

SECTION 1

APPLICATION FORM SUMMARY

Family name of applicant		Given name	Initial(s) of all given names
Organization that will administer the grant			Language of application []English []French
Title of proposal			
Indicate which of the six international IPY themes and which of the Government of Canada IPY Program research priority areas and sub-themes are addressed in your proposal.			
Provide a maximum of 10 keywords that describe this proposal. Use commas to separate them.			

CERTIFICATION/REQUIREMENTS

If this proposal involves any the following, check the box(es) and submit the appropriate certification obtained.

Research involving: Humans [] Environmental Impact [] Animals [] Biohazards [] Radioactive Materials []
University-Based Collections [] Licenses for Research in Yukon, NWT or Nunavut []

TOTAL AMOUNT REQUESTED

Year 1	Year 2	Year 3	Year 4	Year 5
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SIGNATURES (Refer to Instructions , "What do the signatures mean?")

By signing, it is agreed that the statements in the section "What do the signatures on the application mean" as outlined in the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying made pursuant to this application are hereby accepted by the applicant and the applicant's employing or reporting organization.

Applicant

Authorized Officer

Applicant's organization, address, tel. and fax numbers and e-mail



The information collected on this form and appendices will be stored in the Personal Information Bank for the appropriate program
PROTECTED WHEN COMPLETED

Version française disponible

Co-applicants and Signatures

List all co-applicants and contact information. Print additional pages if necessary. By signing, it is agreed that the statements in the section "What do the signatures on the application mean" as outlined in Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying made pursuant to this application are hereby accepted by the applicant(s).

Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date
Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date
Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date
Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date
Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date
Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date
Name	Given Names	Role	Signature
Organization	Department/Division/Section		Date

CO- APPLICANTS' ORGANIZATIONS AND/OR SUPPORTING ORGANIZATIONS (if organization different from Page 1)

An authorized official from each organization other than the Applicant's organization must sign this page. Additional Signature Pages will be accepted.

By signing, it is agreed that the statements in the section "What do the signatures on the application mean" as outlined in Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying made pursuant to this application are hereby accepted by the organization.

Family name and given name of signing officer, title of position, and name of organization	Signature

Family name of applicant

SUMMARY OF PROPOSAL FOR PUBLIC RELEASE (Use plain language.)
This plain language summary will be available to the public if your proposal is funded.

[Empty space for the plain language summary of the proposal]

Second Language Version of Summary (optional).

[Empty space for the second language version of the summary]

SECTION 3

COLLABORATORS

Please list the collaborators for your project.

Surname	Given Name	Institution
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

SECTION 4**REVIEWER SUGGESTIONS****Information Page to be completed by Principal Applicant: FOR ADMINISTRATIVE USE ONLY**

Reviewer Suggestions Names / Addresses / Telephone Numbers / E-mails	Areas of Expertise
1.	
2.	
3.	
4.	
5.	

SECTION 5

BUDGET TABLE 1

BUDGET TABLE 1: Detailed budget information for overall project

Before completing this section, read the instructions and consult the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying regarding the use of funds. On separate page(s), supply a detailed explanation, and justification, for your proposed expenditures. Also explain the relationship or difference between this application and all other research support (held or applied for), and describe any contributions from other sources (if applicable). **In addition, the applicant and each co-applicant who would be receiving funds are required to fill out Budget Table 2 for their own individual expected expenditures. The sums of Table 2 should equal the sum of Table 1.**

OVERALL PROJECT PROPOSED EXPENDITURES (include cash expenditures only)					
	Year 1	Year 2	Year 3	Year 4	Year 5
1) Salaries and benefits					
a) Students and post-doctoral Fellows					
b) Guides and field support staff					
c) Elder(s) / Knowledge holders					
d) Northern students					
e) Technicians					
f) Others					
2) Equipment or facility					
a) Purchase or rental					
b) Operation and maintenance					
c) User fees					
3) Materials and supplies					
a) Laboratory analysis					
4) Travel					
a) Field work / logistics					
b) Collaboration / consultation					
5) Dissemination and communication					
a) Data management					
b) Publication costs					
c) Other activities					
6) Overhead / Administrative					
7) Others (specify)					
TOTAL PROPOSED EXPENDITURES					
Total cash contribution from other sources (if applicable)					
TOTAL AMOUNT REQUESTED (transfer to page 1)					

On an additional page:

Provide full justification of all the following budget items, if applicable, relative to the proposed research:

1. Briefly describe the responsibilities for each position receiving salaries and benefits and indicate the percentage of time they will be spending on this project over its time-span.
2. Justify the need and urgency for each piece of equipment requested in terms of the research described in the Research Proposal section. You must provide quotations for items or systems requested.
3. Provide details and explain major material and supplies items.
4. Explain briefly how each Travel activity relates to the proposed research.
5. Provide details of publication costs, community meetings, user workshops or other activities.
6. Explain in detail any costs associated with the setting up, or maintaining databases (see [IPY Data Policy](#)).
7. Give a brief explanation for any other major expense item.

