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

# Nunavut General Monitoring Plan

## Gap-filling and Data Development Projects

### 2013-2014

## Proposal Submission Guidelines



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Nunavut General Monitoring Plan (NGMP) Secretariat  
Aboriginal Affairs and Northern Development Canada  
Nunavut Regional Office  
PO Box 2200, Iqaluit, NU, X0A 0H0  
Email: [ngmp-psgn@aandc-aadnc.gc.ca](mailto:ngmp-psgn@aandc-aadnc.gc.ca)  
Ph. (867) 975-4654 Fax. (867) 975-4736



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 Email: ngmp-psgn@aandc-aadnc.gc.ca  
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## 1. INTRODUCTION

### 1.1 What is the Nunavut General Monitoring Plan?

In the Nunavut Land Claims Agreement (NLCA), Article 12.7.6 requires that government and the Nunavut Planning Commission cooperate to develop and implement a plan for monitoring the current and cumulative long-term impacts of development in Nunavut. The plan, referred to as the Nunavut General Monitoring Plan (NGMP), will provide for the collection, analysis and dissemination of information regarding the state and health of the eco-systemic and socio-economic environment in the Nunavut Settlement Area.

Nunavut-wide monitoring, via the NGMP, will inform and support the implementation of NLCA responsibilities of government, the Institutions of Public Government (IPGs), NTI and regional Inuit organizations related to integrated resource management (wildlife management (Article 5), the land and resource management boards (established under Article 10), land use planning (Article 11), management of development impacts (Article 12), water management (Article 13), and activities related to other sections of the NLCA (e.g., Articles 23, 24, and 32)).

#### Objectives of the NGMP

The over-arching objective of NGMP is to provide for the collection, analysis and dissemination of information regarding the state and health of the eco-systemic and socio-economic environment in the Nunavut Settlement Area. NGMP 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 NGMP VC key indicators is a primary objective and core function.

#### Key Activities of the NGMP

1. Facilitating Governance
2. Collect, analyze and synthesize data
3. Information Management/Information Technology
4. Reporting and Communicating

#### 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 NLCA, 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 environment in the Nunavut Settlement Area (as per Article 12.7.6 of the NLCA);
4. To fund and otherwise support initiatives that contribute to:
  - a) Development and implementation of community-based scientific and/or IQ -based 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) The development of monitoring protocols for VCs;
  - e) Identification and improved understanding of indicators that contribute to understanding of VCs and trends in eco-systemic and socio-economic environment in Nunavut (e.g. through pilot studies);
  - f) Improving data management techniques, archiving data and making information accessible to Nunavummiut and decision makers (with due regard for Traditional Knowledge);
  - g) Analysis of data, including evaluating environmental trends and assessing cumulative impacts;
  - h) Dissemination of results to scientific, regulatory and community audiences;
  - i) Sharing of knowledge between Inuit Qaujimagatuqangit (IQ or Inuit Knowledge) holders and scientists.
5. To provide Nunavummiut with reliable baseline and long-term environmental 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, by recommendation, or negotiated means);
8. To help coordinate organizations conducting or using 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;
11. To tell the Inuit and Nunavut 'story' over time; and
12. To assist Government and others with evaluation of the implementation of their strategies, legislated or policy goals.

## 1.2 Call for Proposals

The Nunavut General Monitoring Plan (NGMP) is now accepting funding proposals for 2013-2014 projects. NGMP funding is managed and administered through the NGMP Secretariat (Aboriginal Affairs and Northern Development Canada (AANDC) – Nunavut Regional Office) located in Iqaluit, Nunavut. Please read these guidelines before preparing a proposal. A 'proposal preparation check list' is included as Appendix 1; a 'proposal summary form' template is included in Appendix 2. Appendix 3 is the Proposal Submission Cover Sheet.

The Nunavut general monitoring plan will be guided by a series of strategic long-term plans referred to as "blueprints". The monitoring blueprints will remain living documents and will evolve as monitoring needs are addressed and/or new monitoring priorities are identified over time. Applicants for funding must consult the



current NGMP blueprints (please see the separate document entitled “2013 NGMP Monitoring Blueprint Compendium”) when preparing their proposals and ensure that they meet the key objectives outlined therein. During the proposal review process, reviewers will use the NGMP blueprints to assess the relevance of a given proposal to the NGMP. Please contact the NGMP Secretariat if you have difficulty accessing the 2013 NGMP Monitoring Blueprint Compendium.

