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

Nunavut General Monitoring Plan



2019-2022 Call for Proposals

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Canada

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1. INTRODUCTION

1.1. What is the Nunavut General Monitoring Plan?

The Nunavut General Monitoring Plan (NGMP) provides for the collection, analysis and reporting of information on the long-term conditions of Nunavut's environment, people, communities and economy. General monitoring is a requirement under the *Nunavut Agreement*, and is founded within the Nunavut Agreement and the *Nunavut Project Planning and Assessment Act* (NuPPAA). Both stipulate that government, in cooperation with the Nunavut Planning Commission, shall develop and implement a plan for monitoring the long-term state and health of the eco-systemic and socio-economic environments of Nunavut.

The Nunavut General Monitoring Plan is managed and operated by the NGMP Secretariat and overseen and governed by the NGMP Steering Committee, consisting of representatives from the Nunavut Planning Commission (NPC), Nunavut Tunngavik Inc. (NTI), the Government of Nunavut (GN), and Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) on behalf of the Government of Canada. The NGMP Secretariat is housed within CIRNAC.

1.1.1. Objectives of the NGMP

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

1.1.2. Key Activities of the NGMP

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

1.1.3. Core Functions of the NGMP

1. To provide Inuit with the information needed to ensure meaningful participation in the integrated resource management system established under the *Nunavut Agreement*, and in the development of programs and policies that affect them;
2. To provide information for Institutions of Public Government, all levels of government, industry/business, other entities and Nunavummiut for use in decision-making, results-based management, business planning, and good governance (e.g., participation in integrated resource management processes; community profiling; investment decisions; land use planning; planning and conducting research; project screening/environmental assessment; regulation and enforcement; wildlife management; policy, project and program development; cumulative effects assessment and management; development of thresholds; contributing to meeting national and international treaties or obligations);
3. To collect, analyze and report current and historical information on the long-term state and health of the eco-systemic and socio-economic environments in the Nunavut Settlement Area (as per Article 12.7.6 of the *Nunavut Agreement*);
4. To fund and otherwise support initiatives that contribute to:
 - a) Development and implementation of community-based scientific and/or IQ-based (IQ refers to Inuit Qaujimagatuqangiit or Inuit Knowledge) monitoring;
 - b) Development and implementation of scientific and/or IQ monitoring projects that address cumulative impact questions;
 - c) Development, improvement and documentation of monitoring techniques;
 - d) Development of monitoring protocols for VCs;
 - e) Identification and improved understanding of indicators that contribute to understanding of VCs and trends in Nunavut's eco-systemic and socio-economic environments (e.g., through pilot studies);
 - f) Analysis of data, including evaluating environmental trends and assessing cumulative impacts;
 - g) Dissemination of results to scientific, regulatory and community audiences; and
 - h) Sharing of knowledge between IQ holders and scientists.
5. To provide Nunavummiut with reliable baseline and long-term environmental (eco-systemic and socio-economic) monitoring information, and consistency in monitoring indicators;

6. To identify and monitor uses of land and water, and other sources of effects on the environment. This information can contribute to the assessment of the cumulative effects of development activity on the environment by government or regulators;
7. To identify and fill priority monitoring gaps (by providing funding);
8. To help coordinate organizations conducting research or monitoring in Nunavut;
9. To ensure the integration of project-specific monitoring and general monitoring activities in understanding the Nunavut environment;
10. To build capacity, particularly in Nunavut communities, to better enable full and effective participation in environmental monitoring processes and activities; and
11. To assist Government¹ and other partners with evaluation of the implementation of their strategies, legislated or policy goals.

1.2. Annual Funding for General Monitoring

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

Multi-year projects (two to three years maximum) are being considered under this Call for Proposals.

1.3. Call for Letters of Intent (First Phase)

Applicants are required to first submit a Letter of Intent (LOI) to the NGMP Secretariat in accordance with the format specified in Section 3. To be considered, all LOI must demonstrate how the planned project will meet one or more monitoring priorities established by the NGMP Steering Committee as described in Section 1.5.

