Inuit Qaujisarnirmut Pilirijjutit – Proposal Development Grant

*Self-determined research by Inuit, for Inuit*

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## Introduction to the Guide

This Guide is intended for applicants to the **Inuit Qaujisarnirmut Pilirijjutit – Proposal Development Grant** Call for Proposals, It provides information about the funding program, its purpose, who is eligible to apply, what to include in the proposal, how proposals are reviewed, what expenses are eligible to be included in the budget, as well as general guidance on how to complete the proposal form.

### The IQP Proposal Development Grant is designed to foster knowledge exchange, capacity building, and community-driven research tailored to the priorities of Inuit and Inuit communities. This grant aims to connect community members and researchers, equipping them with the necessary skills to co-develop proposals and tackle pressing local challenges through research.

**Please note that the Proposal Development Grant funds activities for the purpose of building relationships between community members and researchers and designing or co-developing a research project. It does NOT fund the research project. The minimum request for this grant is $15,000 and the maximum is $25,000**.

### Eligibility

Please note that this program assesses eligibility of organizations and Individuals in line with the [Inuit Nunagat Policy](https://www.rcaanc-cirnac.gc.ca/eng/1650556354784/1650556491509)

Preference will be given to:

1. Inuit-led proposals;
2. Proposals that are co-led by Inuit; and,

Key points in the proposal that distinguish whether the partnership with the community is appropriately strong include:

* The proposal is led or co-led by an Inuit researcher (i.e., an Inuit researcher is involved in every aspect of the research project);
* The proposal has been developed with Inuit and/or the community;
* The proposal has been discussed and is supported by the community (confirmed support is required);
* There is an appropriate plan in place to ensure regular communication throughout the entire project;
* The proposal clearly outlines Inuit capacity and an appropriate training plan (with associated budget); and,
* Funding flows directly to a community or regional organization[[1]](#footnote-2).

While these items should be evident throughout the proposal, they **must** be reinforced by a letter of support or other support documents from appropriate representatives in the relevant communities and explained thoroughly in the proposal’s budget justification. Applications without this explicit support from Inuit leadership and/or community partnership cannot not be considered for funding.

### Key Dates

|  |  |
| --- | --- |
| October 2024 | Release of Call for Proposals |
| December 20th 2024 | Proposal Submission Deadline |
| January - February 2025 | Regional Review |
| February 2025 | National Review |
| March 2025 | Announcement of Funding |
| April 1st, 2025 | Start of Funding[[2]](#footnote-3) |
| May 2025 | Deadline to Accept IQP Grant |

### Proposal Review

Proposals are reviewed by Inuit and representatives of Inuit Treaty Organizations at the regional and national levels. Proposals are first reviewed by regional committees in Nunatsiavut, Nunavut, Nunavik, and the Inuvialuit Settlement Region, according to where the proposed research and relationship building will take place. Recommendations for funding are then reviewed and evaluated at the national level by ArcticNet’s Inuit Research Management Committee (IRMC) which is composed of representatives from the Inuvialuit Regional Corporation (IRC), Makivvik, Nunavut Tunngavik Inc. (NTI), and Nunatsiavut Government, with support from Inuit Circumpolar Council Canada (ICC) and Inuit Tapiriit Kanatami (ITK).

Once the IRMC has conducted the national review, their project recommendations are brought to the ArcticNet Board of Directors for approval prior to granting funds. Once approved, applicants will be contacted and feedback letters detailing the results of the review will be provided. Only successful applicants will be contacted and provided feedback letters. Should a project that is not approved for funding wish to discuss their results, please contact Program Coordinators at [IQP@itk.ca](mailto:IQP@itk.ca)  
Reporting

Funded projects will be required to submit a written annual report to ArcticNet based on a template to be provided. Reports on project progress will be reviewed and evaluated by the Inuit Research Management Committee.

### Evaluation Criteria

All proposals are reviewed at the national level by the IRMC based on the following evaluation criteria.

1. **Relevance to ArcticNet Themes and Inuit Self-Determination in Research** 
   1. Importance to Inuit and their communities
   2. Extent to which the proposed research contributes to the Network research themes of: Well-being, infrastructure, economy, ecosystems, and energy
   3. Extent to which the proposed research enhances Inuit self-determination in research
   4. The project has the potential to inform policy at the regional, provincial or national level
2. **Merit of the research**
   1. Can the project achieve its objectives?
   2. Does the project address a need or priority to Inuit, a community and/or region? Will the project benefit the community and/or region?
      1. If evidence of appropriate support is not included in the submission without adequate justification, the project will not be funded.
   3. Clarity of project objectives
   4. Suitability of proposed methodology (how well do the research methods fit the project?)
   5. Feasibility within project timeframe
   6. Project plan includes the required resources (equipment, data, hired staff and students) to complete the work
   7. Incorporation of Inuit knowledge, values and principles
      1. For Inuit-led and co-led projects, it is understood that this will be incorporated throughout. This must be evident in projects where a community has decided to partner with a southern researcher, who will be the individual directly receiving funds.
   8. Projects follow guidelines on responsible research and ethics
3. **Capacity building and/or training**
   1. Number of Inuit, students, or community members involved in relation to project budget
   2. Training strategy that promotes Inuit and students to consider the economic, social and ethical implications of their work
   3. Potential to train Inuit, students and community members in practical aspects of research in academic, industrial, northern, government, and Non-Government Organizations (NGO) sectors
4. **Networking** 
   1. The project includes linkages to community and regional organizations and the relevant rights holders/stakeholders
   2. The project has the potential for linkages with other Network research and research by non-Network agencies
   3. The project makes use of shared equipment, facilities, and personnel to optimize resource use
5. **Results Communication Plan** 
   1. Communication activities are designed to share results and products in ways that can be used by regions, communities and partners
   2. Evidence of engagement and/or involvement of relevant regional communities and rights holders/stakeholders in the development and implementation of the results communication plan
      1. If the proper health authorities are not included on projects proposing to conduct health or health-related research, the project will not be funded.
   3. The project has planned the right resources to implement the results communication plan
   4. The project has budgeted appropriately for communications, including translation/interpretation costs

