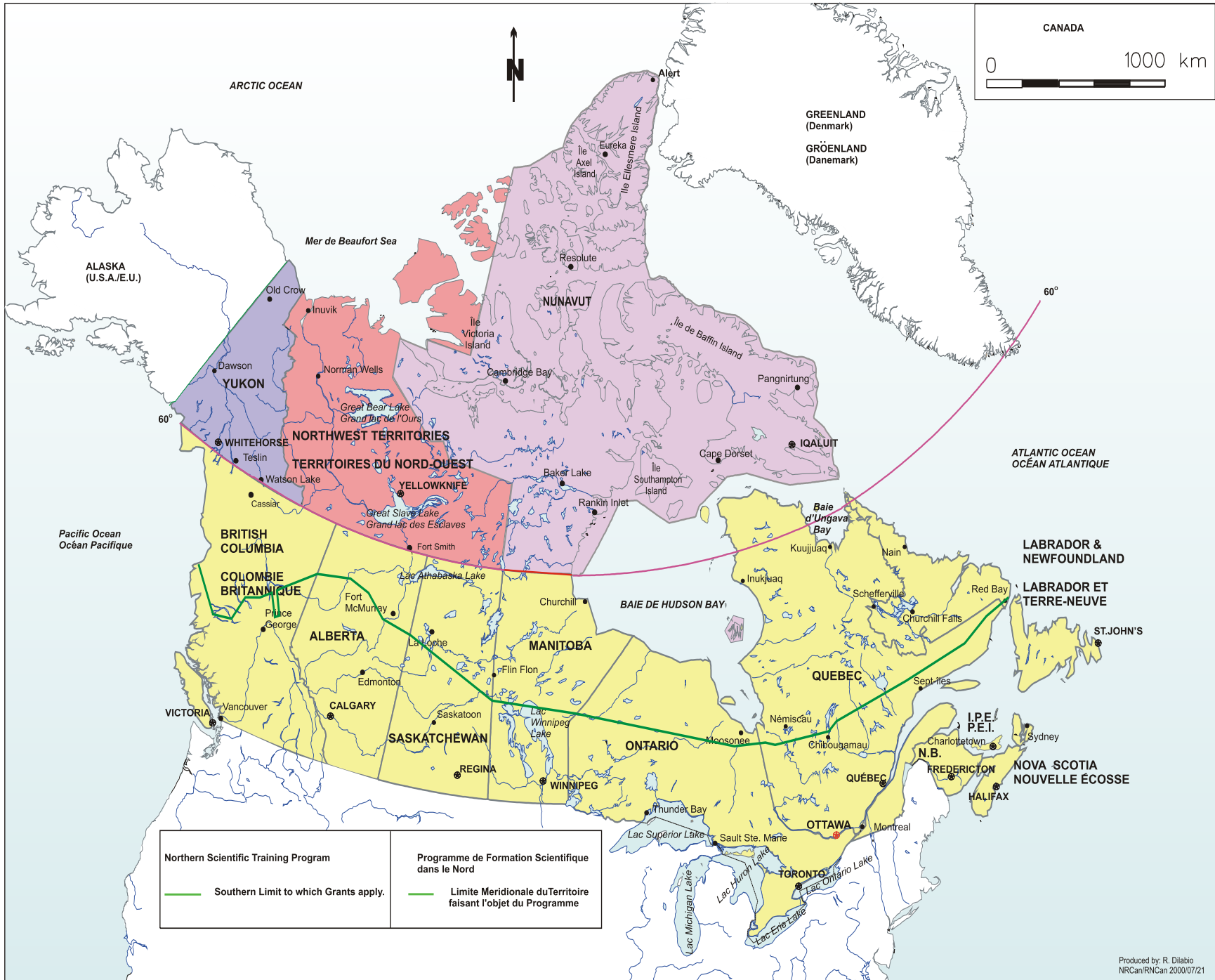
**CHAIRPERSON'S
MANUAL
2006-2007**

September 2006

Northern Science and Contaminants Program
Natural Resources and Environment Branch
Department of Indian Affairs and Northern Development

**CHAIRPERSON'S
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NOTE: Queen Charlotte Islands, B.C. are not eligible for NSTP funding

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INTRODUCTION

The Northern Scientific Training Program (NSTP) is administered by the Strategic Management and Economic Analysis Directorate of the Department of Indian Affairs and Northern Development (DIAND).

The Chairperson's manual has been revised slightly. **Those sections which have been modified are shaded.**

This manual was designed to assist the Chairperson of each university northern studies committee in preparing the university's NSTP research report and application package. The manual is organized by form, section and entry, and contains instructions which will enable the Chairperson to review and verify student reports and applications in an efficient and expeditious manner, while ensuring their completeness and compliance with the NSTP Guidelines.