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

Only those applicants whose Letter of Intent has been approved by the NGMP Steering Committee will be invited to submit a full proposal. Submission of an approved Letter of Intent does not guarantee project funding.

1.4. Invitation to Submit Full Proposal (Second Phase)

Upon invitation to submit a full proposal, each applicant will have a period of time to develop their proposal. Proposals will be reviewed and evaluated by the NGMP Steering Committee. Applicants are required to develop their proposal in accordance with the format specified in Section 4.

1.5. 2019-2022 NGMP Monitoring Priorities

This section contains 2019-2022 NGMP monitoring priorities set up by the NGMP Steering Committee. All Letters of Intent and proposals must clearly state which monitoring priorities they plan to address. For a LOI/proposal to be considered, it must address at least one priority. Provided below is a table that presents themes and valued components for both eco-systemic and socio-economic monitoring priorities.

If a project addresses more than one monitoring priority through the direct research effort, please list all of them in the proposal. However, please refrain from including categories that are not the main focus of the project (i.e., categories that are indirectly impacted).

Table 1: Monitoring Priorities

Theme	Valued Component
1. Terrestrial Wildlife	Caribou Muskox Wolverine Polar bear Grizzly bear Wolves Species at Risk
2. Climate and Weather	Weather/meteorology related to the climate change
3. Freshwater	Surface water quality Sediment quality Water quantity

	Hydrology Groundwater
4. Transportation Infrastructure & Activity	
5. Economy	Employment Economic activity
6. People	Demographics Health and wellbeing Food security Education and training Housing Crime Energy use Culture and Language

1.6. Timelines for Letter of Intent and Call for Proposals

Table 2: Timelines for Letter of Intent and Call for Proposals

Milestones/Tasks	Date
Call for Proposals to be issued	November 16, 2018
Deadline to submit Letter of Intent (LOI) for the applicants	December 21, 2018 - 23:59, Pacific Time
Notifications sent to successful applicants	January 15, 2019
Deadline to submit full proposal	February 28, 2019 – 23:59, Pacific Time
Letters of Approval sent to successful applicants	March-April 2019

1.7. Application Process

1.7.1. Deadline to Submit the Letter of Intent

The Letter of Intent must be received by **December 21, 2018, 23:59, Pacific Time** via email, fax or mail. If possible, recipients should contact the NGMP Secretariat prior to this deadline if they anticipate having any technical issues to arrange alternative sending methods. Proposals received after the deadline will not be accepted. If sent by email, document sizes must not exceed 10 MB.

1.7.2. Decisions on the Letter of Intent

The Nunavut General Monitoring Plan Steering Committee will review all received Letters of Intent and the NGMP Secretariat will inform successful applicants by **January 15, 2019**.

1.7.3. Deadline to Submit the Full Proposal

If your Letter of Intent is accepted by the NGMP Steering Committee, you will be asked to submit a full proposal to the NGMP Secretariat by **February 28, 2019, 23:59, Pacific Time**.

2. GUIDELINES

2.1. Available Funding

The total amount of NGMP Grants and Contribution funding for 2019-2022 projects is \$700,000. The annual allocation of funding will be subject to factors including, but not limited to, direction of the NGMP Steering Committee, the nature and number of proposals received, demonstration that other sources of funding have been explored, and the overall merit of submissions.

Receipt of NGMP funding in 2019-2020 does not guarantee subsequent funding. Funding in future years will depend on the quality of results, accessibility of information and the relevance of a project's results to decision makers.

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

Applicants are encouraged to design and implement their monitoring projects in partnership with Nunavummiut. Scientists are encouraged to work with community leaders, Elders, hunters and other knowledgeable individuals to incorporate Inuit Qaujimagatuqangit (IQ) and Traditional Knowledge into the monitoring plan/program design and implementation. Community input and support are important factors in determining project eligibility; both should be clearly demonstrated in Letters of Intent and proposals.

2.2. Eligible Recipients

The following types of recipients are eligible for funding:

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

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

2.3. Eligible Projects

For projects to be considered eligible for this Call for Proposals, the research undertaken must be Nunavut specific and support the 2019-2022 monitoring priorities identified in Section 1.5.