SECTION 7

BUDGET TABLE 2

BUDGET TABLE 2: Detailed budget information		Applicant and Co-applicant's name			
<p>Before completing this section, read the instructions and consult the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying regarding the use of funds. The applicant and each co-applicant who would be receiving funds are each required to fill out a Budget Table 2 form. The sums of Table 2 should equal the sum of Table 1.</p>					
PROPOSED EXPENDITURES FOR (include cash expenditures only)					
	Year 1	Year 2	Year 3	Year 4	Year 5
1) Salaries and benefits					
a) Students and post-doctoral Fellows					
b) Guides and field support staff					
c) Elder(s) / Knowledge holders					
d) Northern students					
e) Technicians					
f) Others					
2) Equipment or facility					
a) Purchase or rental					
b) Operation and maintenance					
c) User fees					
3) Materials and supplies					
a) Laboratory Analysis					
4) Travel					
a) Field work / logistics					
b) Collaboration / consultation					
5) Dissemination and communication costs					
a) Data management					
b) Publication costs					
c) Other activities					
6) Overhead/Administrative					
7) Others (specify)					
TOTAL PROPOSED EXPENDITURES					
Total cash contribution from other sources (if applicable)					
TOTAL AMOUNT REQUESTED					

BUDGET TABLE 3: Contributions from Supporting Organizations					
Name of Supporting Organization					
<p>Please note if you are receiving funds from more than one organization, please fill out a separate form for each organization.</p> <p>Letters of support are required from organizations providing cash or in-kind support. Please refer to the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying under the Contributions from Supporting Organizations section for information regarding what letters of support should describe.</p>					
CONTRIBUTIONS FROM SUPPORTING OGRANIZATIONS					
	Year 1	Year 2	Year 3	Year 4	Year 5
Cash contributions to costs of research					
In- Kind Contributions to costs of research					
1) Salaries of personnel					
2) Donation of equipment, software					
3) Donation of material					
4) Field work logistics					
5) Provisions of service					
6) Others (specify)					
Total In- Kind Contributions to direct costs of research					
In-kind contributions to indirect costs of research (not levered)					
1) Use of organization's facilities					
2) Salaries of managerial and administrative staff					
3) Other (please specify)					
Total In-Kind contributions					
Contribution to university overhead (as applicable)					

RELATIONSHIP TO OTHER RESEARCH SUPPORT

Before completing this section, read the "Relationship to other Research Support" section in the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying. Any relationship and/or overlap, conceptual or financial, with work supported by other funding sources must be explained.

Use additional pages to provide the following information;

- Clear and concise information on the conceptual and budgetary relationship or difference between this application and **all other support (currently held or applied for)**. Also explain perceived duplication in funding or, if applicable, indicate how the application complements research funded by other sources.
- For each other source of funds currently awarded or applied for, clearly describe the main objective, and provide a brief outline of the methodology, budget details, and details on the support of highly qualified personnel.
- The relationships to the application must be explained. Such information may be provided, for example, in the form of a brief summary of the necessary details for each grant.

SECTION 11, 12

RELEVANCE FORM

This form assists in determining the relevance of the proposed research to the Government of Canada Program for IPY, Science and Research Projects Call for Proposals, Program Description. Please describe how the proposal addresses the following:

- How does the research make significant advances within one or both of the two science priorities of 1) science for climate change impacts and adaptation, and/or 2) health and well-being of Northern communities, as described in the Program Description?
- Has the project been internationally endorsed; how does the project link with an internationally endorsed project full proposal; and how does the project contribute to international collaboration? (Letters from the IPY Joint Committee and the Principal Investigator of an internationally endorsed project, confirming these endorsements must be submitted by the applicants before a funding decision is made.)
- What is the interdisciplinary/multidisciplinary nature of the proposal?
- Is the project taking place within the IPY 2007-2008 time frame?
- What is the involvement of cross-sectoral partnerships within the project, e.g., between federal departments, federal agencies, academia, other governments, northern Aboriginal organizations, communities, other countries, non-government organizations, and/or industry?
- Does the research have a geographic focus on the Earth's polar regions? (Studies in any region will be considered as long as the proposal addresses the objectives of this call for proposals and meets the criteria.)