NGMP encourages community-based monitoring, scientific monitoring and other relevant monitoring approaches to address the questions, gaps and data development needs. All proposals must clearly state how they contribute to addressing the identified NGMP priorities as outlined in the monitoring blueprint compendium.

**For priority consideration, proposals must be received on or before March 31, 2013 by 17:00 EST. Proposals received after this date and time are permitted and encouraged, however they may not receive priority consideration. Priority consideration will be accorded to those proposals aligned up against the monitoring priorities (blueprints) contained in this call for proposals (please see 2013 NGMP Monitoring Blueprint Compendium). If the proposal is particularly time-sensitive (i.e. includes summer field season components, logistical planning, etc.), please include this information when applying.**

**Proponents are also encouraged to liaise with the NGMP Secretariat in the development of their proposals. Proposals must be sent by email, fax or regular mail/courier to the attention of the NGMP Secretariat Contact below. It is recommended that proponents confirm receipt of fax or regular mail/courier submissions with the NGMP Secretariat.**

## 2. GUIDELINES

### 2.1 Available Funding

The total amount of funding available for 2013/14 projects that support NGMP objectives is \$1,140,000. 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 2013/14 does not guarantee funding in future years. 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 NGMP’s objectives, core functions, and key activities.

### 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 proponent. Accordingly, the proposed project must be led by an eligible recipient to be eligible for NGMP funding.

### 2.3 Eligible Projects

For projects to be considered eligible for this RFP, Nunavut monitoring must pertain to Gap Filling, Data Development and/or Monitoring Capacity Building initiatives in the following areas:

- Valued Ecosystem components, socio-economic components, activities, or uses of land and their associated indicators, as listed in Table 1, 2, and 3 and the 2013 NGMP Monitoring Blueprint Compendium
- The mandate, objectives, key activities and core functions of the NGMP as outlined in section 1.1.

Projects that include multiple Valued Components, or a significant capacity building component, may receive a higher evaluation score.

Eligible projects that are aligned with current NGMP monitoring objectives, identified herein with associated 'monitoring blueprints' will be prioritized (please see 2013 NGMP Monitoring Blueprint Compendium). All other eligible proposals received will be evaluated subject to the submission guidelines; however, primary consideration will be given to those eligible proposals that demonstrate alignment with the current monitoring objectives.