### Contacts

**Inuit Research Advisors (IRAs)**

|  |  |
| --- | --- |
| **Nunatsiavut**  Carla Pamak  Inuit Research Advisor  Nunatsiavut Government 709-922-2380 ext #228  [carla.pamak@nunatsiavut.com](mailto:carla.pamak@nunatsiavut.com) | **Nunavik**  Billy Meeko  Inuit Research Advisor  Atanniuvik  bmeeko@atanniuvik.ca |
| **Nunavut**  Brenda Anderson  Nunavut Research Advisor  Nunavut Tunngavik Inc.  [BAnderson@tunngavik.com](mailto:BAnderson@tunngavik.com) | **Inuvialuit Settlement Region**  Jenn Parrott  Director of Innovation, Science and Climate Change  Inuvialuit Regional Corporation  867-777-7053  [jparrott@inuvialuit.com](mailto:jparrott@inuvialuit.com) |

**Program Coordinators**

|  |  |
| --- | --- |
| **Inuit Tapiriit Kanatami**  Program and Submission  Eric Loring  Senior Environment & Wildlife Researcher  866-262-8181  [loring@itk.ca](mailto:loring@itk.ca) or [IQP@ITK.ca](mailto:IQP@ITK.ca) | **ArcticNet**  Finance, Program, and Submission  Aisha Sada  Program Officer, Northern Led Research  [Aisha.sada@arcticnet.ulaval.ca](mailto:Aisha.sada@arcticnet.ulaval.ca)  or [IQP@ITK.ca](mailto:IQP@ITK.ca) |

**Proposal Form**

### How to Apply

**Submitting your proposal**

* In Inuktut or French: Email your complete proposal to [IQP@ITK.ca](mailto:IQP@ITK.ca). You will receive an email confirming receipt of your proposal.
* In English: Submit via Survey Monkey here: <https://arcticnet.smapply.ca/>

if you are unable to access SurveyMonkey, download the English application form here: <https://arcticnet.ca/inuit-qaujisarnirmut-pilirijjutit/> and email it to [IQP@ITK.ca](mailto:IQP@ITK.ca)

**Please note:** English submissions will only be accepted via email if you are unable to use/access the survey monkey platform

**A complete proposal consists of:**

1. Completed proposal form
2. Letter(s) of support and/or other support documents
3. Completed budget table

**Format**

* If applicants wish to submit their proposal in another format, oral or otherwise, please contact the program coordinators at [IQP@ITK.ca](mailto:IQP@ITK.ca)
* Proposals in English, Inuktut, and French are accepted. However, the review will be conducted using proposals translated into English.
* Written proposals in English, Inuktut or French are accepted in both Microsoft Word (Microsoft Excel for the budget) and PDF formats.
* For translation of the proposal form and Guide into a specific Inuktut dialect, contact the program coordinators.

**Questions?** – The Proposal Guide provides guidance on how to complete each section of the proposal form. If you require additional support as you develop your project idea and proposal, please feel free to contact an Inuit Research Advisor (IRA) or IQP program coordinators. Everyone is encouraged to apply!

### Reporting

Funded projects will be required to submit an annual report to ArcticNet. Reports are accepted through written, oral, and video formats. Reports on project progress will be reviewed and evaluated by the Inuit Research Management Committee.

## Financial Guide

For questions regarding eligible organizations and/or eligible expenses contact Aisha Sada, one of the IQP program coordinators, at [Aisha.sada@arcticnet.ulaval.ca](mailto:Aisha.sada@arcticnet.ulaval.ca)

### Overview

The Inuit Qaujisarnirmut Pilirijjutit(IQP) is funded under the Strategic Science Fund (SSF), which is jointly administered by Innovation, Science and Economic Development Canada (ISED) and Health Canada.

ArcticNet, and thus the IQP, are funded primarily with ISED dollars. Applicants may only request expenses that are eligible under the SSF Program Guide as detailed below.

### Eligible Organizations

Eligible organizations include but are not limited to:

* Inuvialuit Regional Corporation (IRC);
* Nunavut Tunngavik Inc. (NTI);
* Kativik Regional Government (KRG);
* Makivvik
* Nunatsiavut Government;
* Landholding Corporations;
* Northern Villages;
* Northern Post-Secondary Institutions;
* Research Centres;
* Hamlet and Community Offices; and/or
* Local Hunters and Trappers Organizations / Associations

Please contact IQP program coordinators at [IQP@ITK.ca](mailto:IQP@ITK.ca) if you do not see your organization listed and want to check if your organization is eligible to receive funding.

Individuals who wish to apply for IQP funding may do so. They are not required to be an employee of an Inuit or community organization, but they must partner with one and have them listed as a supporting organization as part of the project team. This is because the program cannot send funding directly to individuals. This partnership must be captured in a letter of support or other document confirming support from the supporting organization. A main contact from the organization receiving funding must also be included in the individual’s proposal.