Should you have any questions, please do not hesitate to contact the following members of the Northern Scientific Training Program Secretariat:

Rhonda Turner	(819) 997-9667
Nathalie Robillard	(819) 997-8288
Facsimile	(819) 994-6419
E-Mail	NSTP@inac.gc.ca
Internet	www.ainc-inac.gc.ca/nstp/index_e.html

The mailing and courier address is:

NSTP Secretariat
Northern Science and Contaminants Program
Department of Indian Affairs and Northern Development
Room 655, Les Terrasses de la Chaudière
10 Wellington Street
OTTAWA ON K1A 0H4

I NSTP REPORT AND APPLICATION PACKAGE

At the beginning of each academic year, the Northern Studies Committees (NSC) at the universities are sent NSTP application material. This package contains:

- a call letter (*Northern Studies Committee*)
- University Information Sheet (*Northern Studies Committee*)
- Northern Studies Committee Information Sheet (*Northern Studies Committee*)
- Research Report Spreadsheet (*Northern Studies Committee*)
- Application for Funds Spreadsheet (*Northern Studies Committee*)
- Research Reports: General Overview (*Northern Studies Committee*)
- Student Research Report (*students and supervisors*)
- Application for Funds: General Overview (*Northern Studies Committee*)
- Student Application for Funds (*students and supervisors*)

- *Chairperson's Manual (Northern Studies Committee)*
- The NSTP Guidelines (*Northern Studies Committee and for reference by students and supervisors*)
- *Student's Manual (students)*

- Reference Manuals¹ which are now available online include: *Doing Research in the Northwest Territories: A Guide for Researchers* - Aurora Research Institute, *Scientific Research Licensing Guidelines and Appendices*- Nunavut Research Institute, *Guidebook on Scientific Research in the Yukon*, and *Ethical Principles for the Conduct of Research in the North*, Association of Canadian Universities for Northern Studies (*for reference by students and supervisors*)

- one CD with the report and application spreadsheets, the University Information Sheet, Northern Studies Committee overview sheets, the NSTP map and an electronic version of the NSTP ad; and

- copies of the Northern Scientific Training Program **poster and** brochure.

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

¹ A list with the internet addresses is included in the package

II GUIDE TO PREPARING THE NSTP REPORT PACKAGE

UNIVERSITY INFORMATION SHEET

It is important that the NSTP Secretariat has up to date information with respect to:

the proper title of the university's Northern Studies Committee (NSC);
the current Chairperson's name and mailing address;
telephone and fax number as well as e-mail address if available; and,
the current university President's name.

This type of information ensures effective and efficient lines of communication between the universities and the NSTP Secretariat.

NORTHERN STUDIES COMMITTEE INFORMATION SHEET

The Northern Studies Committee Information Sheet is designed to capture detailed information about the university's northern studies committee. In particular, the NSTP Committee would like information about members of the university's northern studies committee; the procedure used when reviewing, accepting, and ranking applications for funds; the direction that the university is taking toward northern studies; and any supplemental information about the research projects.

The information outlined in this document shows how active and effective the Northern Studies Committee is at the University and is used by the NSTP Committee in its evaluation of each university submission. Failure to complete the sheet could result in a reduction to a university's allocation. Please ensure to take the time necessary to capture all pertinent information in the overall submission.

Applications from a Community College must incorporate additional information with their submission. In order to ensure the student is working on an ongoing research project, *Section 7. Other Information* of the NSC Information Sheet should include background information demonstrating the ongoing research record by the supervisor.

If an institution is putting forward a "To Be Announced" (TBA) application, details should be outlined in the NSC information sheet. The reasoning behind the TBA being submitted should be clearly explained. **TBA applications should be used sparingly** as there are many actual applicants being put forward for NSTP funding. Also, if the institution is not successful in filling this spot, the NSTP Committee will not consider a "TBA" from the institution the following year.

The Northern Studies Committee Information Sheet replaces the need for a covering letter, although universities are free to provide the same detailed information in a covering letter rather than use the form.

RESEARCH REPORTS: GENERAL OVERVIEW

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

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

RESEARCH REPORTS SPREADSHEET

The spreadsheet has been designed to act as a checklist for the Chairperson. This form is being provided in hard copy, on CD and **can also be automatically generated** online. Completion of this spreadsheet will assist the Chairperson when checking the individual students' report for completeness and accuracy, and will assist the NSTP Secretariat in its amalgamation of all student information into its database. **It is important that per diems be calculated and included on the form.**

INSTRUCTIONS FOR COMPLETION OF THE RESEARCH REPORTS SPREADSHEET

Completion of the spreadsheet form should be as simple as directly transcribing information from the students' research reports to the spreadsheet. All cells should be completed for each student. Below are details of the information required for each column. The spreadsheet is also available online. All sections will be automatically filled in according to the online reports.

COLUMN:

REQUIRED INFORMATION:

Student	Enter the student's name. This can be done alphabetically or in order of priority.
Academic Level	Enter the degree and year the student was enrolled in during the field work portion of the research. For field work done in the summer, the year that was just completed prior to the research should be marked, not the year being entered into in the fall.
Discipline	Enter <i>Health Sciences, Human Sciences, Physical Sciences or Life Sciences</i> .
Program of Study	Enter the Program of Study according to the lists found on page A-2.
Project Title	Provide a brief, but descriptive, project title.
Main Role in Research Project	Enter either Researcher or Field Assistant.

<u>COLUMN:</u>	<u>REQUIRED INFORMATION:</u>
Geographic Focus	Enter the place name and the Territory or Province, i.e., Kluane Lake, Yukon. When locations are close to one of the southern boundaries please provide the geographic coordinates (latitude and longitude).
University Supervisor	Enter the name of the individual supervising the research.
Days in the North	Enter the number of days that the student spent in the North.
Student Transportation	Enter the transportation expenses incurred.
Student Living Expenses	Enter the expenses incurred for accommodation.
Per Diem	The per diem will calculate automatically by utilizing the "math" key function in word perfect. However, if the form is being completed manually, calculate the per diem by dividing the <i>Student Living Expenses</i> by the <i>Number of Days in the North</i> .
Freight	Enter the expenses incurred for freight.
Translator/Interpreter	Enter the expenses incurred for a translator or an interpreter.
Total	The total will calculate automatically by utilizing the "math" key function in word perfect. However, if the form is being completed manually, add up the expenses in all columns (except the per diem column).