**Table 1: Valued Ecosystemic Components (VECs)**

Theme	VEC	Theme	VEC
<b>Marine Fish</b>	<ul style="list-style-type: none"> <li>Greenland Halibut</li> <li>Other Marine Fish</li> </ul>	<b>Freshwater Fish</b>	<ul style="list-style-type: none"> <li>Freshwater Fish</li> </ul>
<b>Freshwater Invertebrates</b>	<ul style="list-style-type: none"> <li>Freshwater Invertebrates: Phytoplankton, Zooplankton and benthic invertebrates</li> </ul>	<b>Snow and Ice</b>	<ul style="list-style-type: none"> <li>Snow</li> <li>Permafrost</li> <li>Sea Ice</li> <li>Lake Ice</li> </ul>
<b>Marine Coastal and Offshore Environment</b>	<ul style="list-style-type: none"> <li>Marine water quality</li> <li>Marine sediment</li> <li>Coastal processes and seabed</li> <li>Bathymetry</li> <li>Polynya</li> </ul>	<b>Freshwater</b>	<ul style="list-style-type: none"> <li>Surface Water Quality &amp; Sediment Quality</li> <li>Water Quantity &amp; Hydrology</li> <li>Groundwater</li> </ul>
<b>Marine Invertebrates</b>	<ul style="list-style-type: none"> <li>Marine Invertebrates: Harvest species – clams, mussels and shrimp &amp; other marine invertebrates</li> </ul>	<b>Marine Mammals</b>	<ul style="list-style-type: none"> <li>Seals (ringed, bearded, harp, harbour)</li> <li>Beluga Whale</li> <li>Bowhead Whale</li> <li>Killer Whale</li> <li>Walrus</li> <li>Narwhals</li> </ul>
<b>Avian Wildlife</b>	<ul style="list-style-type: none"> <li>Avian Wildlife (includes): <ul style="list-style-type: none"> <li>Breeding Birds <ul style="list-style-type: none"> <li>Ptarmigan</li> <li>Shorebirds</li> <li>Passerines (Songbirds)</li> </ul> </li> <li>Waterfowl and Waterbirds <ul style="list-style-type: none"> <li>Loons</li> <li>Swans, Geese</li> <li>Sea Ducks</li> </ul> </li> <li>Raptors</li> <li>Seabirds</li> <li>Species at Risk</li> </ul> </li> </ul>	<b>Terrestrial Mammals</b>	<ul style="list-style-type: none"> <li>Caribou</li> <li>Musk Ox</li> <li>Wolverine</li> <li>Polar Bear</li> <li>Grizzly Bear</li> <li>Wolves</li> <li>Foxes</li> <li>Rabbit/Hare</li> <li>Small mammals (muskrat, Arctic ground squirrel)</li> </ul>
<b>Landforms &amp; Soils</b>	<ul style="list-style-type: none"> <li>Landforms &amp; Soil</li> </ul>	<b>Geology</b>	<ul style="list-style-type: none"> <li>Geology (includes): Bedrock, surficial, geochemical, geophysical</li> </ul>
<b>Vegetation</b>	<ul style="list-style-type: none"> <li>Vegetation</li> </ul>	<b>Air Quality</b>	<ul style="list-style-type: none"> <li>Greenhouse Gas emissions</li> <li>Other Air Quality Parameters</li> </ul>
<b>Climate and Weather</b>	<ul style="list-style-type: none"> <li>Weather/ Meteorology</li> </ul>	<b>Noise</b>	<ul style="list-style-type: none"> <li>Atmospheric Noise Levels</li> <li>Marine Noise Levels</li> </ul>





**Table 2: Valued Socio-economic Components (VSECs)**

Theme	VSEC	Theme	VSEC
<b>People</b>	<ul style="list-style-type: none"> <li>• Demographics</li> <li>• Health &amp; Well-being</li> <li>• Food security</li> <li>• Education &amp; Training</li> <li>• Housing</li> <li>• Crime</li> </ul>	<b>Economy</b>	<ul style="list-style-type: none"> <li>• Employment</li> <li>• Economic Activity</li> </ul>
<b>Cultural Practices</b>	<ul style="list-style-type: none"> <li>• Inuit Language</li> <li>• Traditional Activities &amp; Skills</li> <li>• See also 'Traditional Use Areas', Table 3</li> </ul>	<b>Land Ownership</b>	<ul style="list-style-type: none"> <li>• Municipal Infrastructure</li> </ul>

**Table 3: Valued Activities, and Uses of Land and Water**

Theme	Theme
Resource Development	Military Activities
Tourism & Recreation	Transportation Infrastructure & Activity
Contaminated Sites	Communications Infrastructure
Land ownership	Land Use Planning
Traditional Use Areas	Research Facilities
Energy Production & Supply	Parks and Protected Areas
	Heritage and Archaeological Sites
	Paleontological Sites

## 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. 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.

### **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);
- photocopying and printing;
- office equipment and supplies;
- travel, including meals and accommodations; and
- other administrative costs.

Where relevant and applicable, eligible proponents must ensure contracting is in accordance with the objective and policies of Article 24 ('Government Contracts') of the Nunavut Land Claims Agreement;

### **2.5 Ineligible Expenses**

- Any costs that reasonably should/could be borne by the proponent as it relates to their operations (i.e. with emphasis on their mandated monitoring requirements and/or responsibilities; NGMP is not intended to result in 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;

### **2.6 Projects Previously Funded Must Be Completed**

To receive funds for 2013/14 all final reports and deliverables for NGMP projects from previous years must be reviewed and approved in conjunction with the terms and conditions of the funding agreement(s).