Funding for these organizations will be transferred through ArcticNet, and the organization will need to sign a funding agreement with ArcticNet before funding can be transferred.

ArcticNet has provided a letter of support document for support organizations to sign. This document includes acknowledgement and agreement by the support organization to:

* Administer funding on behalf of the applicant and project, which includes payments and invoicing[[3]](#footnote-4);
* Work with ArcticNet on annual financial reporting; and,
* Sign a funding agreement with ArcticNet.

### Eligible and Ineligible Expenses

All expenditures must be effective and economical, and not result in personal gain for members of the research team. They must contribute to the direct costs of the research/activities under the approved project plan.

**Important:**

* **Administrative fees** – Projects can apply for a maximum of 15% of their total budget in administrative fees.
* **In-kind support** – In-kind support is a contribution (i.e., goods or services) made by a project partner or collaborator without direct charge to the project. This may include the provision of office space, access to equipment or data, as well as the provision of time, expertise or, technical skills to provide direction to the project or participation in the project. This adds financial value to your overall project.

1. **Salaries, benefits, wages, and honoraria**

Eligible:

* Salaries to community staff dedicated to the project (e.g., environmental technicians, youth positions, honoraria)
* Salaries to project managers
* Salaries to individuals employed to work on the funded research, including research associates and technicians
* Salaries to Inuit students and postdoctoral fellows
* Mandatory employment-related costs (Employment Insurance, Canada Pension Plan, Northern Benefits, etc.)

Ineligible:

* Salaries to Tri-Agency eligible grant recipients
* Salaries to team members currently employed to conduct research as the main focus of their employment
* Salaries to other research personnel of the support organization, working on routine lab maintenance, security, for example

*While the IQP does not designate salary levels for team members, it is expected that the distribution of salary between team members is equitable. We acknowledge that appropriate rates may differ between Inuit communities. Please check with community organizations to ensure rates included in the budget are appropriate for the community in which the work is conducted.*

*The program will not view paying salaries of executives favourably. Further, it is anticipated that researchers and collaborators living in southern parts of the country will not require the same level of funding due to a lower cost of living.*

1. **Travel, transportation, and accommodation**

The below applies to community staff, Elders (and their travel companions), youth, external partners, event participants, etc. and travel to ArcticNet’s Annual Scientific Meeting (ASM). It is expected that, at minimum, the project lead and one other team member attend the ASM each year.

Eligible:

* Cost of travel to field work sites, ArcticNet ASM, and other relevant workshops or conferences, including airfare, taxis, car rentals, train tickets, per diems, and hotel accommodations

Ineligible:

* First or business class travel tickets

1. **Research Equipment and Facilities**

Eligible:

* Research equipment and supplies (note that equipment costs should not exceed 20% of the full requested budget[[4]](#footnote-5))
* Transportation costs for purchased research equipment
* Maintenance and operating costs of research equipment and vehicles (i.e., light research equipment needed for the project)
* Rental costs of research vehicles
* Facility access / rentals needed to complete the project, e.g., for sample analysis and other laboratory processes

Ineligible:

* Purchase of high expense items such as large equipment (e.g., ATVs, skidoos, boats, and trucks)
* Insurance costs for research equipment and research vehicles
* Costs of infrastructure and the construction, renovation or rental of laboratories or supporting facilities

1. **Capacity building, training and communications activities**

Eligible:

* Costs of developing web-based information, including website maintenance fees
* Costs associated with the dissemination of findings, including community feasts
* Costs of preparing documents or other materials for research publication/dissemination
* Translation and interpretation costs associated with dissemination of findings
* Workshop / meeting hospitality costs (non-alcoholic refreshments and/or meals) for project dissemination purposes, including venue rental, catering, audio visual costs, etc.

Ineligible:

* Alcoholic refreshments

1. **Materials, supplies, contractors and other expenditures**

Eligible:

* Computers, tablets, modems, emerging technology and other hardware and/or specialized software required for research not normally provided by the support organization
* Professional services, contractors or sub-contractors

Ineligible:

* Percentage of home internet costs[[5]](#footnote-6)

*While the IQP supports that projects may require contractors to complete parts of their work, a priority of the program is for funding to flow directly to communities. This is to support research capacity-building in the communities. Therefore, it is highly recommended that in budget justifications for contractors, a portion of the work plan be dedicated to supporting capacity-building in the community. The program will not view large subcontracts favorably. They must be well-justified and include community capacity-building plans to be considered.*

### Competitive Funding Considerations

Applicants are encouraged to submit realistic budgets that reflect the true cost of their project. While full funding may not be guaranteed for all projects, the program will consider proposals that request 100% of their funding from the IQP program, if necessary to carry out the research. Our goal is to support as many strong projects as possible within the available budget.

**Please note that the Proposal Development Grant funds activities for the purpose of building relationships between community members and researchers and designing or co-developing a research project. It does NOT fund the research project. The minimum request for this grant is $15,000 and the maximum is $25,000**

### Resources

Need support for proposal writing, project development and community-led data collection? The SIKU app and training team can help! SIKU is a mobile app and project management platform to support Indigenous communities running their own projects, reporting and data management. SIKU works closely with ArcticNet and their team can support your project and application process by providing training, tools and in-kind support and even provide matching funding for your project! Contact SIKU at [info@siku.org](mailto:info@arcticeider.com) for more information.