At the top of the form, enter the total funds allocated last year. Also, enter the total funds spent/committed which is the sum of the total column.

NOTES FOR VERIFYING RESEARCH REPORTS

The Chairperson is ultimately responsible for the submission of complete and accurate student research report forms. It is expected that the aforementioned spreadsheet will be a useful tool in ensuring that all the pertinent information has been provided by the student. However, the Chairperson should review and verify each student research report form in its entirety and ensure the form is duly signed. For reference purposes, instructions for the completion of a student's

research report can be found in Appendix B. Instructions for completion of the web-based form are available via the NSTP web site @ www.ainc-inac.gc.ca/nstp/index_e.html

The Chairperson should ensure that all forms have been typed using only the space provided, and that all the requisite sections have been completed. Both the student's and supervisor's signatures must be present, along with the supervisor's name typed where indicated. In the event that a supervisor is unavailable to sign the report form, the Chairperson of the Northern Studies Committee may sign on the supervisor's behalf. However, upon return, the supervisor should submit a signed statement to be forwarded to the NSTP Secretariat. The Chairperson should also ensure that the student has submitted the original form. In order to facilitate the follow-up process with the NSTP Secretariat, it is suggested that the Chairperson keep photocopies of the report package on hand. **All original forms, and not photocopies, must accompany the submission package.**

The Chairperson should pay particular attention to the following:

General Comments

For your information, when the NSTP Committee convenes, the following items are taken into consideration when assessing the submission:

- the cost effectiveness of the proposals
- **the quality of the Northern Studies Committee Information Sheet or cover letter (including an outline of the ranking system, does it explain anomalies within the overall submission eg. high freight costs, change in students, etc.).**

Winter Projects

If **winter projects** were supported, a final report **must** be forwarded to the NSTP Committee by April 30th. However, at the time of the December 1st submission, universities are requested to provide as much detail as possible with regard to winter projects. A preliminary report along with estimated costs and days in the field, as well as any other pertinent information **must** be included in the Research Report portion of the package submitted in December. If a preliminary report is not submitted, the secretariat will view the funds as not being spent/committed and will include the dollars as a university balance.

Publications

Information about all publications resulting from NSTP-supported research should be referenced in Section F of the report form and provided in the form of photocopies (see Appendix A, pages A-3 and A-4 for details). Citations and abstracts of reported publications will be made available for online CD-ROM searching in the database of the Arctic Science and Technology Information System (ASTIS) at the Arctic Institute of North America, University of Calgary.

It is part of the Chairperson's duties to maintain contact with students until all publications from their NSTP-supported research have appeared, and to ensure that all such publications are reported to the NSTP Secretariat. Publications should not be reported until they have actually been published. Publications should not be reported as "In Press".

Information should only be provided about publications that have either been **formally published** (*books, theses, journal papers, magazine and newsletter articles, papers in published conference proceedings, abstracts in published conference abstracts, reports in established university or government report series, etc.*) or have been deposited with a library that has agreed to provide interlibrary loan access to them.

All publications that have appeared during the past year should be reported with this NSTP application package. This includes not only publications by students who received NSTP support during the past year, but also publications that have appeared during the past year by NSTP-supported students of previous years. Publications that appeared during previous years, but which have not yet been reported, should also be reported now.

Permits/Licences

The student (not the supervisor) must indicate whether the applicable territorial, provincial, federal or other research permit(s)/licence(s) was obtained. Obtaining a research licence/permit to conduct research in the North is a legal obligation punishable by fines. Understanding of this licencing process constitutes an important component of the student's training experience in the North. Moreover, it helps in ensuring the research is conducted ethically and respects the cultural aspects of northern communities (see: [Ethical Principles for the Conduct of Research in the North](#)). This requirement also ensures the student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

III GUIDE TO PREPARING THE NSTP APPLICATION FOR FUNDS PACKAGE

APPLICATION FOR FUNDS: GENERAL OVERVIEW

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

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

APPLICATION FOR FUNDS SPREADSHEET

The spreadsheet has been designed to act as a checklist for the Chairperson. This form is being provided to you in hard copy, on CD and **can also be automatically generated online**, so either medium may be chosen to provide input. Completion of this spreadsheet will assist the Chairperson when checking the individual students' application for completeness and accuracy.

When completing this spreadsheet it is requested that a ranking of each project by the Northern Studies Committee be provided in the column created for this purpose. Ranking projects assists the NSTP Selection Committee in understanding a university's research priorities and evaluation of individual projects, and can greatly assist the Northern Studies Committee in allocating funds in April and May of the following year. **When ranking students, each student should be given a unique ranking, rather than sharing a rank with one or more students.**

INSTRUCTIONS FOR COMPLETION OF THE APPLICATION FOR FUNDS SPREADSHEET

Completion of the spreadsheet form should be as simple as directly transcribing information from the students' applications for funds to the spreadsheet. All cells should be completed for each student. Below are details of the information required for each column. **The spreadsheet is also available online. All sections will be automatically filled in according to the online applications.**

COLUMN:

REQUIRED INFORMATION:

Ranking	Assign priority to the proposed research by entering a number beside each student's name. Note, assign only one number one, one number two, etc.
Student	Enter the student's name. This can be done alphabetically or in order of priority.
Academic Level	Enter the degree and year of the student at the time the proposed research will be conducted. For field work done in the summer, the year just completed before the research should be marked.