## **3. PROPOSAL AND BUDGET FORMAT**

Proponents need to adhere to the NGMP proposal format outlined below, and be responsive to the evaluation criteria to ensure that their proposals receive the best possible assessment. Proponents 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 IQ and Traditional Knowledge into the monitoring plan/program design and implementation. Community input in the monitoring is important, as are sensitive and sound monitor-community relations; all should be clearly demonstrated in proposals.



### 3.1 Proposal Format

In order to be considered for funding, all proposals submitted to the NGMP must follow the format outlined in Table 4 below. Budget Table 1 (Detailed Budget Information for NGMP Project Funding) outlines the format for budget information.

It is mandatory that proponents follow the general format below, AND prepare a separate 'Proposal Summary Form' document using the template provided in Appendix 2. The full proposal document and proposal summary document must be submitted with the Proposal Submission Cover Sheet (see Appendix 2). The Proposal Submission Cover Sheet MUST be signed by an individual representative of the proponent with authority to bind the proponent.

Proponents are strongly advised to use the Proposal Preparation Checklist (see Appendix 1) to ensure that their submissions are complete.

<b>1. Proposal Title</b>	
<b>2. Proposal Date</b>	
<b>3. Valued Component (VC) and associated indicator(s)</b>	Please identify which Valued Eco-systemic Components ( <i>e.g.</i> Caribou, Water Quality) and/or Valued Socio-Economic Components ( <i>e.g.</i> , Human Health, Employment) and any associated indicators that you will be monitoring. Projects that include multiple Valued Components may receive a higher evaluation score.
<b>4. Location</b>	Description of the region, community, latitude and longitude of the project.
<b>5. Project Lead, Affiliation and Contact Information</b>	Provide a brief biography and description of roles and responsibilities; include resumes as an appendix. Include complete contact information.
<b>6. Project Team Members and their Affiliations</b>	Provide brief biographies and descriptions of their roles and responsibilities; include resumes as an appendix to the proposal.
<b>7. Plain Language Summary</b>	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.  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? ( <i>If your proposal is approved for funding this summary will be published and made available to the public.</i> )



**Table 4. NGMP Proposal Format**

<b>8. Project description</b>	
<i>Purpose and Objectives</i>	<p>Describe the overall purpose of the project, and provide well-defined short-term and long-term objectives for the overall project. (If it is a multi-year project proposal, please explain how the multi-year nature of the funding request will help to achieve the overall blueprint goals and objectives). 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 NGMP as per the NGMP compendium of monitoring blueprints (please see 2013 NGMP Monitoring Blueprint Compendium).</p>
<i>Rationale</i>	<p>Describe the rationale for the project 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 ecosystemic and socio-economic environments? This should be a detailed section that clearly lays out a scientific and/or the 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>
<i>Progress to date (if applicable)</i>	<p>Describe the results of any related work completed to-date so that the project can be properly and fully evaluated. This should include any work carried out in related NGMP projects as well as non-NGMP funded projects whose results are specifically relevant to the proposed work. The <i>Progress to Date</i> section should also include information on any progress in the areas of Gap-Filling and Data Development, Capacity Building, Communications, and use of IQ.</p>
<i>Project Duration</i> <i>Proposed work plan</i>	<p>State the start and end dates, as well as total duration</p> <p>Provide a brief description of activities, including project design, methodology, indicators, associated protocols, and schedule to be carried out over the life of the project. Include a more detailed description of planned activities in the year for which funds are being immediately requested. Indicate if results will be peer-reviewed prior to final submission to NGMP, with a formal letter from the peer-reviewer included as an appendix in the final report.</p>
<i>Clients/partners</i>	<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>
<i>Laboratory analysis (if applicable; i.e. contaminants, water quality)</i>	<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>