You can also find more resources to assist with your proposal here: <https://arcticnet.ca/call-for-proposals/>

### Other Funding Opportunities

As the objectives of the IQP are to enhance Inuit self-determination in research, enhancing/building research capacity in regions and communities, addressing Inuit concerns, and improve Inuit livelihoods, the program aims to ensure that the greatest quantity possible of Inuit-led research projects are funded. Various research programs have finite resources and funding therefore, the program will work strategically to connect relevant proposals with other relevant funding sources. Examples of other funding sources and programs include:

* ArcticNet’s Partnered Research Program
* Northern Contaminants Program
* Polar Knowledge Canada (POLAR)
* Climate Change and Health Adaptation Program (North and South)
* Climate Change Preparedness in the North
* Indigenous Community-Based Climate Monitoring Program
* Inuit Guardians Program
* Nunavut General Monitoring Program (NGMP)
* Canada-Inuit Nunangat United Kingdom Arctic Research Programme

### Proposal checklist

Please ensure that you complete each section in the proposal form. Incomplete proposals will not be reviewed for funding at the national level; however, if feedback on the proposal is requested it can be provided to the applicant at a later date.

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Section of proposal** | **Check if completed** |
| Proposal Overview | Section A |  |
| Purpose of Project | Section B |  |
| Project Activities | Section C |  |
| Communications Plan | Section D |  |
| Project Team | Section E |  |
| Support Documents | Section F |  |
| Capacity Building & Training | Section G |  |
| Budget | Section H |  |
| Data Management Plan | Section I |  |
| Ethical Considerations | Section J |  |
| Applications of Disclosure Statement | Section K |  |

### Section A: Proposal Overview

The purpose of the section is to provide an overview of your proposal for the review committee. Consider filling out this section last. It will likely be easiest to complete this section after you have completed the details of your proposal. Remember: the Proposal Development Grants fund activities for the purpose of building relationships between community members and researchers and designing or co-developing a research project. It does NOT fund the research project.

1 - Project titleIt is helpful if the project title is in plain language and related to the project. If possible, include the purpose and location of the proposed work in the title.

|  |
| --- |
| Insert text here |

*Example: Building relationships to improve travel safety around Rankin Inlet, Nunavut*

1. Project Type (check all that apply)

*Events & Outreach (e.g. Workshops and meetings to facilitate the development of a research proposal or the creation of research materials. This can serve as a first step toward a more comprehensive and longer-term project that could be eligible for funding through other ArcticNet programs)*

*Communications materials (e.g. publication/development of communications*

*materials such as videos, fact sheets, community reports, research plans, community-based monitoring protocols etc.)*

4 - Project lead(must match information provided in Section E: Project Team)

|  |
| --- |
| Name:  Affiliation: |

**5 - Support organization** (must match information provided in Section E: Project Team)

|  |
| --- |
| Organization:  Main contact at the organization: |

**6 - Main contact** (must match information provided in Section E: Project Team)

|  |
| --- |
| Name:  Job title or role in project: |

**7 - Community / communities involved in the project**In list format, indicate the community(ies) or geographic area where the project is taking place.

|  |
| --- |
| Insert text here |

Guide – Consider the following:

* In which community(ies) is the project taking place?
* In which Inuit region(s) is the project taking place?
* Where is data being collected?
* If your project encompasses more than one Inuit region or community, please list all geographic areas included.
* Under this program, priority is given to projects that build research capacity in communities within Inuit Nunangat, but we will consider projects led by Inuit in southern urban areas on a case-by-case basis.

*Example: Rankin Inlet (Nunavut) and surroundings*

**8 - Plain language description of project**In 3-6 sentences, provide a plain language / non-technical summary of your project idea and why it is important. If this project is funded, this summary will be used in reports and to promote your project. For this, please write the summary from the third person perspective (i.e., avoid writing in the “I” perspective).

|  |
| --- |
| Insert text here (maximum 0.5 pages) |

Guide – This description is meant to be a summary of the information you provided in the proposal. In other words, do not include new information in this summary that is not mentioned elsewhere in the proposal. It will likely be easier to complete this description after you have completed Sections B-J.

Consider the following questions when writing the description:

* What is the purpose of the project?
* What question(s) will your project investigate?
* What research will you be communicating, disseminating, or exchanging?
* Where is the project taking place?
* Why is the project important?
* What is the expected outcome of this project?
* How will the project benefit Inuit?

*Example: The purpose of this project is to bring together community leaders, hunters, elders, youth and researchers to assess the safety of traveling on the land and sea ice around Rankin Inlet, Nunavut. This is important because we have witnessed unusual and unpredictable weather conditions as well as many young people in our community getting stuck on the land and ice during unexpected times of the year. We hope to learn from experienced hunters about safe travel routes and develop a resource that helps our community members assess and decide whether it is safe to travel on the land. We hope that building these relationships will lead to the development of a project and result in less accidents on the land. The Rankin Inlet Hamlet and Hunters and Trappers Organization is supportive of this project.*

**9 - Total amount of funding requested**Please provide the total estimated funding that is being requested. All funding amounts must match those in the attached budget sheet (see Section H).

|  |  |  |
| --- | --- | --- |
| **Total Funding Requested (1 Year)** | **Amount Requested:** | Insert amount here |

Guide – The funding cycle follows the federal fiscal year (April 1st to March 31st the following year). Please note that activities do not have to begin on April 1st, yet April 1st, 2025 is the earliest that funds can be released for this call. The minimum request for this grant is $15,000 and the maximum is $25,000.

