

**NWT CIMP**

**Scientific Proposal Guide**

**For 2016-2017 Funding**

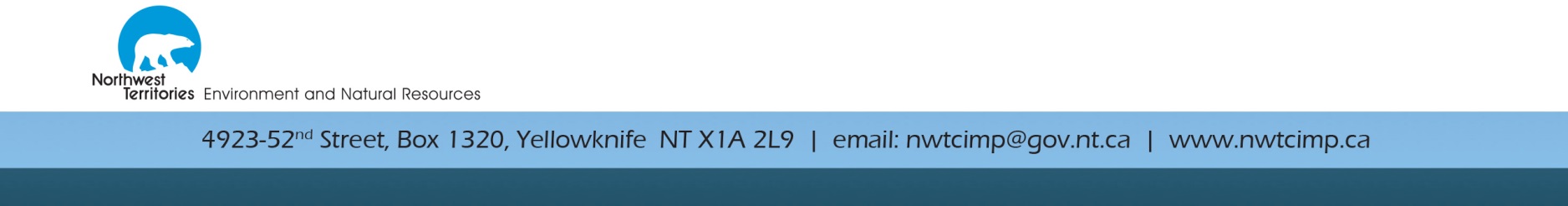
**October 2015**

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# 1. About NWT CIMP

The Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP) is a source of environmental monitoring and research in the Northwest Territories (NWT). The program coordinates, conducts and funds the collection, analysis and reporting of information related to environmental conditions in the NWT. Its goal is to support better resource management decision-making and sustainable development in the territory by furthering our understanding of cumulative impacts and environmental trends. Since 1999, NWT CIMP has been guided by a Steering Committee of First Nations, Inuvialuit, Métis, federal and territorial government representatives. The program is administered by the Department of Environment and Natural Resources, Government of the Northwest Territories (GNWT). The NWT CIMP Scientific Proposal Guide outlines how applicants can apply for funding through the Request for Proposals (RFP) process to address our monitoring priorities.

## NWT CIMP Objectives

The NWT CIMP vision is: *To watch and understand the land so that it can be used respectfully forever*.

Watching implies basic research and monitoring, while Understanding suggests the addition of value to basic information through analysis and the generation of knowledge. The idea “Using the land respectfully forever” reminds us that that the knowledge generated through NWT CIMP is intended to inform regulatory decisions that will support the sustainable use of NWT resources.

NWT CIMP supports research and monitoring using science and/or traditional knowledge (TK) that addresses:

1. Cumulative impacts of human activities and natural disturbances on the environment;
2. Environmental trends, their potential causes, and significance; and
3. Baseline environmental conditions.

To focus its resources, NWT CIMP has worked with land and water use regulators and subject-matter experts to develop research and monitoring priorities for caribou, water, and fish in three Blueprints.

## NWT CIMP Science Priorities

NWT CIMP targets funding of science projects that are in-line with priority research areas agreed to by NWT land and water regulators, subject-matter experts, and reviewed by the NWT CIMP Steering Committee. Following a workshop in 2011, NWT CIMP identified three main themes based on the priorities of NWT decision makers: 1) caribou, 2) water, and 3) fish. Specific research and monitoring priorities for each of these valued components have been identified in Blueprints appended to the Proposal Guide (Appendix D, E, and F). The Blueprints were developed to inform funding applicants of NWT CIMP funding priorities, as well as to guide the NWT CIMP Steering Committee and staff in determining how funds should be allocated.

NWT CIMP is focused on geographic “hot spots” of past, current or proposed development where cumulative impacts of development are most likely, in order to make the best use of finite funding. These “hot spots” are areas where cumulative impacts from human activities are most likely, and decision-makers are most likely to be interested in the results. Geographic “hot spots” include areas where there is past, current or potential for future development.

This year NWT CIMP is requesting Letters of Intent (LOI) to fill key knowledge gaps identified in the Caribou, Water, and Fish Blueprints and that focus on geographical “hot spots”.

It is expected that proposed monitoring programs will collaborate with existing programs to agree upon the use of standardized data collection and analysis protocols. This will ensure the compatibility of datasets for use in regional cumulative impact assessment. LOI must show evidence of standardization with current NWT CIMP-funded and other projects in the region. Current NWT CIMP-funded project details are available by request from NWT CIMP and on the [NWT Discovery Portal](http://nwtdiscoveryportal.enr.gov.nt.ca/geoportal/catalog/search/search.page).

## Changes to 2016/17 proposal guide

To enhance the NWT CIMP funding process, there have been a number of changes to the 2016/17 Call for Proposals, including how projects are evaluated and the expectations of successful project leads. Please note the following:

* There are separate Proposal Guides for Traditional Knowledge (TK) projects and science projects
* If your project incorporates both TK and science you should consult both guides; however, you only need to submit one LOI. Either of the Proposal Submission Forms can be used; however, the study design must be robust and detailed for both the science and TK portions of the project. Use Section 4, Other Relevant Information, of the Proposal Form to include further information if needed.
* A section detailing the responsibilities of applicants has been added (see Section 4).
* The evaluation criteria for Proposals and Annual Reports have been changed (See Section 6.3 and Appendix G, respectively).
* The Proposal, Annual and Final Report Templates have been modified (See Appendix C, G, and H, respectively).

## AvaILABle funding

One of the ways that NWT CIMP supports research and monitoring of cumulative impacts and environmental trends in the NWT is by providing funding to partners through a Request For Proposal (RFP) process. NWT CIMP will consider both single-year and multi-year (up to 3 years) project proposals. Approximately **$900K** is available for funding new projects in 2016/17, encompassing both scientific and TK projects. The maximum amount of funding considered per project is **$60K** per year, though additional funding may be considered for larger collaborative projects. Smaller projects are eligible to apply.

NWT CIMP will not provide support for research or monitoring where it is clearly the responsibility of another organization. For example, NWT CIMP will not provide support for programs with secured, established funding or support collection of baseline data for a specific proposed or on-going development. However, NWT CIMP may support baseline data collection when the data being collected spans a greater geographical area, or is beyond the scope of the baseline data required for a particular proponent.