**Table 4. NGMP Proposal Format**

<i>Capacity building and training</i>	Explain how the proposed project will build true capacity (vs. community hire). Describe what the community benefits and the knowledge transfer will be.
<i>Inuit Qaujimagatuqangit (IQ) and Traditional Knowledge (if applicable)</i>	Explain how the proposed project will incorporate IQ and Traditional Knowledge.
<i>Communications and Reporting</i>	<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 through the NGMP's information management system and an online portal and website. NGMP may organize workshops or other forums where project results will be presented (these possible forums should not be addressed in the proposal).</p>
<i>Related projects</i>	List any other projects that are related to the proposed work and indicate any shared costs and/or sample archival possibilities. Describe how your project is related to other similar projects (internal or external, clearly demonstrating collaboration).
<i>Consultation</i>	Describe the specific details of the consultation that has occurred thus far (for example with HTOs and the community), including efforts and successes from the previous year's project (if applicable), and specific plans for future consultation, e.g. what will be discussed with whom and when.
<i>Nunavut Research Institute Licencing Requirements</i>	Describe the efforts taken or planned to obtain all necessary licensing from the Nunavut Research Institute; include licencing numbers.
<i>Ethics review (if applicable; i.e. human health projects)</i>	Where applicable, indicate which Ethical Review Board has or will review the study, if appropriate.
<b>9. Deliverables</b>	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.



<b>Table 4. NGMP Proposal Format</b>	
<b>10. Detailed budget</b>	<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 (see Budget Table 1). 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>Describe the impact(s) of partial funding (i.e. whether project can proceed if NGMP funding allocation is less than requested amount). Identify components that will/can be cut in the case of partial funding.</p>
<b>11. References and other relevant publications/presentations</b>	<p>Provide a list (maximum 2 pages). This should include publications and presentations by project team members relevant to the proposed project. This section should also include references (name, title, organization, phone, e-mail) for at least two similar projects or for publications cited in the text of the proposal.</p>
<b>12. Supportive Information on expertise</b>	<p>Attach résumés, organizational qualifications and experience etc. to show expertise of project lead and team members (maximum 2 pages per team member)</p>



### 3.2 Budget Format

Proposals submitted to the NGMP for funding must include budget tables. NGMP requests that a detailed budget for the specific year in which funding is requested (see *Budget Table 1*). For multi-year proposals, please provide a completed budget table for each fiscal year.

#### **Budget Table 1: Detailed budget information for NGMP support**

For NGMP funds being requested please fill in Column B in Budget Table 1 using the *Class of Expenditures* available in *Section 2.6*.

Please also indicate *Other Funding Sources* in Column D of Budget Table 1. Other funding sources would 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 1; all other costs related to the project and their respective sources should be detailed in columns C and D respectively.



### Budget Table 1: Example of Budget for NGMP Support

**NOTE:** The Categories under that Class of Expenditure can be changed, as well as additional categories can be added, to better reflect your proposal.

NGMP Funds		Other Funding Sources (including In-Kind)	
A	B	C	D
Class of Expenditures	Funds Requested from NGMP 2013-14	Class of Expenditures	Other Sources of Funds 2013-14
1. Professional Fees and Services • <i>Details</i>		1. Professional Fees and Services • <i>Details</i>	<i>Specify sources</i>
Sub Total	\$	Sub Total	\$
2. Travel • <i>Details</i>		2. Travel • <i>Details</i>	
Sub Total	\$	Sub Total	\$
3. Equipment • <i>Details</i>		3. Equipment • <i>Details</i>	
Sub Total	\$	Sub Total	\$
4. Administration Costs • <i>Details</i>		4. Professional Fees and Services • <i>Details</i>	
Sub Total	\$	Sub Total	\$
5. Other Eligible Expenses • <i>Details</i>		5. Professional Fees and Services • <i>Details</i>	
Sub Total	\$	Sub Total	\$
Total	\$	Total	\$
Total Project Cost			\$

### 3.3 Proposal Submission Format

For priority consideration, proposals must be received on or before March 31, 2013 by 17:00 EST. Proposals received after this date and time are permitted and encouraged, however they may receive limited consideration. Priority consideration will be accorded to those proposals aligned up against the monitoring objectives (blueprints) contained in this call for proposals. If the proposal is particularly time-sensitive (i.e. includes summer field season components, logistical planning, etc.), please include this information. Proponents are also encouraged to liaise with the NGMP Secretariat in the development of their proposals.