### Section B: Purpose of Project

Describe the purpose of the project clearly by identifying where the project is taking place, the issue you are looking to explore, and how you plan to design or co-develop a research project by building relationships between community members and researchers.

**1 - What is the issue / topic that you are looking to explore?**Describe the issue you are proposing to engage on and where the idea to research it came from. Why is it important to explore?

|  |
| --- |
| Insert text here (approximately 250 words or less) |

Guide **–**Consider the following:

* What is the issue / topic you are proposing to research?
  + *Example: We are interested in safety on the land and increasing storms and changes in weather conditions.*
* Where is the project taking place?
* Where did you get the idea to co-develop a research project on the issue?
  + *Example: We have seen more and more young people in our community get stuck on the land and ice during unexpected times of the year.*
* What is already known about the issue / topic? Do you know of similar research projects that have been done (in the same place or somewhere else in the north)?
* Is this issue / topic a priority for Inuit and the community? Please explain how you know this topic is important and how your proposed work will help the community.
  + *Example: Weather used to be predictable. People are speaking about the issue of safety and are expressing concerns regularly. The Hunter and Trappers Organization is supportive of the proposed project on this topic (see confirmed letter attached).*

**2 - What do you hope to achieve? What are the anticipated impacts of your project?**Describe why the project is important, what you hope the project will achieve or impact (i.e., awareness, change in behavior, program development, proposal development, decision-making, policy change) and on what levels you would like to see these impacts (i.e., locally in the community, regionally in several communities, or nationally).

|  |
| --- |
| Insert text here (approximately 1 page or less) |

Guide – Consider the following:

* Why is the topic important?
* What impacts and changes do you hope to see from this project?
* Are your goals and objectives achievable within the length of this project (1 year)?
* Make sure to describe your goals and objectives clearly.

**3 - What research question(s) will your project explore/answer?**State the main question you are trying to explore and answer through this project. If you have more than one question, list them separately.

Your project does not need to start with fully developed research questions. You may also frame the project around identifying research priorities within a specific community.

|  |
| --- |
| Insert text here (up to 250 words) |

Guide – Consider the following:

* Can you explore and answer the question with the data / information you plan to collect, or event you plan to host? If not, can you make the question more specific?
* We suggest focusing on questions that are achievable to answer within the length of this project.
  + *Example: What are the research priorities?*

### Section C: Project Activities

Describe the activities that will take place. Provide a clear timeline of major project activities. This program encourages innovative approaches to gathering and sharing information and knowledge creation.

**1 - What activities will you be engaging in to build relationships, co-develop research projects and/or create communication materials** Describe the activities, such as workshops or meetings, that will help project participants work together to develop a research project or produce any research and communication materials. How will these activities help you meet your objectives?

|  |
| --- |
| Insert text here (approximately 1-2 pages) |

Example: "We plan to host workshops with Elders and youth to gather insights on the community’s most pressing concerns, which will shape the direction of future research. These workshops will also serve as relationship-building opportunities between researchers and the community. Additionally, we will develop fact sheets and community reports to disseminate the outcomes of the workshops and share findings with the broader community. The materials will ensure that all partners, including those who may not attend the workshops, remain informed and can contribute to the ongoing conversation."

**2 – Timeline of activities (approximately 0.5 - 1 page)**Develop a timeline to show when each activity will take place over the project’s lifetime. If you wish to create a graphic that is different from the table, be sure to include all the information requested here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Estimated month** | **Activity** | **Type of activity (i.e planning, training, data analysis, communications, meeting e.t.c)** | **Who is conducting or leading the activity?** | **Who is the intended audience (only for communications activities)** |
| April - May 2025 | Townhall to discuss research topic and methods with community members | Communications | Project lead | All community members |
| May - June 2025 | Prepare workshop tools | Research planning | Project lead, trainee/ research assistants | N/A |
| June - July 2025 | Elder & Youth knowledge sharing workshop | Communications and Training, | Project lead, trainee | Elders & Youth |
| September - December 2025 | Analyze gathered information | Data analysis | Project lead, trainee | N/A |
| January - February 2025 | Communicate workshop report and gather feedback | Communications | Project lead in collaboration with community support organization | All community members |

### Section D: Communications Plan

The IQP places a strong emphasis on the importance of clear and appropriate communication during all phases of the project’s lifetime, from planning and development to sharing the results, and all stages in-between.

**1 - How will you share information with your community and your partners?**Describe, in detail, how you plan to communicate your project plans, project updates and results – both for the year you are requesting funding and at the completion of the project (whether it is within this timeline or not).

|  |
| --- |
| Insert text here (approximately 0.5 – 1 page) |

Guide – Consider the following when developing your communications plan:

* What main communications activities will take place?
* How can results be applied and inform research project co-development, decision-making, local program development or regional policy development?
* When engaging with the community, it is recommended that a draft communication plan be brought to the community and/or appropriate partner organization for their feedback.
* Consider who would be most appropriate / effective communicator for communicating project information. Who do you need to communicate to and at what level? Who should be involved in communicating information? Who is the most appropriate person to communicate the information? The Project lead may not always be the most appropriate person to communicate the information (e.g., health messaging).
* How will the results be communicated? Think about which media you plan to use (e.g., video, print, image only, verbal presentation, etc.) and which methods / pathways you will choose to share information (e.g., fact sheets in mailboxes, interview with researcher on the radio, presentation to school groups, etc.). These should consider the intended audience and should be appropriate to the community and/or region.
* Think about who the appropriate audiences will be. Who are the main people that you want to share this information with? Who will benefit from the results?
* Ensure that all your communications activities (e.g., travel, events, materials) are budgeted for and includes translation and/or interpretation, where appropriate.
* **IMPORTANT**: If your project contains health information, advice, messaging, it is important that you engage the appropriate health authorities in the project communications plan. If unsure, please contact the Inuit Research Advisor in your region.