2.4. Eligible Expenses

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

Eligible expenditures may include:

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

2.5. Core Activities

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

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

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

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

2.6. Ineligible Expenses

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

2.7. Projects Previously Funded Must Be Completed

To receive funds under this Call for Proposals, all final reports and deliverables for projects previously funded by Crown-Indigenous Relations and Northern Affairs Canada must be approved in accordance with the terms and conditions of the funding agreement(s).

3. LETTER OF INTENT FORMAT

3.1. Template Mandated to Use for Letter of Intent

This is a maximum two-page summary which should include the following information:

1. Project Title:

2. Program Monitoring Category:

Indicate which of the theme(s) and respective valued component(s) being monitored pursuant to the 2019-2022 monitoring priorities identified in Section 1.5.

3. Project Leader, Affiliation and Contact Information:

Include mailing address, telephone, fax and e-mail address.

4. Proposed Project Team Members and their Affiliations:

The initial list of proposed project team members and their affiliations.

5. Community Support

Identify which communities will be involved in the proposed project. Describe efforts that will be taken to secure community support.

6. Summary of the Proposed Research:

Provide a plain language description of the proposed project (narrative or bullet-form) and how it will address some or all of the NGMP priorities outlined in Section 1.3.

7. Estimated amount of funding to be requested:

Please indicate the estimated amount of funding to be request in:

- 2019-2020
- 2020-2021
- 2021-2022
- Total requested amount.

3.2. How to Submit a Letter of Intent

Letter of Intent must be sent by email, fax or regular mail/courier to the attention of the NGMP Secretariat. Applicants should confirm receipt of fax or regular mail/courier submissions with the NGMP Secretariat.

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

Nunavut Regional Office
P.O. Box 2200, Iqaluit, NU, X0A 0H0

Email: aadnc.psgn-ngmp.aandc@canada.ca
Tel: (867) 975-4545; Toll Free: 1-(855) 897-6988; Fax: 1-(867) 975-4736

All fax/e-mail proposal submissions should be clearly marked with a subject line including the reference: NGMP 2019-2022 Letter of Intent and Applicant Name.

To be considered, Letters of Intent must be received by **December 21, 2018, 23:59, Pacific Time.**

PLEASE NOTE

Letters of Intent will be evaluated by the NGMP Steering Committee based on recipient eligibility requirements (Section 2.2), monitoring priorities (Section 1.5), and description of community support.

Acceptance of a Letter of Intent does not guarantee project funding.

Full proposals should not be completed unless requested by the NGMP Secretariat.

4. PROPOSAL AND BUDGET FORMAT

4.1. Templates Mandated to Use for Proposal Writing

In the event the Letter of Intent is accepted by the NGMP Steering Committee, that applicant will be invited to submit a full proposal in accordance with the requirements stated in this section. **Full proposals should not be completed unless requested by the NGMP Secretariat.**

Applicants need to adhere to the NGMP proposal formats and templates outlined below, and be aware of the evaluation criteria (Section 5.1) to ensure their proposals receive the best possible assessment. Applicants are advised to use the Proposal Preparation Checklist (see Appendix 1) to ensure their submissions are complete. This is not required as part of the submission.

Submissions must include:

1. The NGMP Proposal Submission Cover Sheet (Section 4.3);
2. The NGMP Full Proposal, including budget (Sections 4.4 and 4.6); and
3. The NGMP Proposal Summary Sheet (Section 4.5).

Please note that the cover sheet must be signed by an individual with authority to bind the applicant.