<u>COLUMN:</u>	<u>REQUIRED INFORMATION:</u>
Discipline	Enter <i>Health Sciences, Human Sciences, Physical Sciences or Life Sciences</i> .
Program of Study	Enter the Program of Study according to the lists found on page B-2.
Project Title	Provide a brief, but descriptive, project title.
Main Role in Research Project	Enter either Researcher or Field Assistant.
Geographic Focus	Enter the place name and the Territory or Province, i.e.,Kluane Lake, Yukon. When locations are close to the NSTP southern boundary, please provide the geographic coordinates (latitude and longitude).
University Supervisor	Enter the name of the individual supervising the research.
Days in the North	Enter the number of days that the student will spend in the North.
Student Transportation	Enter the transportation expenses expected to be incurred.
Student Living Expenses	Enter the expenses expected to be incurred for accommodation.
Per Diem	The per diem will calculate automatically by utilizing the "math" key function in word perfect. However, if the form is being completed manually, calculate the per diem by dividing the <i>Student Living Expenses</i> by the <i>Number of Days in the North</i> .
Freight	Enter the expenses expected to be incurred for freight.
Translator/Interpreter	Enter the expenses expected to be incurred for a translator or an interpreter.
Total	The total will calculate automatically by utilizing the "math" key function in word perfect. However, if the form is being completed manually, add up the expenses in all columns (except the per diem column).

At the top of the form, enter the total funds requested which is a sum of the total column.

NOTES FOR VERIFYING APPLICATIONS FOR FUNDS

The Chairperson is ultimately responsible for the submission of complete and accurate application for funds forms. **The NSTP Secretariat reserves the right to refuse any incomplete applications.** It is expected that the spreadsheet will be a useful tool in ensuring that all the pertinent information has been provided by the student. However, the Chairperson should review and verify each application for funds form in its entirety. For reference purposes, instructions for completion of the application for funds can be found as Appendix C.

The Chairperson should ensure that all forms have been completed using only the space provided and that all the requisite sections have been completed, especially the *Ethical Principles, Research Licence(s)/Permit(s)* requirements. Both the student's and supervisor's signatures must be present along with the supervisor's name typed where indicated. In the event that a supervisor is unavailable to sign the Application for Funds, the Chairperson of the Northern Studies Committee may sign on the supervisor's behalf. However, upon return, the supervisor should submit a signed statement to be forwarded to the NSTP Secretariat. The Chairperson should also ensure that the student has submitted the original form. In order to facilitate the follow-up process with the NSTP Secretariat, it is suggested that the Chairperson keep photocopies of the application package on hand. **All original forms, not photocopies, must accompany the submission package.**

The Chairperson should pay particular attention to the following:

Applications from a Community College²

Submissions from a Community College must adhere to and include the following information on a separate sheet of paper:

- there must be a demonstrated ongoing research record by the supervisor;
- the student must have completed two full years of an academic college program; and,
- the student must demonstrate an intention to go on to a university education.

² If the student is enrolled at a Canadian University which has a Northern Studies Committee, the student must apply through their respective university. In this case, the student may not apply through a Northern College.

Student Eligibility

Students applying for NSTP funds must be registered at the university³, unless arrangements have been made with students who are physically registered at another university which does not have its own Northern Studies Committee. In such a case, it is expected that the NSC will be equitable in the review of the student's application and distribution of funds.

Ethics

Students must be acquainted with the ethical principles of research. The student's signature confirms that he/she has read the booklet Ethical Principles for the Conduct of Research in the North and that he/she will abide by those principles.

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

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

*International Projects*⁴

In the case of students applying to undertake research in other circumpolar countries, the first step is the completion of the NSTP application. International projects should meet all the criteria that presently apply to projects in the Canadian North. In addition, the student must provide the following information **on a separate sheet**:

- a direct linkage needs to be seen on how the proposed research will benefit Northern Studies in Canada;
- relevancy of the foreign study to previous and planned work by the student in the Canadian North;

³ Students in their 1st or 2nd year of an undergraduate program and 5th year Ph.D. students **are not** eligible for NSTP funding.

⁴ Depending on the number of applications which the university is forwarding for NSTP funds, the NSTP Committee will accept one or two applications for international research (or less than 25% of the total submission).

- organizational and financial support provided in the host country; and,
- reference to any authorizations and licences required to conduct research in the host country.

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

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

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

- The research should be carried out in one of the seven Arctic countries as identified in the proposed Arctic Council.
- The southern limit of discontinuous permafrost (Brown Line) serves as the general boundary.
- Research projects carried out in all of Alaska, except for the "panhandle" are eligible.
- Consideration will be given for research carried out in all areas of Greenland (Denmark).
- For Iceland, eligibility will be determined on a case by case examination.
- For determination of eligibility of research carried out in Russia, the southern limit of discontinuous permafrost, north of the 58° latitude, will be the effective parameter. In addition, the entire territory of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) will be considered eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.
- Applications for support for research in Norway, Sweden and Finland will be considered on a case by case basis ensuring that there is strong relevance to northern studies in Canada.

To Be Announced Applications

If an institution is putting forward a “To Be Announced” (TBA) application, details should be outlined in the NSC information sheet. The reasoning behind the TBA being submitted should be clearly explained. **TBA applications should be used sparingly** as there are many actual applicants being put forward for NSTP funding. Also, if the institution is not

successful in filling this spot, the NSTP Committee will not consider a “TBA” from the institution the following year.