### Section E: Project Team

The project team is defined as the core group of participants that are active in and responsible for developing, guiding, and implementing the project. Provide the name, contact information, expertise/qualifications and each team member’s role.

Required team members include the Project lead/lead researcher, a support organization and a main contact (if different from the Project lead).

In addition to the three required team members, please add as many team members as you need. They may include but are not limited to researchers, research assistants, interviewers, instructors/trainers, trainees, field technicians, archivists, knowledge holders, communicators, collaborators, funding partners, mentors, etc.

Please check to indicate that *all* team members have confirmed their participation in the project and approve of the proposal being submitted:

All team members have confirmed their participation in the project

**Required team members:**

**Project lead**Identify the Project lead for the project.

|  |
| --- |
| Name:  Affiliation:  Job title:  Phone:  Email: Expertise, experience & qualifications for the role (250 words or less): |

Guide – Each project team needs one designated Project lead. Remember that the purpose of the IQP is to advance Inuit self-determination in research and to fund research that is of importance to Inuit, families, communities and the regions. Preference will be given to 1) Inuit-led proposals, 2) Proposals that are co-led by Inuit

**Support organization**The support organization must agree to receive, administer and manage IQP funds for the project. Indicate the name of the organization and the main contact at the organization. Please refer to the guide for further details and eligibility.

|  |
| --- |
| Organization:  Main contact at the organization:  Mailing address:  Phone:  Email: Expertise, experience & qualifications for the role (250 words or less): |

Guide – It is not required that the Project lead or main contact for the project be employed by the organization administering the IQP funds. Individuals cannot receive funding but the name of the individual at the organization who will manage the funds needs to be provided. Remember that the IQP supports Inuit self-determination of research and preference is given to projects that are administered and led by Inuit and community organizations across Inuit Nunangat.

Some examples of organizations that could manage funds include: Hunters and Trappers Organizations / Associations, hamlet and community offices, or Inuit Treaty Organizations.

**Main contact person for the project**Identify the main contact for the project who will be responsible for communicating with the IQP coordinators (if different from the Project lead).

|  |
| --- |
| Name:  Job title or role in project:  Phone:  Email: Expertise, experience & qualifications for the role (250 words or less): |

Guide – The main contact needs to be someone who IQP program coordinators can follow-up with if there are any questions or concerns about the proposal as well as for project progress and reporting. The main contact does not have to be the Project lead or the organization receiving funding but someone who is aware of the project and is easily reachable.

**Additional team members:**

Identify additional team members who are involved in the project. The members could include partners, collaborators, trainees etc.   
**Additional team member 1**

|  |
| --- |
| Role: Name:  Contact information:Affiliation: Expertise, experience & qualifications for the role (250 words or less): |

**Additional team member 2**

|  |
| --- |
| Role: Name: Contact information:Affiliation: Expertise, experience & qualifications for the role (250 words or less): |

**Additional team member 3**

|  |
| --- |
| Role: Name: Contact information:Affiliation: Expertise, experience & qualifications for the role (250 words or less): |

Guide – Consider the following as you put together your project team:

* Which organization will administer the project? What is the capacity with that organization?
  + *Example: The Hunters and Trappers Organization will administer the project.*
* Who will coordinate this project? Is this a current position, or will a new one be created? Make sure the budget reflects which positions are paid.
  + *Example: A coordinator will be identified and paid by the project.*
* Who will advise the operations and conduct of the project?
  + *Example: We will establish a steering committee made up of ground search and rescue representatives from our community, respected and knowledgeable elders and youth interested and active in land safety.*
* Who will do the work? Are any local or southern trainers needed to prepare project members for the work?
* How will the broader community be involved? Would it make sense to engage the community during the key stages of the project?
* When thinking about people and organizations, make sure you are inclusive of all groups that are relevant to include in the project. Those who provide important perspectives to add to the project but are not necessarily a paid project researcher can be classified as project ‘collaborator(s)’ and as providing in-kind support (see Financial Guide for details on what is considered in-kind support).
* You will need a Project lead. This is usually someone who oversees all of the activities (doing the research, training, communication, reporting). They may delegate specific tasks to others on the team, but Project leads make final decisions.
* Make sure that everyone listed as a team member have consented to be included on the proposal.
* Some examples of expertise and qualifications include project management, teaching on the land safety skills, sample collection and analyses, budgeting and managing funds, mechanical knowledge for fixing equipment, Inuit Knowledge, webpage design, report writing, communications, etc.
* Outside contractors can be included to help with the project (e.g., equipment support) however it is a priority of the program that the majority, if not all, of the funding goes to local resources.

Consider the following when writing about the expertise, experience & qualifications of team members:

* Do they have previous experience with this role? If yes, provide an example. If no, describe why they are suitable and trainable for this new role.
* Will they receive new training that will prepare them for the role?