## Key Dates for 2016/17 Proposals

* Letter of Intent Issued: **October 1st, 2015**
* Letter of Intent Deadline: **October 30th, 2015** (4:00pm MDT)
* Call for Proposals Issued: **December 1st, 2015**
* Proposal Deadline: **January 15th, 2016** (4:00pm MST)
* Announcement of Project Funding: **April 2016**

## NWT CIMP Contact

Letters of intent can be sent by email or regular mail to:

Attn: DonnaMarie Ouellette

NWT Cumulative Impact Monitoring Program

Department of Environment and Natural Resources, GNWT

P.O. Box 1320

Yellowknife NT X1A 2L9

Phone: (867) 873-7239

Email: [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)

# 2. Pathways Approach

NWT CIMP has developed the [Pathways Approach](http://sdw.enr.gov.nt.ca/nwtdp_upload/PUBLICATION_PDF_-_CIMP_-_PATHWAY_BOOKLET_ENG_WEB.PDF) which describes a shared approach to monitoring to help communities and their research partners discuss monitoring questions and design a program that best suits their needs. Use of the Pathways Approach will help applicants design a better study in collaboration with communities and decision-makers. Further guidance on how to incorporate communities in northern monitoring is available in the NWT CIMP/Aurora Research Institute publication [“Working Together: Towards relevant environmental monitoring and research in the NWT”.](http://nwtresearch.com/sites/default/files/cimp_doc_final_low_res.pdf) Figure 1 shows the main steps of the approach.

**NWT Environment**

Figure 1: Pathways Approach

Here are step-by-step instructions for how to use the Pathways Approach:

**Step 1: Define a purpose. Why is monitoring needed?**

The first and most important step in the Pathway is to clearly define the purpose for monitoring. This may be broad – *ls water quality changing?* – or specific – *ls seismic activity altering woodland caribou habitat?* A shared understanding of the purpose will help shape all other steps along the Pathway, from identifying what indicators you should monitor to how the information will be used.

**Step 2: Identify important connections. How do things connect and what should we track?**

A clear purpose to your monitoring program will help you identify exactly what you should track. In turn, by bringing partners together to discuss key connections between different parts of the environment, you can identify additional indicators and stressors to include in your study.

**Step 3: Review current information. What is already known?**

This step involves reviewing traditional and scientific knowledge about the issue you want to monitor. It will help you identify similar studies, existing information sources, and appropriate methods to collect and analyze data. It may also help refine study ideas about how things connect – “conceptual model” – and sharpen the study’s purpose.

**Step 4: Ask the right questions. What needs to be answered?**

At this point you should have a clear purpose, know what you want to monitor and have a good sense of available information. Building on this foundation, you can now define specific research questions that will guide the collection and analysis of information.

**Step 5: Make a plan. How will we find answers?**

This step is all about finding ways to answer the questions posed in step 4. It results in a detailed plan, or study design, that spells out how, where, when, and by whom information will be collected, stored, analyzed and reported. Logistics for transportation, equipment, safety, and environmental protection are an important part of the planning process.

**Step 6: Collect Information. How do we gather the observations or data?**

Data collection is typically the most costly step in northern monitoring. This makes it critical that the methods to gather observations – whether through field work or interviews – be clearly defined, well understood, and carried out by a well-trained team.

**Step 7: Analyze Information. How can we turn observations into useful knowledge?**

Analysis is the key that unlocks the knowledge contained within the observations (or data) that has been collected. Statistical tests, graphs, and other analytical methods help researchers reveal changes and trends in what is being tracked which might otherwise remain hidden. Such insights can go a long way in answering key monitoring questions.

**Step 8: Report findings. How should we tell our story?**

The “story” revealed by the monitoring efforts needs to be told in the right way to the right people. Know the target audience. Decide on what key messages should be delivered. Most importantly, report on how the results shed light on better ways to manage the land.

**Step 9: Adapt to changes. What has changed? Should we adjust our monitoring program?**

Keeping an eye on change is at the heart of monitoring. But it’s not only the environment that may be changing. As time goes on, the original monitoring partners, team leaders, funding levels, community values, or government priorities might change too. These changes need to be tracked and, where necessary, the monitoring program adjusted to stay relevant and effective.

# 3. Eligible Recipients and Costs

## 3.1 Eligible Recipients

The following groups/individuals are eligible for funding, including:

* NWT communities or groups;
* Aboriginal, federal and territorial government departments and agencies;
* Academic institutions; and
* Non-governmental organizations.

## 3.2 Eligible Costs

Costs that are eligible under NWT CIMP funding are outlined below:

* **Professional Fees and Services** 
  + Wages of people hired specifically for the NWT CIMP-funded project (i.e. employees; including students, Aboriginal and/or local employment).
    - Double counting of contracted employees should not occur. This category should not include the salaries of full-time, continuous or term employees participating in the proposed project who have not been hired specifically for the project. However, any applicant from a not-for profit Aboriginal or community organization may request a salary replacement stipend for employees participating in the proposed project to buy release time from duties to their organization.

* **Equipment and Facilities** 
  + Equipment costs (purchase, lease and maintenance).
    - Only equipment that is specifically purchased, leased or developed for the particular project can be funded. **Note:** The maintenance cost of equipment already owned by the government or other organization and used as part of the project is considered in-kind support.
  + Laboratory analysis.
* **Travel** 
  + Travel, accommodation and meals associated with the project and reporting;
  + The cost of establishing and operating field camps, vehicle and aircraft rental, gas purchase and shipping (i.e. freight) charges.
* **Other Costs** 
  + Miscellaneous costs, such as office supplies and operating expenses (e.g., office space, rental, phone, printing, computer time, fax, photocopying and postage).
* **Administration Fee (excluding federal and territorial governments)**
  + Administrative expenses associated with the project activity (must not exceed 15% of the total project budget).
* **Distribution of Funds**
  + Recipients may request that a portion of their funding be distributed to another organization involved in the project. NWT CIMP will determine if the request can be accommodated. The minimum amount that NWT CIMP will distribute is $10,000.

# 4. Applicant Responsibilities

Applicants should consider the following to ensure a competitive proposal:

## 4.1 community support and engagement

Community engagement and support for the proposed monitoring project is an important element of NWT CIMP-funded projects. Ideally, northern community members, local decision makers, and Aboriginal organizations are involved in defining the purpose of the monitoring, the project’s design and how it will be implemented. NWT CIMP support is more likely when a project will build long-term capacity within NWT communities or Aboriginal organizations. Relevant letters of support from community, local decision makers, and/or regional organizations to show their support or involvement in the project strengthen an application.

## 4.2 Reporting back to Communities

Reporting results of the project back to involved communities is an important element of NWT CIMP-funded projects. Recipients of funding must travel to a relevant northern meeting (can be a NWT CIMP Results Workshop) for the presentation of their results. Recipients of funding are strongly encouraged to consider the use of translation when reporting results back to communities. For example, in consultation with communities you may be asked to provide translated summaries of research, plain language results and/or provide a translator for community meetings with elders.

## 4.3 Final Publications

Final publications resulting from NWT CIMP-funded projects must be submitted to NWT CIMP staff and the NWT Discovery Portal even after project funding is complete.