Insert the title of your research proposal as indicated on page one of the application module.

Indicate which relevant research theme and area is addressed in your proposal? **You may indicate more than one research area, if applicable.**

Describe in one half page how the research proposed will address relevance as identified above:

SECTION 13

DATA MANAGEMENT AND COMMUNICATION FORM

This Form will assist in determining the Evaluation criteria specific to Data Management and Communication identified in the Government of Canada Program for IPY, Science and Research Projects, Program Description.

Describe on one page how the proposal will address the following;

- Data management plan in accordance with the [IPY Data Policy](#);
- A viable and appropriate plan or approach for education, outreach and communication activity, especially with Northern communities; the plan should take into account the need to communicate significant research findings to affected Northern communities before being released in the South.
- Plans for promoting IPY activities and results.
- Plans for translating and communicating the research results in a format appropriate for Northern communities;
- Plans for communicating research results to other relevant national and international fora;
- Effective planning around any questions about ownership, storage and use of research materials, data (including personal health information), interviews, recordings or media productions.

SECTION 14

LOGISTICAL REQUIREMENTS FORM

Before completing this section, read the "Logistical Requirements Form" section in the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying.

SHIP TIME REQUIREMENTS

	Year 1	Year 2	Year 3	Year 4	Year 5
Mission type					
Dates (please specify start/end dates)					
Duration (days)					
Related costs					
Geographical Location and Cruise Specifications					
Geographical region					
Latitude and longitude					
Canadian Coast Guard Ships or DFO Small Craft Requests					
Vessel name/type					
Specific needs for ship-fitted equipment					
For smaller craft;					
a) type					
b) Availability/experience					
Ship Time Requests on other Vessels					
Vessel name					
Operating agency					
Cost for ship time					
Other logistics attributes					
Charters of Canadian-registered vessels;					
a) vessel name					
b) vessel type					
c) owner/operator					

Number of Supernumeraries	Canadian Federal Employees (DFO, other Gov. dept.)	University, Provincial Territorial or other Private Sector	International Participants (including country)
No of scientists and duration			
No of technicians and duration			
Other supernumeraries and duration			

AIRCRAFT REQUIREMENTS

	Year 1	Year 2	Year 3	Year 4	Year 5
Dates (please specify start/end dates)					
Geographical region					
Type of aircraft					
Related costs					

FIELD STATIONS

Dates (please specify start/end dates)					
Geographical region					
Type of facilities/stations					
Related costs					

LOGISTICS PLAN (to obtain support)

On an additional page:

Provide full justification of all the following, if applicable, relative to the proposed research;

1. A cruise plan must be provided indicating the approximate boundaries if it is proposed for a general area (latitudes and longitudes) the proposed cruise track and a description of the work to be done. If possible please indicate any port calls for exchange of scientific personnel, changing of equipment, etc.
2. For charters of Canadian-registered vessels, proof that the proposed vessel(s) will be crewed and operated in conformance with the pertinent sections of the *Canada Shipping Act*.
3. Describe and explain the need for other logistical requirements and the cost associated with this.

SECTION 15

COMMUNITY RESEARCH PARTICIPATION FORM

This form will assist in evaluating the community research participation criteria for the involvement of Northerners identified in Government of Canada Program for IPY, Science and Research Projects, Program Description and Instructions for Applying. Describe in one page how the proposal will address the following:

- Effective plans for consultation with and involvement of Northern communities and organizations, particularly Indigenous ones, in the planning, conduct, and dissemination of the research, including progress achieved so far; (attach any supporting documentation; e.g. letters of support, log or records of effort made)
- Relevance of the proposed research and training to the needs and priorities of Northerners, particularly Indigenous Northerners;
- Degree to which traditional knowledge is included in the proposal and the plans for inclusion of traditional knowledge in the research, as appropriate;
- Appropriate communication of research plans and research results to Northern communities and organizations (in local languages as needed);
- Demonstration that the current strengths and capacities of the Northern communities involved have been assessed and will be utilized and developed as part of the research project, if appropriate;
- Synergy between research objectives and Northern priorities

SECTION 16

LEGACY AND TRAINING OF PEOPLE FORM

The Legacy and People Training Form assists the in determining the Evaluation criteria specific to Legacy and Training of People identified in the Government of Canada Program for IPY, Science and Research Projects, Instructions for Applying. Describe on one page how the research proposed will address the following:

- plans and opportunities to train people, especially Northerners, and foster the next generation of polar researchers, including training plans that result, wherever possible, in formal recognition or accreditations of skills gained;
- long-term benefits and/or legacy outcomes, especially for the North (e.g. knowledge translation to communities, community capacity building, new processes, new programs, new collaborations, etc.)
- long-term plans regarding equipment and improved facilities once IPY funding has ended.