Malcolm Ramsay Memorial Award

Criteria have been established for applying for the \$1000 Malcolm Ramsay Memorial Award each year. A supervisor may sponsor a student and forward to the Northern Studies Committee for selection or the Northern Studies Committee itself can choose a project they feel is worthy for this Award once applications are received. The criteria as well as the application form are attached to the Northern Studies Committee Information Sheet (Appendix A - also on diskette included with Application submission package).

Field Schools

The NSTP does not fund field schools **only** individual student projects. If a group of students are working on the same general project in one geographic area, then very distinct, individual project descriptions should be written for each individual highlighting their unique research contribution to the overall project. In doing so there will be no misunderstanding by the NSTP Committee in its interpretation of the research objectives. The Chairperson is encouraged to contact the NSTP Secretariat should they have any concerns as to whether the NSTP Committee will view proposals as a field school.

Association of Canadian Universities for Northern Studies (ACUNS) - NSTP Bursaries

With the increase in NSTP funding, the NSTP Selection Committee decided to allocate some of these new funds to fill gaps in northern research funding. As such, in partnership with ACUNS, a new award “The Northern Resident Scholarship” was established in 2005-2006 and “The Northern Resident Award” has been established starting in 2006-2007. The overall goal of the Scholarship and Award is to increase the ability of northern students to pursue northern field research.

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

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

Further details can be obtained through the ACUNS office at:

Association of Canadian Universities for Northern Studies
405 - 17 York Street
OTTAWA ON K1N 9J6

Tel: (613) 562-0515

Fax: (613) 562-0533

IV *CHECKLIST*

Before submitting the Research Report and Application for Funds package, please ensure that you have included:

- ✓ University Information Sheet (signed by the President or Designate)
- ✓ Northern Studies Committee Information Sheet or a Covering Letter

Research Reports Section

- ✓ Research Reports: General Overview
- ✓ Research Reports Spreadsheet (*in hard copy format*)
- ✓ Individual Original Student Research Reports

Application for Funds

- ✓ Application for Funds: General Overview
- ✓ Application for Funds Spreadsheet (*in hard copy format*)
- ✓ Individual Original Student Application for Funds

NOTES:

- *The use of spreadsheets replaces the summary notes many Universities provided in the past.*
- *The use of the Northern Studies Committee Information Sheet replaces the need for a descriptive covering letter.*
- *Students carrying out international research or applying from a community college must include additional information on a separate sheet.*

APPENDIX A

Malcolm Ramsay Memorial Award Guidelines

The award is valued at \$1000 and is to be used in conjunction with the Northern Scientific Training Program grant. All participating universities with students meeting the criteria are encouraged to nominate one student for this award each year.

Process for nomination:

There are 2 options:

Option 1

A supervisor may sponsor a student to receive this \$1000 Award (as per the criteria listed below) by putting forth an application (attached) to the universities' Northern Studies Committee. The university Committee will then choose one application and forward it to the NSTP Secretariat along with the university's NSTP Application Submission due December 1. The award form must be signed off by the Chair of the university's Northern Studies Committee.

or

Option 2

The universities' Northern Studies Committee can choose a worthy candidate from all the applications received and forward to the NSTP Secretariat along with the university's Application Submission due December 1. The award form must be signed off by the Chair of the university's Northern Studies Committee.

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

Criteria:

Each student nominated must have also submitted an application for a Northern Scientific Training Program grant and must adhere to the NSTP Guidelines

All scientific disciplines are eligible

The project must involve multi-year research (i.e. more than one year) with the student being the primary researcher - field assistants are not eligible

The student must be in good standing with the university

**Malcolm Ramsay Memorial Award
Application Form**

Student Name:

Project Title:

Description of Project (200 words or less):

Rationale/Justification for Award (indicate why the student should receive the award):

Signature, Chair Northern Studies Committee

APPENDIX B

STUDENT'S MANUAL

**A Guide to Completing an NSTP
Research Report**

I COMPLETING A STUDENT RESEARCH REPORT

Once the student has completed the fieldwork portion of their study, he/she should contact the Chairperson of the university's Northern Studies Committee or go to the NSTP internet site in order to **complete** a Student Research Report form. Students are responsible for the completion of this form. **All report forms must be completed online.**

The NSTP report form can be found at http://www.ainc-inac.gc.ca/nstp/electro_e.html. There is also a "Frequently Asked Questions" page available online at http://www.ainc-inac.gc.ca/nstp/stu/qa_e.html.

SECTION A: STUDENT INFORMATION

1. Status:

Students supported by training funds must be **Canadian Citizens** or have the legal right of a **Permanent Resident** in Canada. Students on student or visitor visas or any other kind of visa are ineligible.

2. Academic Level:

The student must indicate the degree and the year he/she was enrolled in during the field work portion of the research. For field work done in the summer, the year that was just completed prior to the research should be marked, not the year being entered into in the fall.

SECTION B: DISCIPLINE, PROJECT, ROLE IN RESEARCH

1. Discipline:

On the basis of a review of the NSTP database, disciplines have been grouped under four general science categories. Student projects should correspond to either the **Human Sciences, Health Sciences, Physical Sciences, or Life Sciences**. The list below each general science category, on the following page, should assist the students in selecting the discipline which corresponds with their program of study.

2. Program of Study:

As listed on the following page, students should indicate the Program of Study in which their research falls under. If using the term "other", please specify the program of study.