Proposals must be sent by email, fax or regular mail/courier to the attention of the NGMP Secretariat Contact below. It is recommended that proponents confirm receipt of fax or regular mail/courier submissions with the NGMP Secretariat.





A complete proposal submission includes:

- Full proposal prepared using the format outlined in Table 4, Section 3.1 above;
- Proposal Summary Form prepared using the template provided in Appendix 2;
- Signed Proposal Submission Cover Sheet using the form provided in Appendix 3.

Proponents are strongly advised to use the Proposal Preparation Checklist (Appendix 1) to ensure that their submissions are complete.

All fax/e-mail proposal submissions should be clearly marked with a subject line including the reference: NGMP Proposal [Fiscal Year] Request, Proponent Name, and Proposal Title. Proposals sent by mail or courier should clearly indicate this same information on the envelope; mail/courier submissions should include two hard-copy proposals (one bound, one camera-ready suitable for reproduction).

The Proposal Submission Cover Sheet *must* be signed by an individual representative of the proponent with authority to bind the proponent. If a proposal is being submitted by e-mail, the signed Proposal Submission Cover Sheet must be provided to the NGMP Secretariat Contact by fax or regular mail/courier.

## 4. APPLICATION AND EVALUATION PROCESS

### 4.1 Criteria for Evaluating Proposals

Proposals will be evaluated by the NGMP Secretariat in conjunction with the direction of the NGMP Steering Committee. If needed, independent experts may be brought in 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 Table 5.

Proposals **must** pertain to one or more of the NGMP's identified valued components (i.e. with emphasis on VC indicator development and/or associated VC indicator data collection), the NGMP's objectives/core functions/key activities, address gap-filling, data development and/or capacity building; and occur within the Nunavut Settlement Area (where relevant).

Any proposals received that are not in the requested format (as presented in Section 3.1) by the deadline will **not** be prioritized for evaluation by the NGMP Secretariat and Steering Committee.

Both 'pass/fail' and point-rated criteria will be used to evaluate proposals, as indicated in Table 5.

<b>Eligibility of Recipient (see Section 2.2 above)</b>	<b>Pass/Fail</b>
<b>Eligibility of Project (see Section 2.3 above)</b>	<b>Pass/Fail</b>
<b>Completeness / Merit of Proposal (Maximum 100 points)</b>	<b>100</b>
<ul style="list-style-type: none"> <li>• Description of /rationale for project (i.e. alignment with NGMP monitoring objectives, – please see 2013 NGMP Monitoring Blueprint Compendium) and linkage to NGMP's VCs (and key indicators), key activities, and core functions</li> </ul>	25
<ul style="list-style-type: none"> <li>• Objectives, work plan/methodology, schedule and deliverables</li> </ul>	20
	20



<ul style="list-style-type: none"> <li>Partnerships and community involvement, incorporation of IQ and Traditional Knowledge</li> </ul>	10
<ul style="list-style-type: none"> <li>Experience/expertise of project team members /references</li> </ul>	15
<ul style="list-style-type: none"> <li>Reporting and communications plan</li> </ul>	10
<ul style="list-style-type: none"> <li>Overall clarity and organization of proposal</li> </ul>	
Budget – value for money (Maximum 10 points)	10
<b>Total Points (/110)</b>	<b>110</b>

## 5. ADMINISTRATION AND REPORTING REQUIREMENTS

Funding arrangements with successful applicants will be administered and managed by the NGMP Secretariat (AANDC 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 funding awarded through this request for proposals must be spent by March 31, 2014.

Successful applicants will also be required to provide the following in formats and time-frames agreed to in the signed Comprehensive Funding Arrangement with AANDC:

- Summary of the project results and any additional deliverables
- Plain language summary of project results to ensure that their research can be communicated to Nunavummiut in a manner that is understandable and useful (i.e. with applicable translations)
- Accounting of the funds awarded
- Submission of periodic progress reports (frequency as identified in the Funding Arrangement)
- PDFs 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
- Meta-data suitable for inclusion in the NGMP monitoring inventory
- An acknowledgement of NGMP on all deliverables and outputs arising from the project (details to be determined with the NGMP Secretariat)

An explanation of the approach to recording and reporting monitoring/research information must also be made explicit in the proposal. Funding recipients will be required to upload and publish their project results through the NGMP's information management system and an online portal and website. NGMP may organize workshops or other forums where project results will be presented (these possible forums should not be addressed in the proposal).