# 5. Reporting and Communication

Proposals must contain a reporting and communications plan that indicates **how results will be delivered and communicated to NWT CIMP, involved communities and decision-makers** (e.g. public events, meetings, publications and website*)*.

The reporting requirements are:

* Final publications resulting from NWT CIMP-funded projects, including peer-reviewed reports, non-peer reviewed reports, posters, maps, and data must be submitted to NWT CIMP staff and the NWT Discovery Portal even after project funding is complete.
* Northern Meeting (**mandatory**)
  + Recipients of funding must include costs in their estimated budget to travel to a relevant northern meeting for the presentation of their results. When working in the communities, the recipient should seek opportunities to present findings.
  + One possibility of a meeting opportunity is a NWT CIMP Regional Results Workshop, which aims to bring together researchers, NWT community members and decision-makers to discuss current research results, priorities and collaborations. The workshop rotates through one of five regions each year. If the recipient’s project is in the region, they are encouraged to participate in the workshop by presenting their project and preliminary findings.
  + Recipients can arrange their own northern meeting in an involved community or collaborate with others to ensure a broad audience. Plain language presentations, handouts and posters are desirable deliverables. Consider the use of translation when reporting results back to communities. For example, in consultation with communities you may be asked to provide translated summaries of research or provide a translator for community meetings with elders.
* Annual Report (**mandatory** for multi-year projects)
  + An annual summary report must be submitted to NWT CIMP staff by the end of January by all funding recipients with ongoing multi-year projects. The content of these reports help technical reviewers to determine if a project has been successful and if it should be supported for another year. A template and evaluation criteria for an annual report can be found in Appendix G.
* Final Report (**mandatory**)
  + All funding recipients must submit a final report to NWT CIMP staff by the end of April of the last year a project was funded. A template for a final report can be found in Appendix H.
  + In addition to final reports, NWT CIMP funding recipients are required to submit all final publications resulting from NWT CIMP-funded projects to NWT CIMP staff. If final reports are completed after NWT CIMP funding is complete (e.g. a journal publication), the researcher is still required to provide the report to NWT CIMP. Final reports will be collated and may be periodically published by NWT CIMP.
* Accounting of Funds (**mandatory**)
  + Funding recipients must account for the funds spent by submitting a project financial statement/audit in July of the following fiscal year.
* NWT Discovery Portal (**mandatory**)
* Funding recipients are required to make their metadata and project reports available to NWT CIMP and the public by uploading information to the NWT Discovery Portal: [nwtdiscoveryportal.enr.gov.nt.ca](http://diims.pws.gov.nt.ca/cs10dav/nodes/20347976/nwtdiscoveryportal.enr.gov.nt.ca)
* NWT CIMP Program (**mandatory**)
* Funding recipients are required to make their metadata and project reports available to NWT CIMP by emailing information to the NWT CIMP Program:

[nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)

# 6. Request for Proposal Process

## 6.1 Letters of Intent

To apply for NWT CIMP funding, applicants must first submit a LOI (Appendix B). The LOI is a short description of the proposed project that will allow NWT CIMP to assess if the project is of interest. Specifically, the LOIs for science projects must address the following questions:

1. Does the proposed project address a NWT CIMP monitoring priority outlined in a monitoring and research Blueprint?
2. Does the proposed project have a robust study design that will contribute to our understanding of cumulative impacts in the NWT?
3. Does the proposed project involve NWT community members, decision-makers (see Appendix A) and/or Aboriginal organizations in its design and implementation?

In the event that your project incorporates both TK and science, your LOI should also address the questions outlined in the NWT CIMP Traditional Knowledge Proposal Guide.

LOIs must identify if members of the project team have received NWT CIMP funding in the past. If so, the LOI must state the status of past NWT CIMP deliverables and identify if the project(s) was conducted as proposed; if not, details must be provided. Past performance will be considered in assessing if the project is of interest.

NWT CIMP encourages multidisciplinary, collaborative studies; LOIs will be used to connect and encourage collaboration among researchers who are working in similar locations or addressing similar questions. NWT CIMP may make suggestions to the applicant to help improve the proposed project’s relevance to the program.

Once the LOI review is completed, applicants will receive one of the following responses:

1. The project is eligible for funding, and the applicant is encouraged to submit a full proposal under the RFP process;
2. The project is eligible for funding, if suggested changes or collaborations with other applicants are made. The applicant is encouraged to submit a full proposal addressing the suggested changes; or
3. The project is not eligible for funding because it does not meet the funding criteria.

**Letters of Intent are due by 4:00pm MST, October 30th, 2015**.

## Full proposals

Successful applicants will be invited to submit a full proposal using the Proposal Submission Form (Appendix C) based on NWT CIMP’s acceptance of their LOI. Proposals will not be accepted without a prior approved LOI. If the application is for multi-year funding, the project description and budget must be detailed for each year. A budget template in Microsoft Excel will be distributed to applicants with an approved LOI. Incomplete applications will not be considered.

**Proposals are due by 4:00pm MST, January 15th, 2016**.

## How Proposals are Evaluated

NWT CIMP projects are reviewed and evaluated using the criteria set out in Table 1.

Project proposals should demonstrate how each of the review criteria is addressed. **Please contact NWT CIMP staff for further clarity on the review criteria or advice on how to address the criteria**. Community support and decision-maker engagement are two criteria that may be unfamiliar to new applicants. NWT CIMP staff are available to help establish linkages with these groups. It is advised that applicants contact NWT CIMP staff well in advance of proposal submission.

While NWT CIMP supports community capacity building and community-based monitoring, projects must primarily generate scientific or TK information that furthers our understanding of cumulative impacts. Projects that focus solely on community capacity building will not be funded. The following are some examples of capacity building and training activities that could be a component of a scientific cumulative impact monitoring project:

* + community involvement in monitoring/data collection that would help share knowledge with community members; or
  + hands-on training that would increase the ability of community members to continue long-term monitoring or encourage young people to build careers related to the environment.