Human Sciences	Life Sciences	Physical Sciences	Health Sciences
Art	Agriculture/Agronomy	Chemistry	Aboriginal Health (e.g., traditional knowledge, traditional practice)
Anthropology	Biology	Engineering	Addiction
Archaeology	Botany	Geology	Chronic Diseases (e.g., cancer, diabetes)
Communications	Environmental Sciences/ Ecology	Mathematics	Community Health
Criminology	Forestry	Oceanography	Environmental Health
Economics	Resource Management	Physical Geography	Gender and Health (e.g., maternal and reproductive)
Education	Veterinary Medicine	Physics	Health Care Services
History	Zoology	Other (specify)	Mental Health
Human Geography	Other (specify)		Nutrition
Law			Social Dimensions of Northern Health
Linguistics			Other (specify)
Literature			
Management Studies			
Music			
Philosophy			
Political Science			
Psychology			
Recreation			
Social Work			
Sociology			
Other (specify)			

3. Title of Project:

Students should provide a descriptive title for their project.

4. Brief Description of Project and Preliminary Results and Keyword Search:

This is a very important part of the report since it contains the progress and the preliminary results obtained from the field research. The student must refer briefly to **the project objective, the methodology, how field research was carried out, the preliminary results and how the information is expected to be disseminated.** *The student, not the supervisor, should fill out this section.* The description should not be a duplicate of another NSTP-supported project, nor should it be a copy of a project description submitted when the NSTP funds were applied for. The information should be typed in the space provided.

NOTE: When developing the project description some questions to keep in mind are: Why is this research important? What is uniquely “North” about this research? Why are you working in this particular geographic location?

The student should provide keywords that best apply to their research project. This information can then be used when searching the NSTP database.

5. Role in Research Project and Research Partners⁵:

The student should distinguish his/her role between field assistant and principal researcher. Graduate students should be listed as researchers and not field-assistants since the NSTP aims at providing scientific training that gives advanced students professional experience in the Canadian North.

Research Partners: The student must indicate who s/he worked with in the field. Please indicate their name on the first line and the organization/university they are affiliated with on the line below. This information will assist in forming linkages for researchers working towards a common goal.

6. Fieldwork Location(s):

The student must cite the primary fieldwork location, and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, or river, **and** provide the geographic coordinates (latitude and longitude). This is to ensure that the student's fieldwork location falls within the NSTP geographical boundary (see map on page ii).

SECTION C: RESEARCH LICENCE(S) AND/OR PERMIT(S)

1. Permit/Licence Number(s) and Issuer:

The student (not the supervisor) must indicate the applicable territorial, provincial, federal or other research permit(s)/licence(s) obtained. Also indicate the name of the licencing agency from where the permit/licence was received.

Understanding of this licencing process constitutes an important component of the student's training experience in the North. Obtaining a research licence or permit to conduct research in the North is a legal obligation. Moreover, it helps in ensuring the research is conducted ethically and respects the cultural aspects of northern communities (see: Ethical Principles for the Conduct of Research in the North). This requirement also ensures the student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

2. Information for Issuer:

⁵ Please note that for students at the graduate level **Research Partners** should be professionals, non-governmental organizations, or companies, etc. that are actively participating in the research project. Academic supervisors, other students, and technicians do not qualify as "partners" even if they are active participants on the project.

The student to whom a permit and/or licence was issued, must indicate that he/she has provided the requisite information to the issuer.

SECTION D: PERIOD IN THE NORTH, REPORT ON FUNDS

1. Number of Days in the Field:

The student must indicate the period spent in the North by ensuring that the exact field season dates are recorded. This allows the Committee to determine the number of days the student spent in the North and whether the research falls within a summer or a winter⁶ project.

2. Continuing Project from Previous Year(s):

The student must indicate if he/she is continuing a project that has, in the previous years, received funds under the NSTP or another funding agency.

3. Total Cost of Fieldwork Component of the Project:

The student must specify the **total cost** of the fieldwork portion of his/her project for this year, **not** just the portion subsidized by NSTP funds, but total cost of fieldwork for the entire project.

4. Breakdown of NSTP support for this year:

In this section of the report, the student is required to give an account of how NSTP funds were used by providing a breakdown of expenses by transportation costs, living expenses, freight charges and interpreter fees, including total NSTP support provided for his/her project this year.

5. Other Funding and/or Support Received for the Fieldwork Component of the Project:

The student should identify any other sources of funding and/or support (e.g. grant, bursary, scholarship, subsidies), the amount received and to what component of the fieldwork has this amount been applied to (e.g. transportation, equipment, field guide, etc.). Given the supplemental nature of NSTP funds, the disclosure of this information is important because it reflects the effort made by a student to obtain appropriate funding for the research project. In the case where the student is receiving a portion of their supervisors total grant, the student should indicate **only** their individual funding amount.

⁶ Regarding winter projects, although the research has not yet been carried out, a preliminary report must be completed. A final report must then be forwarded to the NSTP Secretariat upon completion of the field research.

SECTION E: SUPERVISOR COMMENTS AND SIGNATURES

Comments:

The student's supervisor is responsible for the completion of this section. Comments should focus on the training component of the project, and include a synopsis of the student's previous training to demonstrate how the fieldwork relates to the student's future northern research, as well as reflect how the student has benefited from the research conducted.