## 6. NGMP SECRETARIAT CONTACT

Proposal submissions, and related questions, should be directed to:

NGMP Secretariat  
Aboriginal Affairs & Northern Development Canada  
Nunavut Regional Office  
1104B Inuksugait II  
PO Box 2200 Iqaluit, NU  
X0A 0H0

Email: [ngmp-psgn@aandc-aadnc.gc.ca](mailto:ngmp-psgn@aandc-aadnc.gc.ca)  
Tel: 867.975.4654  
Fax: 867.975.4736



Canada 

## Appendix 1: Proposal Preparation Check List

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

- 1. Are you an eligible recipient? (Section 2.2 – Eligible Recipients)
- 2. Is your project eligible for funding? (Section 2.3 – Eligible Projects):
  - a) Does your project support the respective monitoring blueprint priority areas identified for the respective Valued Component and contained in the 2013 NGMP Monitoring Blueprint Compendium?
  - b) Does your project propose to monitor NGMP-identified Valued Components or indicators as indicated in Tables 1 and 2, 3, or the 2013 NGMP Monitoring Blueprint Compendium?
  - c) Does your proposed project support the mandate, objectives, key activities and core functions of the NGMP? (Section 1.1 – Eligible Projects)
- 3. Does the requested funding for your proposed project meet the eligible costs criteria? (Section 2.4)
- 4. If you have previously received NGMP funding for projects, has the project been completed? (Section 2.6 – Funding Information)
- 5. Does your proposal follow the format outlined in Table 4?
- 6. Does your proposal clearly break down all proposed budget items as per Budget Table 1?
- 7. Does your proposal clearly identify other sources of funding as per Budget Table 1?
- 8. Have you considered the NGMP Proposal Rating Criteria? (Table 5)
- 9. Has your Proposal Submission Cover Sheet been signed by an individual representative of the proponent with authority to bind the proponent? (Section 4.1, and Appendix 3)
- 10. Have you completed the mandatory Proposal Summary Document using the template? (Appendix 2)

## Appendix 2: Proposal Summary Form Template



In addition to the full proposal document (in the format described in Section 7), proponents are required to submit a 'Proposal Summary Form' using the following template.

## **NGMP Proposal Summary Form**

---

**1. Proposal Title**

---

**2. Proposal Date**

---

**3. Valued Component (VC) and associated indicator(s)**

	• _____	• _____	
	• _____	• _____	
	• _____	• _____	
	• _____	• _____	
	• _____	• _____	
	• _____	• _____	

---

**4. Location**

---

**5. Project Lead, Affiliation and Contact Information**

---

**6. Key Project Team Members and their Affiliations**

---

## NGMP Proposal Summary Form

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**7. Brief Plain  
Language  
Summary**

---

**8. Project  
description**

*Purpose and  
Objectives*

---

*Brief Rationale*

---

*Project Duration*

---

*Inuit  
Qaujimaqatuqangit  
/ IQ and  
Traditional  
Knowledge*

---

*Communications  
and Reporting*

---

**9. Deliverables**

---



## NGMP Proposal Summary Form

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10. Budget  
Summary

---



**Appendix 3: Proposal Submission Cover Sheet**

All proposal submissions must include the Proposal Submission Cover Sheet provided on the next page. For proposals submitted by e-mail, a fax or original of the signed Proposal Submission Cover Sheet must be provided to the NGMP Secretariat Contact.







## Proposal Submission Cover Sheet

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

Proposal Title: \_\_\_\_\_

Proposal Date: \_\_\_\_\_

Proponent  
Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Authorized  
Representative(s):  
(Print Clearly)  
\_\_\_\_\_  
\_\_\_\_\_

Title(s): \_\_\_\_\_  
\_\_\_\_\_

Authorized  
Representative  
Signature(s): \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_