SECTION 17

PROJECT AND FINANCIAL MANAGEMENT FORM

The Project and Financial Management form assists in evaluating the proposal against criteria specific to Project and Financial Management identified in the Government of Canada Program for IPY Science and Research Projects Call for Proposals. Describe on one page how the proposed project will address the following:

- Project management plan including an organizational structure, a detailed description of the activities, time frame and associated financial requirements; Feasibility and practicability of the research, given the available facilities, services, and infrastructure support;
- Plans for managing the funds.;
- Nature and extent of support from partners or collaborators, demonstrating cost-sharing and leveraging of other funding sources;
- A viable plan for securing appropriate logistical support;
- Detailed plans for obtaining ethics, licensing and regulatory approvals, as appropriate;
- The capacity and capability of the team and organization necessary to deliver the project; and
- Integration of the proposal in an international cluster.

This form assists in determining which Environmental Assessment review process may be required for your research proposal.

Name of other participating organizations (if applicable): Please list the names of any federal or provincial government departments or agencies, industrial partners, community, non-governmental organizations or universities that will be participating in or contributing to the proposed research.

Name of location: Give the name of the location where the proposed work will take place. An EA must be completed for each location at which research is to be conducted.

Main characteristics of the location: Provide a brief, non-technical description of the location(s) at which the work described in the proposal will be conducted.

Principal activity (or activities) and Activity component(s): For each location, list the principal activity(ies) (e.g., fossil collection). Each principal activity includes one or more activity components. Provide a short description of individual activities grouped within the principal activity. For each principal activity and activity component, list the environmental elements affected and a description of those effects in the space provided.

The proposal free-form section is to be completed according to the Government of Canada Program for IPY, Science and Research Projects, Call for Proposals, Program Description and Instructions for Applying. In a maximum of 10 single-sided pages attached to the application, describe the research project proposal, in plain language. Use the guidelines and questions in the Instructions for Applying to provide the requested information in a document to be attached to the application. This free-form part of the proposal should also be used to describe plans to obtain the necessary ethical and regulatory approvals for the project. This ethical/regulatory section is in addition to the 10-page limit above.

ALL FREE-FORM ATTACHMENTS

- Use white paper, 8 1/2 x 11 inches (21.5 cm x 28 cm), portrait format, with a single column, unless specified otherwise.
- Set margins at 0.75 inches (1.9 cm) or more all around.
- Enter your name at the top of every page, within the set margins.
- For multi-page attachments, number your pages sequentially.
- Print on one side of the page only.
- The maximum number of pages allowed is indicated in the instructions.

Note: All text, including references, must conform to these standards. Incomplete applications and/or applications that do not meet the presentation standards may be rejected or be at a disadvantage in comparison with those that are complete and respect the presentation standards. Avoid using acronyms and abbreviations unless you explain them fully.

Please ensure that the above-mentioned instructions are reflected on the following free-form documents

BUDGET JUSTIFICATION (Section 6) (1 page): include Equipment quotations (if applicable)

RELATIONSHIP TO OTHER RESEARCH SUPPORT (Section 9) (1 page): Letters of support are required from organizations providing cash or in-kind support. Please refer to the Canadian IPY Science and Research Projects-Call for Proposals Instructions for Applying under the Contributions from Supporting Organizations section for information regarding what letters of support should describe.

LOGISTICS PLAN (Section 14) (1 page)

RESEARCH ETHICS AND REGULATORY APPROVAL (Section 18): Describe plans to obtain the necessary ethical and regulatory approvals for the project.

PROPOSAL FREE FORM (Section 20) (maximum of 10 single-sided pages attached to the application): Describe the research project proposal, in plain language. Follow the guidelines and questions on the Instructions for Applying for the Government of Canada Program for IPY Science and Research Projects Call for Proposals.)

PERSONAL DATA CV (Sections 21, 22): Required for each applicant and co-applicant, 3 pages maximum (each). (Foreign collaborators must also submit a CV of no more than three pages, if they are directly involved in the project described in this application.)

Required documentation to include within your application:

RESEARCH ETHICS AND REGULATORY APPROVALS (Section 18), as required.

ENDORSEMENT LETTERS from the IPY Joint Committee and the Principal Investigator (Section 23).

Attach any supporting documentation in regards to effective planning for consultation with and involvement of Northern communities and organizations, particularly Indigenous ones, in the planning, conduct, and dissemination of the research, including progress achieved so far; (e.g. letters of support, log or records of effort made).