In the case of a team project, the supervisor should evaluate **each** student's progress in light of the experience gained in the North. Duplication or recycling of a supervisor's comments from the previous year is contrary to the prescribed practices outlined in the NSTP Guidelines. The supervisor's comments should also be typed within the space provided and not on a separate sheet.

Signatures:

Student and supervisor signatures should be clearly indicated, since they certify that the student fulfilled the obligations under the NSTP. Please ensure that the supervisor's name is also typed in this section of the report.

SECTION F: PUBLICATIONS/REPORTS/POSTERS/PAPERS⁷

Information about all publications resulting from NSTP-supported research should be referenced as well as provided in the form of photocopies (see next page for details). Citations and abstracts of reported publications will be made available for online CD-ROM searching in the Arctic Science and Technology Information System (ASTIS) database of the Arctic Institute of North America, located at the University of Calgary.

Information should only be provided about publications that have either been **formally published** (*books, theses, journal papers, magazine and newsletter articles, papers in published conference proceedings, abstracts in published conference abstracts, reports in established university or government report series, etc.*) or have been **deposited with a library** that has agreed to provide interlibrary loan access to them.

Report new publications that have appeared in the past year, as well as any NSTP-supported publications from previous years that have not already been reported. If in doubt about whether a publication has already been reported, report it anyway, as ASTIS will screen out duplicates. Publications should not be reported as "In Press". Wait until next year to report publications that are now in press, so that photocopies of the final form of the publication can be submitted.

⁷ Each publication etc. being reported on must be accompanied by the Section F. Form which is available online at http://www.ainc-inac.gc.ca/nstp/index_e.html

When submitting a publication which meets one of the above criteria please follow these instructions:

a) For publications less than 30 pages:

- Submit a photocopy or reprint of the entire publication.
- For journal papers, magazine or newsletter articles, ensure that the journal title, volume, issue, and year appear somewhere on the photocopied pages.
- For book chapters or conference papers, include a photocopy of the title page of the book or proceedings.

b) For publications of 30 pages or more:

- Photocopy the cover, title page, back of title page, table of contents and an abstract or summary.
- The page number of the last page in the publication should be indicated on the title page.

c) For all publications:

- If the photocopy does not include an abstract or summary, clearly mark a section of the introduction and/or conclusion that can serve as an abstract, or supply an abstract on a separate sheet.
- Students may also choose to submit the abstract or summary of their publication through the electronic method. This can be done by completing the appropriate page which is an appendix to the report form found on the diskette provided.
- If the publication being reported has not been **formally published**, but has been deposited with a library that has agreed to provide interlibrary loan access to the publication, on the first page of the photocopy please write the name of the library.

Your cooperation will ensure that the results of research supported by the Northern Scientific Training Program will receive the widest possible dissemination.

APPENDIX C

STUDENT'S MANUAL

**A Guide to Completing an NSTP
Application for Funds**

I COMPLETING A STUDENT APPLICATION FOR FUNDS

Students are responsible for completing this form. **All application forms must be completed online.**

The NSTP application form can be found online at http://www.ainc-inac.gc.ca/nstp/electro_e.html. There is also a “Frequently Asked Questions” page available online at http://www.ainc-inac.gc.ca/nstp/stu/qa_e.html.

SECTION A: STUDENT INFORMATION

General

If a student is applying from a Community College he/she must have completed two full years of an academic program. The student must also include a separate sheet demonstrating an intention to go on to a university education. However, if the student is enrolled at a Canadian University which has a Northern Studies Committee, the student must apply through their respective university. In this case, the student may not apply through a Northern College.

1. Status:

Students supported by training funds must be **Canadian Citizens** or have the legal right of a **Permanent Resident** in Canada. Students on student or visitor visas or any other kind of visa are ineligible.

2. Academic Level:

The student must indicate the degree and the year **at the time the proposed research will be conducted**. For fieldwork done in the summer, the year **just completed** before the research should be marked. Further information on student eligibility can be found in the Guidelines, Section IV (c): page 4.

3. Are You Applying for NSTP Funding Through Another University?:

If a student has applied for NSTP funding through more than one university because they are awaiting acceptance to a new program of study, the other university(s) applied through must be indicated in the space provided.

SECTION B: DISCIPLINE, PROJECT, ROLE IN RESEARCH

1. Discipline:

On the basis of a review of the NSTP database, disciplines have been grouped under four general science categories. Student projects should correspond to either the **Human Sciences**, **Health Sciences**, **Physical Sciences**, or **Life Sciences**. The list below each general science category, on the following page, should assist the students in selecting the discipline which corresponds with their program of study.

2. Program of Study:

As listed on the following page, students should indicate the Program of Study in which their research falls under. If using the term "other", please specify the program of study.

Human Sciences	Life Sciences	Physical Sciences	Health Sciences
Art	Agriculture/Agronomy	Chemistry	Aboriginal Health (e.g., traditional knowledge, traditional practice)
Anthropology	Biology	Engineering	Addiction
Archaeology	Botany	Geology	Chronic Diseases (e.g., cancer, diabetes)
Communications	Environmental Sciences/ Ecology	Mathematics	Community Health
Criminology	Forestry	Oceanography	Environmental Health
Economics	Resource Management	Physical Geography	Gender and Health (e.g., maternal and reproductive)
Education	Veterinary Medicine	Physics	Health Care Services
History	Zoology	Other (specify)	Mental Health
Human Geography	Other (specify)		Nutrition
Law			Social Dimensions of Northern Health
Linguistics			Other (specify)
Literature			
Management Studies			
Music			
Philosophy			
Political Science			
Psychology			
Recreation			
Social Work			
Sociology			
Other (specify)			

3. Title of Project:

Students should provide a descriptive title for their project.