Table 1: Proposal Evaluation Criteria

|  |  |  |
| --- | --- | --- |
| Review Criteria | Proposal  Section | Description |
| Scientific Research  Priorities  (Pass/Fail) | 2 | Proposals *must* address NWT CIMP’s priorities as stated in Section 1.3 of the Proposal Guide. |
| Project Purpose and Objectives  (15%) | 3a | Proposals must clearly describe the purpose, objectives and deliverables of the project. Research/monitoring questions should be clearly identified. |
| Study Design  (Pass/Fail)[[1]](#footnote-1)  (25%) | 3b | Proposals *must* clearly describe the study area, the number and location of proposed sampling sites, methods, protocols and approaches that will be used to collect data. Anticipated lab and statistical analyses of data must be described. Projects that are multi-disciplinary in nature may be scored more highly. It should be noted if the study design was developed with input from community members, decision-makers or others currently undertaking NWT CIMP monitoring projects. |
| Cumulative Impact  Monitoring  (Pass/Fail) | 3c | Proposals *must* clearly articulate how project results will advance understanding of cumulative impacts and/or environmental trends in the NWT. |
| Community Support and Engagement  (10%) | 3d | Proposals must describe if the project builds long-term capacity within NWT communities or Aboriginal organizations. Proposals should consider: how community contributions will be acknowledged, how data will be shared or given back to participating communities, incorporating a community member to interpret scientific findings into plain language and presenting them to the community and requesting funds to communicate results to northerners.  Relevant letter(s) of support from community and/or regional organizations that clearly identify their support and level of their participation should be included in the application. |
| Decision-maker Engagement  (10%) | 3e | Proposals must identify how results can be used by those who make key decisions regarding how NWT resource development is carried out. Projects should clearly describe how the data and knowledge generated from the project could be used to make effective resource management decisions. Relevant letter(s) of support from the decision-maker(s) that clearly identify their support and level of participation should be included in the application. |
| Human Resources and Project Team Experience  (10%) | 3f | Proposals must clearly identify all members of the team as actively working on the project with their roles and contributions to the project clearly stated.  Evidence that a technical expert(s) is actively participating in the development of the proposal and that the proposed team includes a balance of technical experts and northern experience (ie. community members, regulators, boards) strengthens the application. *Do not* pad project teams with members that are not active participants. These can be documented in the “Supporting Organizations” section. |
| Supporting  Organizations | 3g | Proposals must clearly identify any individuals and/or organizations that support the project, but are not actively working on the project. Also, indicate reasons for support (e.g. project addresses a need of theirs) and the type of support (e.g. they are contributing funds and/or in-kind support). |
| Deliverables and Communications  (Pass/Fail)1  (20 %) | 3h | Proposals must include a Deliverable and Communication Plan that clearly lists all expected deliverables from the project and identifies how these deliverables will be made available to the intended users. The Deliverable and Communication Plan must addresses the following requirements:   1. Describes the communication tools (e.g. posters, annual and final reports, government reports, peer-reviewed journal articles) to be used and to whom they will be provided for each year of funding applied for. 2. Describes how the results of the project will be provided to NWT CIMP (e.g. GIS layers, datasets, government or peer-reviewed journal articles) and involved communities. 3. Identifies at least one northern meeting where results from the project will be presented each year and indicates how the results of your project will be communicated (e.g. presentation, poster, plain language report). More weight will be given to those presenting results in the involved communities. 4. Identifies all anticipated conferences where results from the project will be presented and indicate how the results of your project will be communicated (e.g. presentation, poster, plain language report). 5. Identifies that NWT CIMP’s Annual and Final Reports will be submitted to both NWT CIMP and uploaded to the NWT Discovery Portal. 6. Identifies any additional deliverables of the project, and how they will be provided and communicated to NWT CIMP, involved communities and decision-makers even after funding is complete (e.g. scientific papers, government reports, plain language reports, models, datasets, GIS layers). |
| Budget  (10%) | 5 | The proposal budget must be appropriate (e.g. reasonable charges for sample analysis, etc). All other sources of funding and in-kind support must be clearly identified. The level of funding requested should be appropriate for the size and complexity of the project. |

# 

# Appendix A: Key NWT Decision-Makers

The purpose of this list is to assist applicants in identifying key organizations that have a role in northern resource management decision-making and is not meant to be exhaustive.

NWT CIMP is particularly focused on the monitoring needs of co-management boards of the Mackenzie Valley Resource Management Act (MVRMA) because of its mandate to monitor the cumulative environmental impacts of concurrent and sequential uses of land and water and deposits of waste. NWT CIMP is focused on conducting monitoring that addresses the priorities of co-management boards of the MVRMA (e.g. Land and Water boards, Mackenzie Valley Environmental Impact Review Board, Renewable Resource Boards). NWT CIMP encourages all applicants to become familiar with the mandates and roles of decision-makers in the region in which applicants work, in order to design monitoring and research studies that promote informed decision-making.

**Aboriginal Governments/Organizations**

Akaitcho Territory Government

Dehcho First Nations

Inuvialuit Joint Secretariat

Inuvialuit Regional Corporation

Gwich’in Tribal Council

North Slave Métis Alliance

Northwest Territory Métis Nation

Sahtu Secretariat Incorporated

Tlicho Government

**Northern Resource Management Boards**

Environmental Impact Review Board

Gwich’in Land and Water Board

Gwich’in Land Use Planning Board

Gwich’in Renewable Resources Board

Mackenzie Valley Environmental Impact Review Board

Mackenzie Valley Land and Water Board

NWT Water Board

Sahtu Land and Water Board

Sahtu Land Use Planning Board

Sahtu Renewable Resources Board

Wek’èezhìi Land and Water Board

Wek’èezhìi Renewable Resources Board

**Government of Canada**

Aboriginal Affairs and Northern Development Canada

Department of Fisheries and Oceans

Environment Canada

National Energy Board

Natural Resources Canada

Parks Canada

Transport Canada

**Government of the Northwest Territories**

Aboriginal Affairs and Intergovernmental Relations

Education, Culture and Employment (Prince of Wales Northern Heritage Centre; Aurora Research Institute)

Environment and Natural Resources

Industry, Tourism and Investment (Northwest Territories Geosciences Office)

Municipal and Community Affairs

Transportation

# Appendix B: Scientific Letter of Intent Submission Form

**Instructions:**

* Please read the *Scientific Proposal Guide (October 2015)* to assist in your completion of this form
* Maximum **3** page limit. Convey your ideas briefly but meaningfully. Additional pages will not be reviewed.
* If this is a multi-year funding request, please briefly provide details for each year for up to 3 years
* Letters of intent must be submitted in MS Word by **October 30th, 2015** at 4:00pm MST to nwtcimp@gov.nt.ca
* An e-mail confirmation will be sent upon receipt of your LOI. If you do not receive confirmation then your letter has not been received and will not be considered
* It is your responsibility to ensure that your letter is submitted on time and has been received

|  |  |
| --- | --- |
| http://sdw.enr.gov.nt.ca/nwtdp_upload/CIMP%20logo_with%20text.jpg | **NWT Cumulative Impact Monitoring Program**  **2016/17 Scientific Letter of Intent Form** |