4.2. Microsoft Word Formatting of Templates

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

4.3. NGMP Proposal Submission Cover Sheet

(Please find the template on the following page)



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

NGMP Proposal Submission Cover Sheet

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

Proposal Title: _____

Proposal Date: _____

Applicant
Organization: _____

Address: _____

Authorized
Representative(s): _____
(Print Clearly)

Title(s): _____

Authorized
Representative
Signature(s): _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

4.4. NGMP Full Proposal Template

Table 3: NGMP Full Proposal Format for 2019-2022 Funding

NGMP Full Proposal Format for 2019-2022 Funding	
1. Proposal Title	
2. Proposal Date	
3. Valued Component (VC) and associated indicator(s)	Please identify which Valued Eco-systemic Components (e.g. Caribou, Water Quality) and/or Valued Socio-economic Components (e.g., Human Health, Employment) and any associated indicators that the project will monitor.
4. Location	Description of the region, community, latitude and longitude of the project.
5. Project Lead, Affiliation and Contact Information	One Principal Investigator (i.e., project lead) and one Originator (i.e., Department Head, Chair of the Hunters and Trappers Organization, Hamlet Administration – an individual with financial signing authority) are required. Provide a brief biography and description of roles and responsibilities. Include complete contact information.
6. Project Team Members and their Affiliations	Provide brief biographies and descriptions of their roles and responsibilities.
7. Plain Language Summary	<p>Provide a short, 200-300 words (narrative or bullet-form) summary that describes both project relevance and a description of the proposed project that would be understood by the non-scientific public.</p> <p>The summary should answer the following questions: What is the proposed work? What questions is it attempting to answer and why? Where and when will the work be done? How will it involve/help Inuit and other northerners? <u>Should the project proposal be approved for funding this summary will be made available to the public via the NGMP website and other avenues of information sharing.</u></p>

NGMP Full Proposal Format for 2019-2022 Funding

<p>8. Project description</p> <p>a) Purpose and Objectives</p>	<p>Describe the overall purpose of the project, and provide well-defined short-term and long-term objectives for the overall project. Identify what will be accomplished and demonstrate that project objectives are achievable and measurable within the project's timeframe.</p> <p>This section should clearly articulate the data development/gap-filling requirement and/or capacity development opportunity to support the NGMP's 2019-2022 Priority List.</p>
<p>b) Rationale</p>	<p>Describe the project's rationale in relation to the objectives, key activities, and core functions of the NGMP (Section 1.1 above), including the project's contribution to decision making and capacity building in Nunavut. How will the project contribute to monitoring of the long-term state and health of the eco-systemic and socio-economic environments? This should be a detailed section that clearly lays out a scientific and/or the IQ/Traditional Knowledge basis for the proposed work. It is this section that will convince reviewers that the proposed work addresses the needs of the NGMP.</p>
<p>c) Progress to date (if applicable)</p>	<p>Describe the results of any related work completed to-date so that the project can be fully evaluated. This should include any work carried out in other NGMP supported projects as well as non-NGMP supported projects whose results are relevant to the proposed work. This section should also include information on any progress in the areas of Gap-Filling and Data Development, Capacity Building, Communications, and use of IQ/Traditional Knowledge.</p>
<p>d) Project duration</p>	<p>State the start and end dates, as well as total duration of the project.</p>

NGMP Full Proposal Format for 2019-2022 Funding

<p>e) Proposed work plan</p>	<p>Provide a brief description of activities, including project design, methodology, indicators, associated protocols, and schedules to be carried out over the life of the project. Indicate if results will be peer-reviewed prior to final submission to the NGMP.</p> <p>Annual work plans and budgets will be reviewed each year for successful applicants to ensure continued funding.</p>
<p>f) Clients/partners</p>	<p>List the departments, agencies, Inuit organizations, communities and other countries, with the corresponding contacts, that are involved in the project and/or could make use of the results.</p> <p>Letters of support should be provided where possible, in particular letters from communities and community groups.</p>
<p>g) Laboratory analysis (if applicable; i.e. contaminants, water quality)</p>	<p>Describe the laboratories being used to analyze (if applicable) by providing the name of the laboratory, the individual cost of analysis per sample, the quality assurance/quality control methods, and procedures to be used.</p>
<p>h) Capacity building and training</p>	<p>Specify which Nunavut community(ies) will be impacted by the project and describe their level of engagement in support of the project.</p> <p>Explain how the proposed project will work toward building capacity within the community. Describe how community members will benefit from the project.</p>
<p>i) Inuit Qaujimajatuqangit (IQ) and Traditional Knowledge (if applicable)</p>	<p>Explain how the proposed project will incorporate IQ and Traditional Knowledge.</p>