### Section F: Community Engagement Form, Letters of Support or Other Support Documents

It is essential that your project includes the signed community engagement forms or other support documents from the community(ies) in which the project is taking place and/or the relevant Inuit organization participating in this project. Projects without appropriate community and/or Inuit organizational support will *not* be funded.

Alternative support documents could include but are not limited to emails, minutes, board or council resolutions, etc. If unsure, please contact the IQP program coordinators.

The program recognizes that it may take considerable time to obtain support documents. In the event that one or more support documents are not ready upon submission of the proposal, please provide an explanation and indicate when the document(s) can be expected.

|  |
| --- |
| Insert text here (up to 250 words) |

Guide – Consider the following when seeking support documents:

* Support letters and other support documents are especially useful for reviewers of your project to understand that this is an activity / priority that is shared by the community(ies) and Inuit region(s).
* In these support documents, please ensure that any contributions like funding, staff, equipment, or office space to the project are detailed.
* Individuals cannot receive funding through this program. If you are an individual seeking support for your research project, you need to partner with a community or regional organization.

Section G: Capacity Building and Training PlanBuilding research capacity in communities for Inuit is vital to the purpose of the IQP. This is aligned with one of the objectives of the National Inuit Strategy on Research (NISR) to “build human resource capacity in Inuit regions and communities to facilitate Inuit-led research”. It is therefore important to demonstrate how training and learning opportunities for Inuit and community members are built into the various stages of your project. Proposals with strong plans for capacity-building and training will be the most competitive proposals.

**1 - How will your project activities strengthen Inuit and community capacity in research?**

|  |
| --- |
| Insert text here (approximately 0.5 - 1 pages) |

Guide – Capacity building efforts may include formal training programs, informal mentoring, hands-on training or community workshops as part of building relationships and co-developing a research project. It is important to make sure that you budget for all capacity-building activities that you propose.

Consider the following as you develop your training plan:

* How does your project strengthen community and Inuit capacity in research?
* Can community members be trained as research assistants / trainees to learn about data collection techniques and assist with sampling, interviewing or conducting surveys, analysis, reporting as part of this Proposal Development Grant?
* Is your training plan in line with the needs of the community? Is it supported by the community?
* Who do you plan to train? And how? Who is offering the training?

### Section H: Budget

Please complete the provided budget table in Excel format and submit it together with the completed proposal form.

In the budget table provided, describe in detail what the funds will be used for and whom they will go to. Justify why you are requesting the amount for each expense item (i.e., salary; travel; capacity building and training activities; communications activities; materials, supplies, contractors and other expenditures).

We encourage you to review the Financial Guide for information on eligible and ineligible expenses. Please contact the program coordinators if you are having trouble with the budget table, if you need it in a different format, or have other questions about which expenses are eligible to include in the budget.

Guide – Consider the following as you develop your budget:

* What are resources at your disposal (physical resources and in-kind contributions)?
  + *Example: We have the use of one room in the Hunters and Trappers Organization office, the use of a meeting space after work hours, and access to one computer and printer for posters. The community radio will also be used to announce the project, recruit participants and communicate results.*
* Is there currently funding associated with this project idea? Please make sure to indicate if your project has other funding sources or may receive funding from other source(s) as well.

### Section I: Data Management Plan

Ensuring Inuit access, ownership, and control over data and information is one of the five priority areas of the National Inuit Strategy on Research (NISR). The IQP aims to implement NISR, and therefore includes a strong data management plan. If you have any questions, please contact [IQP@ITK.ca](mailto:IQP@ITK.ca) or the Inuit Research Advisor.

Please answer the following questions from an Organizational perspective:

**1 - Who are the owners of any collected data? Who will control how data results and information are used / communicated?**

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| --- |
|  |

**2 - Who owns the intellectual property (IP) associated with this research?**

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| --- |
|  |

**3 - Who is collecting and storing copies of the data?**

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|  |

**4 - Who will have access and use of the data/results? For how long? For what purpose (i.e., solely for the objectives of this project or any other secondary purposes)?**

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| --- |
|  |

**5 - How/where will the data be stored and how long will it be retained?**

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|  |

**6 - If you are successful in obtaining funds, are you willing to sign a data management agreement with ArcticNet?**

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| --- |
|  |

Guide – ArcticNet funded projects will be required to upload a *metadata* form into an appropriate data catalogue and to sign an agreement to that effect. For example: Polar Data Catalogue: Nordicana D, GBIF, OBIS, CIOOS, Borealis.

* Owners of data are typically the organization that is requesting funding or sometimes a partner in the community or region.
* Metadata: The documentation providing information about the data, specifically what, where, when, by whom it was collected, its current location, and any access information.
* Data: are any and all data that have been collected and/or generated by ArcticNet researchers and collaborators in the performance of research initiatives funded by ArcticNet.
* Please review ArcticNet’s Data Management Policy and Guidelines for more information. You can find it on our website here: [ArcticNet Data](https://arcticnet.ca/data-management/#:~:text=The%20overall%20principle%20guiding%20the,and%20appropriate%20intellectual%20property%20protection.)

### Section J: Ethical Considerations & Responsible Conduct of Research

Any project that receives funding must demonstrate responsible conduct of research. Committees exist in each Inuit region that review proposals and approve research conducted in the region. Such reviews are based on ethical standards as well as principles important for conducting research in the region, including evidence of community relevance and respect of Inuit values and principles.

Please engage the Inuit Research Advisor to ensure that you are aware of region-specific research ethics guidelines and research license application processes.