**1. Applicant Information**

|  |  |
| --- | --- |
| Project Title: | |
| Project Lead: | Organization: |
| Address: | |
| Phone: | Email: |
| Funding Request:  Single year  2-year  3-year | |

**2. Project Team**

*Provide the name and organization for each team member/collaborator.*

**3. Priority Valued Component and Geographic Area of Study**

*Identify the priority Valued Component of interest and geographic area of study. Refer to the Caribou, Fish or Water Blueprints (Section 1.3 of the Proposal Guide).*

**4. Project Objectives**

*In point form, please outline up to 3 main objectives of the study.*

**5. Project Description**

*Provide a brief summary of your proposed project (rationale, questions, methods, expected results & impacts). How will this project address the*[*cumulative impacts*](http://sdw.enr.gov.nt.ca/nwtdp_upload/CIMP_KEY_TERMS_DEFINITIONS.pdf) *of human activities and natural processes on the environment? (≤300 words).*

**6. Deliverables**

*Provide a bullet list of the expected deliverables and approximate timelines for their completion. Examples of key outputs of relevance to NWT CIMP include peer-reviewed publications, non peer-reviewed reports, presentations, community/decision-maker meetings, websites, models, software, and posters.*

**7. Significance to Cumulative Impact Monitoring in the NWT**

*Briefly describe how the results of this project will provide a better understanding of cumulative impacts and/or environmental trends in the NWT.*

**8. Community support and engagement**

*Describe if NWT community members and Aboriginal organizations will be involved in defining the purpose of the monitoring, project design and implementation. Will this project build longer-term community capacity and, if so, how? (≤150 words)*

**9. Decision-maker engagement**

*Describe how a key decision-maker has been/will be involved in defining the purpose of the monitoring, project design and implementation (see Appendix A for key NWT decision-makers). How will information generated from this project directly impact a NWT decision-making process? (≤150 words)*

**10. Project steps, timeline and funding**

*In point form, provide an overview of the main project steps, timelines and approximate amount of funding allocated for each year.*

**11. Past Performance**

*Identify if NWT CIMP funding has been received in the past. If so, state the status of past NWT CIMP deliverables and if projects were conducted as originally proposed. If not, details must be provided.*

**Contact Us!**

You are encouraged to contact the NWT CIMP Office well in advance of your submission to discuss your project idea, to answer questions, to receive general guidance or to submit your LOI.

DonnaMarie Ouellette

Cumulative Impact Monitoring Program

Department of Environment and Natural Resources

Government of the Northwest Territories

P.O. Box 1320

Yellowknife NT X1A 2L9

(867)873-7239

nwtcimp@gov.nt.ca

# Appendix C: Full Proposal Submission Form

**Instructions:**

* Please note that only applicants with a successful LOI will be invited to submit a full proposal.
* Please read the *Scientific Proposal Guide (October 2015)* to assist in your completion of this proposal submission form.
* Ensure that you also submit a proposed project budget using the *Proposal Budget Template (October 2015)*. Budget templates will only be distributed to applicants with a successful LOI.
* If this is a multi-year funding request, please provide Workplan and Budget details for each of up to 3 years.
* Proposals and budgets must be submitted in MS Word and MS Excel, respectively, by **January 15th, 2016** at 4:00pm MST to nwtcimp@gov.nt.ca.
* At the time of proposal submission, please provide us with the name, title and contact information of at least two recommended external reviewers who are willing and able comment to on the technical aspects of your proposal.
* If any of the above instructions are not followed, your proposal will be returned to you without being assessed.
* An e-mail confirmation will be sent upon receipt of your proposal. If you do not receive confirmation then your application has not been received, it will not be considered. It is your responsibility to ensure that your proposal is submitted on time and has been received.

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| http://sdw.enr.gov.nt.ca/nwtdp_upload/CIMP%20logo_with%20text.jpg | **NWT Cumulative Impact Monitoring Program**  **2016/17 Scientific Proposal Submission Form** |

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| --- | --- |
| **1. APPLICANT INFORMATION** | |
| **Project Title:** | |
| **Contact Person:** *Must be knowledgeable on the contents of the submission* | |
| **Organization Name:** | |
| **Phone:** | **Fax:** |
| **Email:** | |
| **Address:** | |

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| **2. PROJECT BASICS** | | | |
| **Funding Request:  Single year  Multi-year** | | | |
| **Start Date:** *Year/month* | | **Projected End Date:** *Year/month* | |
| **Length:** *# years* | | | |
| **Priority Valued Components:**  *Check all that apply* | **Caribou  Fish  Water** | | **Other** *Please specify* |
| **Geographic Region of Study:** | Akaitcho  Dehcho  Sahtu  Gwich’in | | |
|  | ISR  Wek’èezhii | | |
| **Priority Geographic Area of Study:** |  | | |
| **Monitoring/Research Priority Addressed:** *Please identify the specific monitoring/research priority addressed by the project. Refer to the Caribou, Fish or Water Blueprint (Appendix D, E, and F in the Proposal Guide, respectively.)* | | | |