NGMP Full Proposal Format for 2019-2022 Funding

<p>j) Communications and Reporting</p>	<p>Describe in detail any communication activities planned as part of this proposed project, including names of people and organizations that have been or will be contacted. Identify whether your project is a community priority and include letters of support from the community if available. Describe how project results will be reported to others, including local communities (e.g., public events, meetings, publications, web site).</p> <p>An explanation of the approach with respect to recording and reporting the monitoring/research information must be made explicit in the proposal. Funding recipients will be required to upload and publish their project results online following NGMP instructions. NGMP may organize workshops or other forums for the recipients to report their research results to public.</p> <p>Project leaders are <u>required</u> to provide the NGMP Secretariat with an advance copy of any material(s) being developed for communication with the public that is related to and/or resulting from work carried out with the support of the NGMP.</p> <p>Also, successful applicants are <u>required</u> to work in partnership with relevant local/regional organizations and the NGMP Secretariat to develop any health related messaging. Public health authorities and Designated Inuit Organizations bear the ultimate authority to approve and release public health messages.</p>
<p>k) Data Management Plan</p>	<p>All recipients are required to create a data management plan. An explanation of the approach to recording and reporting monitoring/research information must be made explicit in the proposal. Funding recipients will be required to upload and publish their project results through the NGMP’s specified information management system, currently the Polar Data Catalogue but not limited to this database. Instructions will be given from the NGMP and/or NGMP delegates to funding recipients on how to upload metadata and datasets to the NGMP specified database.</p>

NGMP Full Proposal Format for 2019-2022 Funding

<p>l) Related projects</p>	<p>List any other projects that are related to the proposed work and indicate any shared costs. Describe how your project is related to other similar projects (internal or external, clearly demonstrating collaboration).</p>
<p>m) Consultation</p>	<p>Describe the specific details of the consultation that has occurred to date (e.g., with Hunters and Trappers Organizations and the community), including efforts and successes from the previous year’s project (if applicable), and specific plans for future consultation (i.e., what will be discussed with whom and when).</p>
<p>n) Nunavut Research Institute Licensing Requirements</p>	<p>Describe efforts taken or planned to obtain all necessary licensing from the Nunavut Research Institute; include licensing numbers.</p>
<p>o) Ethics review, if applicable (i.e., human health projects)</p>	<p>Where applicable, indicate which Ethical Review Board has or will review the study, if appropriate.</p>
<p>9. Deliverables</p>	<p>Specify what the deliverables will be over the life of the project (if it extends beyond the funding period) and for the current year for which funding is being requested. ‘Lessons learned’ and recommendations/future plans to sustain the monitoring initiative should also be included. Include reports, data, open literature publications, workshops and items for communication initiatives.</p>
<p>10. Detailed budget</p>	<p>Provide detailed budget information for the specific year in which funding is being requested, as well as an estimate of the annual funding needed for the balance of the project (refer to Section 4.6.). Where there are multiple components/activities, costs should be broken down by activity. Also show funds and human resources from other sources besides this program</p> <p>In the event that the NGMP cannot fully support the requested budget amount, successful applicants should be prepared to adjust their work plans and supporting budgets.</p>

NGMP Full Proposal Format for 2019-2022 Funding

11. References and other relevant publications/ presentations	Provide a list of publications and presentations by project team members relevant to the proposed project (maximum 2 pages).
12. Supportive Information on expertise	Attach resumes, organizational qualifications and experience etc. to show expertise of project lead and team members (maximum 2 pages per team member).

4.5. NGMP Proposal Summary Sheet

In conjunction with the full proposal, all applicants are mandated to complete the summary sheet provided below. It is a simplified version of the full proposal and is used for reference purposes and information sharing.