4. Brief Description of Project Including: Objective, Methodology and Significance to the Student and Keyword Search:

This is a very important part of the application since it explains the student's research project and field component. As such, the student must **clearly describe the project objective, the methodology, significance of the research to the student and an indication of where the student is in his/her research.** *The student, not the supervisor, should fill out this section.* The description should not be a duplicate of another NSTP-supported project, nor should it be a copy of a project description submitted by another student. The information should be typed in the space provided.

The student should provide keywords that best apply to their research project. This information can then be used when searching the NSTP database.

5. Role in Research Project and Research Partners⁸:

The student should distinguish his/her role between field assistant and principal researcher. Graduate students should be listed as researchers and not field-assistants since the NSTP aims at providing scientific training that gives advanced students professional experience in the Canadian North.

The student must indicate who s/he will be working with in the field. Please indicate their name on the first line and the organization/university they are affiliated with on the line below. This information will assist in forming linkages for researchers working towards a common goal.

6. Fieldwork Location(s):

The student must cite the primary fieldwork location and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, river, **and** provide the geographic coordinates (latitude and longitude). This is to ensure that the student's fieldwork location falls within the NSTP geographical boundary (see map on page ii).

⁸ Please note that for students at the graduate level **Research Partners** should be professionals, non-governmental organizations, or companies, etc. that actively participated in the research project. Academic supervisors, other students, and technicians do not qualify as "partners" even if they were active participants on the project.

SECTION C: PERIOD IN THE NORTH, FUNDS

1. Estimated Number of Days in the North:

The student must indicate the period to be spent in the North, ensuring that the exact field season dates are recorded. This allows the Committee to determine the number of days the student will spend in the North, and whether the research falls within a summer or a winter project.

2. Continuing Project from Previous Year(s):

The student must also indicate whether the project is a new one, or whether it is one from the previous year(s). In the latter instance, the student must indicate whether he/she has received funding under the NSTP or another program for the same project before.

3. Total NSTP Support - Previous Year(s):

If the student was previously funded by the NSTP, enter the amount that was granted.

4. Total Expected Cost of Fieldwork Component of Project:

The student must specify the **total expected cost** of the fieldwork portion of his/her entire project for this year, **not** just the portion subsidized by NSTP funds.

5. Breakdown of NSTP Support Requested this Year:

In this section of the application the student is required to give an account of how NSTP funds will be used by providing a breakdown of expenses by transportation costs, living expenses, freight charges and interpreter fees.

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

Given the supplemental nature of NSTP funds, it is important to identify other sources of funding and/or support, the amounts received, applied for and the amounts secured (e.g. grant, bursary, scholarship, subsidies). **When quoting a supervisor's or group grant/fund, please indicate only that portion that will be applied against the individual student research proposed and not the value of the entire grant.** The disclosure of this information is important because it reflects the effort made by a student to obtain appropriate funding for the research project.

Moreover, students should note that they **cannot** be employed or remunerated for any portion of their research project. If they are applying for an NSTP grant, external employment or remuneration funds should not be considered a source of funding for any project. Research Assistantships or other university stipends are not considered as "employment" in this context.

SECTION D: ETHICAL PRINCIPLES, RESEARCH LICENCE(S)/PERMIT(S)

Students must be acquainted with the ethical principles of doing research in the North. The student's signature confirms that he/she has read the booklet Ethical Principles for the Conduct of Research in the North and that he/she will abide by those principles.

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

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

The student's and the supervisor's signature confirms that the research will be conducted in accordance with the ethical principles. Student's should ensure that the supervisor's name is also typed in this section of the application.

The application form has been altered to make is easier to indicate where the student is at in the licensing process. It is important to identify where and when the licence has been applied for as well as whether the licence has been approved or if it is pending. The disclosure of this information is important because it eliminates any confusion that the representatives from the licensing agencies may have if the project is not indicated on their internal reports which they bring to the NSTP Allocation meeting.

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

II RESEARCH PROJECTS IN NORTHERN REGIONS OF OTHER CIRCUMPOLAR COUNTRIES

In the case of students applying to undertake research in other circumpolar countries, the first step is the completion of the NSTP application. International projects should meet all the criteria that presently apply to projects in the Canadian North. In addition, the student must provide the following information **on a separate sheet**:

- relevancy of the foreign study to Northern Studies in Canada - - a direct link needs to be seen on how the proposed research will benefit Northern Studies in Canada;
- relevancy of the foreign study to previous and planned work by the student in the Canadian North;
- organizational and financial support provided in the host country; and,
- reference to any authorizations and licences required to conduct research in the host country.

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

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

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

- The research should be carried out in one of the seven Arctic countries as identified in the proposed Arctic Council.
- The southern limit of discontinuous permafrost (Brown Line) serves as the general boundary.
- Research projects carried out in all of Alaska, except for the "panhandle" are eligible.
- Consideration will be given for research carried out in all areas of Greenland (Denmark).
- For Iceland, eligibility will be determined on a case by case examination.
- For determination of eligibility of research carried out in Russia, the southern limit of discontinuous permafrost, north of the 58° latitude, will be the effective parameter. In addition, the entire territory of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) will be considered eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.
- Applications for support for research in Norway, Sweden and Finland will be considered on a case by case basis ensuring that there is strong relevance to northern studies in Canada.