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| **3. PROJECT DESCRIPTION** |
| **a) Project Purpose and Objectives**  *Provide clearly articulated purpose and objectives of the project. Research/monitoring questions should be clearly identified. (≤300 words)* |
| **b) Study Design**  *Clearly describe the study area, the number and location of sampling sites, methods, protocols and approaches that will be used to collect data. Anticipated analyses of data must be described. If your project is multi-year, indicate the planned activities for each year of the project. If relevant, reference published work where similar techniques have been used. If the study design was developed with input from community members, decision-makers or others currently undertaking NWT CIMP monitoring projects, it should be noted. If the study involves Traditional Knowledge, it should be noted. Multidisciplinary projects may be scored more highly. (≤500 words)* |
| **c) Significance to Cumulative Impact Monitoring**  *Clearly describe how the results of this project will advance understanding of* [*cumulative impacts*](http://sdw.enr.gov.nt.ca/nwtdp_upload/CIMP_KEY_TERMS_DEFINITIONS.pdf) *from human activities and natural processes on the environment and/or our understanding of environmental trends. NWT CIMP has adopted the Canadian Council of Ministers of the Environment (CCME) definition of cumulative impacts as a change in the environment caused by multiple interactions among human activities and natural processes that accumulate across space and time. (≤300 words)* |
| **d) Community Support and Engagement**  *Clearly describe how the project is supported by NWT community members and Aboriginal organizations. For instance, what groups have you contacted and how are they involved with the project’s purpose, design and implementation? What capacity development or training opportunities will your project provide?* ***Successful proposals are generally submitted with letters of support to show that the project is supported and driven by NWT communities).*** *(≤300 words)*  *Points to consider:*   * *How will community contributions be acknowledged and recognized?* * *How will data be shared/given back?* * *Incorporate a community member to interpret scientific findings to plain language and communicate them* * *Request for appropriate levels of funding to communicate and share results with northerners* |
| **e) Decision-maker Engagement**  *Describe how the project is supported by NWT decision-makers (see Appendix A). How has a key decision-maker been involved in defining the purpose of the monitoring, project design and implementation? How will information generated from this project directly impact a NWT decision-making process? How will the project results be made available to and used in decision making by decision-makers.* ***Successful proposals are generally submitted with letters of support to show that the project is supported by NWT decision-maker(s).*** *(≤300 words)* |
| **f) Human Resources and Project Team Experience**   1. *Describe the position(s) (Project Lead, Coordinator, Consultant, Technical Experts, Volunteers, etc.) identified in Part 1 of the budget, including all* ***active*** *project partners and collaborators.* 2. *Identify the expertise and relevant experience of your organization and project team members who will be* ***actively*** *working on the project. Identify all* ***active*** *members of the project team, their relevant qualifications, roles and expected contributions to the project. (≤300 words)* |
| **g) Supporting Organizations**  *Identify individuals and organizations that support the project, but are* ***not actively working*** *on the project. Indicate reasons for their support (e.g. project addresses their needs) and type of support (e.g. they are contributing funding).* |
| **h) Deliverable and Communication Plan**  *Please provide a detailed, chronological plan that clearly lists all expected deliverables from the project and identifies how these deliverables will be made available to the intended users.*  *The following requirements must be addressed:*   1. *Describes the communication tools (e.g. posters, annual and final reports, government reports, peer-reviewed journal articles) to be used and to whom they will be provided for each year of funding applied for.* 2. *Describes how the results of the project will be provided to NWT CIMP (e.g. GIS layers, datasets, government or peer-reviewed journal articles) and involved communities.* 3. *Identifies at least one northern meeting where results from the project will be presented, and indicates how the results of your project will be communicated (e.g. presentation, poster, plain language report).* 4. *Identifies all anticipated conferences where results from the project will be presented and indicate how the results of your project will be communicated (e.g. presentation, poster, plain language report).* 5. *Identifies that NWT CIMP’s Annual and Final Reports will be submitted to both NWT CIMP and uploaded to the NWT Discovery Portal.* 6. *Identifies any additional deliverables of the project, and how they will be provided and communicated to NWT CIMP, involved communities and decision-makers (e.g. scientific papers, government reports, plain language reports, models, datasets, GIS layers).*   *Note: It is best practice to inform communities of results prior to the general public. Estimated costs to travel to a relevant northern meeting for the presentation of results* ***must*** *be included in the project budget.  All results and subsequent deliverables (e.g. posters, peer-reviewed papers) as well as the NWT CIMP annual and final reports are required to be submitted to NWT CIMP and uploaded to the NWT Discovery Portal. (≤400 words)* |

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| **4. OTHER RELEVANT INFORMATION** |
| *This space is provided for inclusion of any other relevant project information that was not captured in other sections.* |

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| **5. BUDGET** |
| *Please use NWT CIMP budget template 2016-17.xlsx to enter your proposed budget for up to 3 years depending on your project length.* |

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| **6. EXTERNAL REVIEWER** |
| *Please provide us with the name, title and contact information of at least two recommended external reviewers who are willing and able comment to on the technical aspects of your proposal.* |

**Proposal Submission Form Checklist**

*Completed proposals can be received by e-mail, mail, fax or in-person (see contact information below) and must be received on or before the deadline date to be considered eligible for funding. All information required for the evaluation of your project* ***must*** *accompany the proposal, including letters of support. Additional information received after the deadline will not be taken into consideration.*

*A complete proposal should include:*

* A complete proposal submission form
* A complete budget template
* Letters of support *(highly recommended that letters reflect that the project is supported and driven by NWT communities and decision-makers)*
* Other supporting information *(if applicable)* such as site maps, photos, plans and specifications

**Contact Us!**

You are encouraged to contact the NWT CIMP office well in advance of your submission to discuss your project idea, to answer questions, to receive general guidance or to discuss your LOI.

DonnaMarie Ouellette

Cumulative Impact Monitoring Program

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# Appendix D: Caribou Blueprint

**CARIBOU BLUEPRINT**

**1. Caribou blueprint for barren-ground caribou in the NWT**

*Objective*

Develop a cumulative impacts monitoring approach for barren-ground caribou

*Rationale*

Traditional and scientific knowledge suggest that barren-ground caribou herds cycle naturally. Management actions to conserve barren-ground caribou herds when they are in low numbers are often directed at reducing adult female and calf mortality, either through reductions in harvest or predator management. However, a number of other factors have been cited as driving the population declines, such as changes in range condition, increasing development pressure, and fire.

The Government of the Northwest Territories (GNWT) believes that a regionally-based cumulative impacts monitoring approach is necessary to assess and monitor how human and natural factors affect barren-ground caribou habitat, and the size and trend of barren-ground caribou herds. A number of NWT barren-ground caribou herds are declining. In some cases, corresponding to the declines, there has been an increase in the overall amount of human and natural disturbance. A cumulative impact monitoring approach is necessary to determine how developments combine with other factors, such as fire, predation, environmental variability, harvesting, or climate change, to impact the status of barren-ground caribou. Knowing this will help decision-makers to understand what factors can be managed and what factors are the most important to manage. For example, this information can be used as inputs in cumulative impact models that can help guide management actions related to harvest, land use activities, and fire management.

Components of a cumulative impacts approach for barren-ground caribou include a comprehensive understanding of how NWT barren-ground caribou herds are doing in terms of size and trend, combined with an understanding of how natural and human factors affect herd dynamics across their historic range. Currently, the GNWT conducts demographic monitoring programs for all barren-ground caribou herds across their range. This program has been peer-reviewed and includes information on herd size and trend, calf recruitment, fall sex ratio, health, disease, and condition. What is lacking is an understanding of those factors that affect the size and trend of the herds, including potential interactions. NWT CIMP seeks to fill those gaps.

*NWT CIMP Funding priorities*

The barren-ground caribou blueprint outlines four funding priorities that are listed below.