Table 4: NGMP Proposal Summary Sheet

1. Proposal Title		
2. Proposal Date		
3. Valued Component (VC) and associated indicator(s)	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____
4. Location		
5. Project Lead, Affiliation and Contact Information		

<p>6. Key Project Team Members and their Affiliations</p>	
<p>7. Brief Plain Language Summary</p>	
<p>8. Project description</p> <p>a) Purpose and Objectives</p>	
<p>b) Brief Rationale</p>	
<p>c) Project Duration</p>	
<p>d) Inuit Qaujimaja-tuqangit / IQ and Traditional Knowledge</p>	

e) Communica- tions and Reporting	
9. Deliverables	
10. Budget Summary	

4.6. Budget Format

Proposals submitted to the NGMP for funding must include a budget request. The total amount of requested funding must be specified by fiscal year. The Nunavut General Monitoring Plan requests a detailed budget for the initial year in which funding is being requested (see suggested format below).

Provided below is recommended budget table format to follow. Eligible expenses and other funding sources to carry-out core project activities must be identified. It is not limited to the items listed in the table. The applicant should bear in mind that the total overhead expenditure (i.e., administration fees) should be maintained at or below 15% of requested NGMP funding.

4.6.1. Detailed Budget Format

Please populate Column B in the Budget Table 5 using the Class of Expenditures available in Section 2.4.

Please indicate Other Funding Sources in Column D of the Budget Table 5. Other funding sources include contributions such as staff salaries, services, facilities, and operating funds as

well as the estimated value, status, and source of other known or potential contributions to the project (e.g., In-Kind, ArcticNet, NSERC, other governmental departments and other sources).

As a general guideline, if any direct cost to the project is requested from the NGMP, report such expenses in Column B of Budget Table 5; all other costs related to the project and their respective sources should be detailed in Columns C and D respectively.

Additional columns should be added to represent each fiscal year of requested funding.

Note: The Categories under that Class of Expenditures can be changed. Additional categories can also be added to better reflect your proposal.

Table 5: Example of Budget Table for NGMP Support

NGMP Funds		Other Funding Sources (including In-Kind)	
A	B	C	D
Class of Expenditures	Funds Requested from NGMP 2019-20	Class of Expenditures	Other Sources of Funds 2019-20
1. Professional Fees and Services • Details		1. Professional Fees and Services • Details	Specify sources
Sub Total	\$	Sub Total	\$
2. Travel • Details		2. Travel • Details	
Sub Total	\$	Sub Total	\$
3. Equipment • Details		3. Equipment • Details	
Sub Total	\$	Sub Total	\$
4. Administration Costs • Details		4. Administration Costs • Details	
Sub Total	\$	Sub Total	\$
5. Other Eligible Expenses • Details		5. Other Eligible Expenses • Details	
Sub Total	\$	Sub Total	\$
Total Project Cost	\$	Total Other Sources	\$

4.7. How to Submit a Proposal

Proposals must be sent by email, fax or regular mail/courier to the attention of the NGMP Secretariat. Applicants should confirm receipt of fax or regular mail/courier submissions with the NGMP Secretariat.

Nunavut General Monitoring Plan (NGMP) Secretariat
Crown-Indigenous Relations and Northern Affairs Canada
Nunavut Regional Office
P.O. Box 2200, Iqaluit, NU, X0A 0H0

Email: aadnc.psgn-ngmp.aandc@canada.ca
Tel: (867) 975-4545; Toll Free: 1-(855) 897-6988; Fax: 1-(867) 975-4736

All fax/e-mail proposal submissions should be clearly marked with a subject line including the reference: NGMP 2019-2022 Proposal Request and Applicant Name.

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

To be considered, full proposals must be received by **February 28, 2019, 23:59, Pacific Time.**

5. APPLICATION AND EVALUATION PROCESS

5.1. Criteria for Evaluating Letters of Intent

Letters of Intent will be evaluated by the NGMP Steering Committee based on recipient eligibility requirements (Section 2.2), monitoring priorities (Section 1.5), and a description of community support.

Acceptance of a Letter of Intent does not guarantee project funding.