If the proposal is approved, funding will require that you obtain all of the approvals required in your region to conduct the proposed activities.

**1 - How will your project and its activities meet responsible guidelines for research ethics?**

|  |
| --- |
| Insert text here (approximately 0.5 – 1 page) |

Guide – Consider the following:

* Do the proposed methods for conducting this project respect Inuit ethics, values and principles?
* Is your project in line with principles of the National Inuit Strategy on Research (NISR)?
* Does your project support Inuit self-determination in research?
* Is a regional research license, permit or authorization needed for the proposed activities?
* Will you require an ethics certificate? This is typically required for health-related research
* Will the proposed activities benefit Inuit?
* Will participants in the project be made aware of their rights including informed consent, voluntary participation and the right to withdraw from participating?

### Section K: Application of Disclosure Statement

|  |  |
| --- | --- |
| On behalf of: |  |

I declare:

* The information given on this application form and any other documentation that supports this application is accurate.
* Any material, misleading statements or information given at any stage in the application process, could, at the IQP discretion, render the application for funding invalid.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

## Appendix

### Glossary

* **HQP (Highly Qualified Personnel):** includes undergraduate and graduate students, postdoctoral fellows, research associates, research assistants, technicians, trainees, Indigenous partners, assistants and knowledge holders, whether based in Northern or Southern Canada, as well as Inuit, First Nations, and Metis working as part of the research team.
* **Project Lead:** The individual who oversees all of the research activities (project development, training, communication, knowledge transfer, reporting). The Project Lead can conduct their own research within the project and train or supervise HQP. They may delegate specific tasks to others on the team, but the Project Lead makes final decisions. The individual’s support organization must sign an Ultimate Recipient Agreement with ArcticNet (the funder) to receive funding
* **Co-Lead (Maximum 2):** The individual(s) who assist the Project Lead in overseeing the research activities (project development, training, communication, knowledge transfer reporting). The Project Co-Lead(s) can conduct their own research within the project and train or supervise HQP. They may delegate specific tasks to others on the team members. The individual’s support organization(s) will sign the Ultimate Recipient Agreement with ArcticNet (the funder) to receive funding.
* **Researcher:** The individual who undertakes research activities in accordance with activities developed in the project. The researcher initiates, coordinates research studies, and may train and supervise HQP. The individual’s support organization(s) will sign the Ultimate Recipient Agreement with ArcticNet (the funder) to receive funding.
* **Main contact:** The individual who will be responsible for communicating with the IQP coordinators (if different from the Project lead). The main contact needs to be someone who is aware of the project and is easily reachable and who IQP program coordinators can follow-up with if there are any questions or concerns about the proposal or project.
* **Collaborator:**A person or organization providing important perspectives to the project as well as in-kind support, but are not necessarily a paid project researcher
* **Partner:**A person or organization contributing funds or in-kind support to the project.
* **Support organization:** The organization that has agreed to receive, administer and manage IQP funds for the project. Please refer to the Program Guide for further details and eligibility.
* **In-kind support:** In-kind support is a contribution (i.e., goods or services) made by a project partner or collaborator without direct charge to the project. This may include the provision of office space, access to equipment or data, as well as the provision of time, expertise or, technical skills to provide direction to the project or participation in the project. This adds financial value to your overall project.

### General Advice on Completing the Proposal Form

* Please review the Guide when completing the proposal. It includes valuable information about the funding program, its purpose, who is eligible to apply, how proposals are reviewed, what expenses are eligible to be included in the budget, as well as guidance on how to complete the proposal form.
* Webinars will also be hosted to learn more about this funding opportunity and what resources are available to support applicants. Please keep an eye out for these on the IQP webpage.
* Although the proposal can seem like a lot, we recommend that you start wherever is easiest for you and remember that IQP program coordinators are here to help. Program coordinators are more than happy to help you at any stage of your Proposal Development Grant project idea or proposal writing. Please do not hesitate to reach out to any of the contacts listed in the Guide. Program coordinators will do their best to connect you with the right resources if you ask early.
* A strong proposal is one that aligns with the general goals of the Inuit Qaujisarnirmut Pilirijjutit.
* The clearer your proposal is, the easier it will be for the review committee to review and evaluate.
* Consider the word limit ranges and the questions provided in the Proposal Guide when completing each section.
* If you wish to see a sample proposal, please contact the IQP program coordinators at [IQP@ITK.ca](mailto:IQP@ITK.ca)

### Frequently Asked Questions

Please see the Inuit Qaujisarnirmut Pilirijjutit webpage for a list of Frequently Asked Questions:

<https://arcticnet.ulaval.ca/inuit-qaujisarnirmut-pilirijjutit>

1. There is an exception to this rule. In some circumstances, the community may request that a partnered researcher manage the project budget entirely, as they may not have the capacity to manage the funds. This will be accommodated. [↑](#footnote-ref-2)
2. The funding cycle follows the federal fiscal year (April 1st to March 31st the following year). Please note that activities do not have to begin on April 1st, yet April 1st, 2025 is the earliest that funds can be released for this call. [↑](#footnote-ref-3)
3. The organizations receiving funding for IQP projects are not able to transfer IQP funding to other institutions but can pay invoices on behalf of the project. [↑](#footnote-ref-4)
4. Applicants may request a higher percentage of their budget be dedicated to equipment costs. They will need to include a strong justification for their request. [↑](#footnote-ref-5)
5. [↑](#footnote-ref-6)