1. Methods and approaches to calculate and track landscape metrics in barren-ground caribou range (e.g. amount of human and natural disturbance, including fire, human development, road access, and range condition). Include considerations of scale, use of composite indicators and ease of administration.
2. Identifying species appropriate indicators and thresholds of disturbance above which the size and trend of caribou herds are negatively impacted.
3. Determine the relative impact and relationships among human and natural factors that influence barren-ground caribou herd demographics and/or habitat, including:

* Fire
* Industrial activity/disturbance
* Harvest - especially as it relates to changes in access
* Insect harassment
* Predation
* Health, condition, and disease
* Range condition – habitat quality and/or quantity
* Development – including both physical and functional habitat loss
* Climate change
* Environmental variation

1. NWT CIMP is also seeking proposals that serve to synthesize existing information on Bathurst caribou and its historical range:

* Collating historical monitoring data, including industry data and traditional knowledge, to determine if it can be used in a regional cumulative impact assessment for the Bathurst herd.
* Identifying ways that current monitoring between industry and government can be standardized in methodology to improve herd scale knowledge in the long term.

**2. Caribou blueprint for boreal caribou in the NWT**

*Objective*

Develop a cumulative impact monitoring approach for boreal caribou

*Rationale*

Boreal caribou are a priority Valued Component that are listed as threatened under the federal *Species at Risk Act* and the *Species at Risk Committee under the Species at Risk (NWT) Act*. Local studies indicate that boreal caribou in the northern NWT may be self-sustaining, while those in the southern NWT may be declining. In addition to concerns about the sustainability of boreal caribou in the southern NWT, there is increasing concern about how potential oil and gas development in the Sahtu region and commercial timber harvesting in the South Slave region will impact boreal caribou in the Sahtu region.

Declines in the southern NWT may be attributed to the cumulative impact of human and natural disturbance on the landscape, which, based on extensive research in southern Canada, increases predation pressure on boreal caribou. Based on the *National Recovery Strategy for Woodland Caribou, boreal population in Canada*, maintaining or recovering boreal caribou requires that at least 65% of boreal caribou range remain free of human or natural disturbances. As defined in the *Strategy*, disturbed habitat is habitat showing i) anthropogenic disturbance (e.g. linear features) visible on Landsat at a scale of 1:50,000, including habitat within a 500 m buffer of the disturbance and ii) fire disturbance for the last 40 years. In the *Strategy*, 31% of boreal caribou range in the NWT is considered disturbed. Most disturbance is driven by fire (23%), although there is some human disturbance as well (8%).

The GNWT and Environment Canada believe that regionally-based cumulative impacts monitoring approaches are necessary to assess and monitor how human and natural factors affect the size and trend of the NWT’s boreal caribou population. Knowing this will help decision makers to understand what management actions are most crucial in order to protect boreal caribou. For example, this information can be used as inputs in cumulative impacts models that can help guide management actions related to land use activities and fire management.

A cumulative impacts monitoring approach for the NWT’s boreal caribou population requires a comprehensive understanding of how the population is doing in terms of size and trend, combined with an understanding of how natural and human factors drive population dynamics across its range, as well as an understanding of the landscape and how changes to the landscape impact how caribou use it. This first requires that a standardized approach to monitoring boreal caribou across its range is established. The standardized approach must provide scientifically defensible data. It also requires more information on those natural and human factors that affect population size and trend in the NWT.

*NWT CIMP Funding priorities*

The boreal caribou blueprint outlines funding priorities that are listed below.

NWT CIMP is seeking proposals that:

* Contribute to the establishment of a standardized method that provides robust information on boreal caribou population size and/or trends across its range in NWT
* Contribute to the establishment of a comprehensive regionally-based cumulative impacts monitoring approach that tracks local boreal caribou population trends and those human and natural factors that affect them.
* Calculate and track landscape metrics in the boreal caribou range (e.g. amount of human and natural disturbance within the range, including fire and human development)
* Determine rates of forest regeneration following fire and/or human disturbance in boreal caribou range
* Determine when disturbed habitat (human or natural) becomes functional again for boreal caribou
* Determine the impact and relationships between a number of human and natural factors that influence boreal caribou demographics and/or habitat:
  + Fire
  + Predation
  + Alternative Prey
  + Health, condition, and disease
  + Climate change
  + Harvest, including the impacts of increased access
  + Range condition – habitat quality and/or quantity
  + Development within the historic range of the herd – including both physical and functional habitat loss

NWT CIMP is also seeking proposals that serve to synthesize existing information on boreal caribou and its range:

* Collating historical monitoring data, including industry data and Traditional Knowledge, to determine if it can be used in a regional cumulative impact assessment for boreal caribou.
* Identifying ways that current monitoring between industry and government can be standardized in methodology to improve population scale knowledge in the long term.

Proposals should clearly indicate how all sources of knowledge (local, traditional and science) will be used to address funding priorities. Proposals should also clearly indicate how proposals will build capacity within communities.

# Appendix E: Fish Blueprint

**FISH BLUEPRINT**

*Background*

The Fish Blueprint was developed to inform funding applicants of priority fish monitoring and research for NWT CIMP. It describes information that is necessary to understand cumulative impacts of human and natural disturbance on fish. The Blueprint guides the NWT CIMP Steering Committee and staff on the allocation of NWT CIMP funds. As a product of the Mackenzie Valley Resource Management Act, NWT CIMP is focused on monitoring cumulative impacts that are relevant to land and water management issues in the NWT. In a survey of NWT environmental decision makers and regulators in 2011, the theme of “fish”, along with “caribou” and “water” was chosen as a key monitoring and research priority. NWT CIMP is currently focused on geographic “hot spots” of past, current or proposed development. These “hot spots” are areas where cumulative impacts from human activities are most likely, and decision-makers will be interested in the results. The Fish Blueprint is aligned with the priorities of the 2009 GNWT Science Agenda <http://www.enr.gov.nt.ca/sites/default/files/strategies/gnwt_science_agenda_november_2009.pdf>.

The Fish Blueprint is the culmination of fish monitoring and research priorities articulated by NWT land and water regulators, resource managers, and researchers who deal with fish related issues. NWT Land and Water Boards and the Mackenzie Valley Environmental Impact Review Board provided NWT CIMP with broad priorities for monitoring of cumulative effects of human and natural disturbance on fish in 2011 and reconfirmed them in 2014. NWT CIMP engaged over 50 subject-matter experts with direct involvement in fish research and monitoring in the NWT to refine these priorities into specific subject areas that can be addressed via the proposal process. These experts included staff from Aboriginal renewable resource and co-management boards, Federal and Territorial government scientists, university researchers, industry, and environmental consultants. NWT CIMP staff assessed and compiled the responses into this Blueprint. NWT water regulators, fish subject-matter experts, and the NWT CIMP Steering Committee reviewed the draft Blueprint.