Full proposals should not be completed unless requested by the NGMP Secretariat.

5.2. Criteria for Evaluating Proposals

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

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

Table 6: NGMP Proposal Rating Criteria

NGMP Proposal Rating Criteria	
Eligibility of Recipient (see Section 2.2 above)	Pass/Fail
Eligibility of Project (see Sections 1.3 & 1.4 above)	Pass/Fail
Completeness / Merit of Proposal (Maximum 100 points)	100
• Description of /rationale for project (i.e. alignment with NGMP monitoring priorities 2019-2022 in section 1.4)	25
• Objectives, work plan/methodology, schedule and deliverables	20
• Partnerships and community involvement, incorporation of IQ and Traditional Knowledge	20
• Experience/expertise of project team members /references	

<ul style="list-style-type: none"> • Reporting and communications plan 	10
<ul style="list-style-type: none"> • Overall clarity and organization of proposal 	15
	10
Budget – value for money (Maximum 10 points)	10
Total Points (/110)	110

Both 'pass/fail' and point-rated criteria will be used to evaluate proposals, as indicated in Table 6. All the applicants will be notified on the approval status of their submitted proposals.

6. ADMINISTRATION AND REPORTING REQUIREMENTS

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

All annual funding awarded through this request for proposals must be spent by March 31 of the respective fiscal years.

Successful applicants will also be required to provide the following in formats and time-frames agreed to in the signed contribution agreement:

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

data to be independently understood) in the PDC following instructions from the NGMP and/or CCIN staff;

- Upon approval of funding each project leader will be required to complete and sign the NGMP Data Deposit Agreement;
- When possible, Global Positioning System (GPS) coordinates should be captured when samples are collected; and
- Any holdback or further installment of funds including funding for the subsequent year will be contingent upon the creation of a new metadata record or update to an existing record in the PDC as well as required reporting pursuant to the contribution agreement.

7. NGMP SECRETARIAT CONTACT INFORMATION

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

Contact:

Nunavut General Monitoring Plan (NGMP) Secretariat
Crown-Indigenous Relations and Northern Affairs Canada
Nunavut Regional Office
P.O. Box 2200, Iqaluit, NU, X0A 0H0

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

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

Appendix 1: Proposal Preparation Check List

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

Table 7: Proposal Preparation Check List

<input type="checkbox"/>	1. Have you submitted a Letter of Intent (Section 1.3)?
<input type="checkbox"/>	2. Was your Letter of Intent approved by the NGMP Steering Committee (Section 1.3.)?
<input type="checkbox"/>	3. Have you been invited to submit a full proposal based on approval of your Letter of Intent (Section 1.3.)?
<input type="checkbox"/>	4. Are you an eligible recipient (Section 2.2. – Eligible Recipients)?
<input type="checkbox"/>	5. Is your project eligible for funding (Section 2.3. – Eligible Projects)?
<input type="checkbox"/>	6. Does your project support the 2019-2022 NGMP Monitoring priorities outlined in Section 1.5.?
<input type="checkbox"/>	7. Does your proposed project support the mandate, objectives, key activities and core functions of the NGMP (Section 1.1.)?
<input type="checkbox"/>	8. Does the requested funding for your proposed project meet the eligible expenses criteria (Section 2.4.)?
<input type="checkbox"/>	9. If you have previously received NGMP funding for projects, has the project been completed (Section 2.7.)?
<input type="checkbox"/>	10. Does your proposal follow the format outlined in Section 4.4.?
<input type="checkbox"/>	11. Does your proposal clearly break down all proposed budget items as per the Budget Table (Section 4.6.)?
<input type="checkbox"/>	12. If applicable, does your proposal clearly identify other sources of funding as per the Budget Table (Section 4.6.)?
<input type="checkbox"/>	13. Has your Proposal Submission Cover Sheet been signed by an individual representative of the applicant with authority to bind the applicant? (Section 4.3.)?
<input type="checkbox"/>	14. Have you completed the mandatory Proposal Summary Sheet using the template (Section 4.5.)?