*Fish Monitoring Subject Areas*

The discussion described above resulted in the development of five subject areas:

1. Compiling and analyzing existing data
2. Developing and validating standards and protocols
3. Assessing cumulative impacts of anthropogenic and natural disturbances
4. Baseline data collection on fish ecology in areas of development interest
5. Assessing contaminants in fish

The following page list specific research and monitoring priorities under each subject area. Some priorities could fall under more than one theme, but to minimize redundancy they are only listed once.

*NWT CIMP Funding Priorities*

1. ***Compiling and Analyzing Existing Data***
2. Compiling, analyzing, and publishing existing long-term fish monitoring data to assess:
   1. Cumulative impacts
   2. Spatial and temporal trends
   3. Regional variability of fish and fish health
   4. Predominant drivers of variability
3. ***Development and Validation of Standards and Protocols*** *(includes models)*
4. Developing and validating standardized fish sampling protocols[[2]](#footnote-2) that can be adopted by northern regulatory agencies for:
   1. Methods for using existing data to understand cumulative impacts on fish
   2. Collecting fish ecology, population, and community data
   3. Developing northern species toxicity thresholds
   4. Assessing contaminant concentrations and transfer in fish
5. Development and/or validation of models[[3]](#footnote-3) that can predict:
   1. Habitat use and critical habitat
   2. Spatial and temporal shifts in distributions and habitat use
   3. Fish community and population change
6. ***Cumulative impacts of anthropogenic and natural disturbances***
7. Assessing cumulative impacts of disturbances on fish and fish health including:
8. Resiliency or adaptability of fish species to disturbances
9. Determination of thresholds limiting abundance, distribution, or habitat use
10. Assessing the rehabilitation and recovery of fish and fish habitats
11. Identification of critical habitat indicators
12. Determining the carrying capacity of critical habitat
13. Threats to local fish harvesting
14. ***Baseline data on fish ecology in areas of past, current, or future development interest***
15. Collecting data on fish ecology in areas of past, current or future development interest/other priority areas
16. ***Contaminants in Fish***
17. Assessing heavy metals and other contaminants in fish including:
    1. Current and projected concentrations in the food web
    2. Changes in concentrations and bioavailability over time, geographical location, and environmental conditions
    3. Drivers of contaminants in northern food webs
    4. Mechanisms of contaminant movement through food web

# Appendix F: Water Blueprint

**WATER BLUEPRINT**

*Background*

The Water Blueprint was developed to inform NWT CIMP funding applicants of priority water-related monitoring and research for the program. It describes information that is necessary to understand cumulative impacts on water. The Blueprint also guides the NWT CIMP Steering Committee and staff on the allocation of NWT CIMP funds. As a product of the Mackenzie Valley Resource Management Act, NWT CIMP is focused on monitoring cumulative impacts that are relevant to land and water management issues in the NWT. Along with caribou and fish, the theme of “water” was chosen as a key monitoring and research priority in a survey of NWT environmental decision makers and regulators in 2011. NWT CIMP is currently focused on geographic “hot spots” of past, current or proposed development. These “hot spots” are areas where cumulative impacts from human activities are most likely, and decision-makers will be interested in the results. The Water Blueprint is aligned with the priorities of the 2009 GNWT Science Agenda <http://www.enr.gov.nt.ca/sites/default/files/strategies/gnwt_science_agenda_november_2009.pdf> and the Water Stewardship Strategy <http://www.nwtwaterstewardship.ca>.

The Water Blueprint contains water monitoring and research priorities of NWT land and water regulators and subject-matter experts. NWT Land and Water Boards and the Mackenzie Valley Environmental Impact Review Board provided NWT CIMP with broad priorities for monitoring of cumulative effects of human and natural disturbance on water in 2011. These priorities were revisited in 2014 and reconfirmed by NWT regulators. NWT CIMP engaged approximately 30 subject-matter experts with direct involvement in water research and management in the NWT to refine these priorities into specific monitoring and research themes that can be addressed via the proposal process. Experts included staff from Aboriginal renewable resource and co-management boards, Federal and Territorial government scientists, university researchers, and environmental consultants. NWT CIMP staff assessed and compiled the responses into the Blueprint. NWT water regulators and subject-matter experts, and the NWT CIMP Steering Committee reviewed the draft Blueprint.

*Water monitoring themes*

Discussion as per the above resulted in three subject areas:

1. Compiling and analyzing existing data
2. Understanding impacts of anthropogenic and natural disturbances on aquatic systems
3. Collection and analysis of baseline regional aquatic data in areas of development interest

Specific research priorities are listed under each theme. Some priorities could fall under more than subject area, but to minimize redundancy they are only listed once.

*NWT CIMP Funding Priorities*

1. ***Compiling and analyzing existing long-term aquatic monitoring data to assess:***
   1. cumulative impacts of natural and anthropogenic influences on aquatic systems
   2. spatial and temporal trends
   3. regional variability of aquatic health parameters, including an understanding of the factors that control this variability
2. ***Cumulative impacts of anthropogenic and natural disturbances***
3. Identify cumulative impacts of disturbances on aquatic health
4. Identify links between terrestrial and aquatic systems in areas impacted by disturbances
5. Identify key aquatic ecosystem indicators of stress
6. Determine resilience and ecological thresholds of aquatic ecosystems
7. Determine impacts of specific development activities on aquatic health
8. Determine potential impacts to community drinking water supplies
9. ***Baseline regional aquatic data in areas of past, current, or future development interest***
10. Collect regional baseline aquatic health data in areas of past, current or future development interest/other priority areas. Focus on understanding the predominant drivers of variability
11. Develop an increased understanding of seasonal variability of aquatic health parameters

Note: NWT CIMP defines measures of aquatic health as surface and groundwater physical (including water quality and quantity) and biotic parameters, except fish.

# Appendix G: Annual Report Template and Evaluation Criteria

**NWT Cumulative Impact Monitoring Program**

**Reporting Template**

**Annual Project Status Report**

**Please read and follow these instructions carefully!**

* Complete the Annual Status Report only if the project is ongoing (e.g. NWT CIMP approved your proposal for multi-year funding). Otherwise, complete the Final Report if this is the final year of the project
* Submit as a Word document, *not* a pdf
* Unless otherwise indicated, the information provided must be for *this reporting year only.* Sections 4 and 5 should be completed noting progress and outputs from this fiscal year only.
* To check a box, right-click on the box and choose ‘Properties’. Change the default value to ‘checked’
* For ongoing, multi-year projects, this annual report will be used to evaluate future funding in 2016/17.
* For all projects, the Budget Sheet Template (attached) must be completed for the previous year and each future year for which you are requesting funding
* **All Annual Reports will be reviewed as per evaluation criteria, detailed in Addendum A.**
* Revisions may be requested, prior to release of next fiscal year’s funding.

**NWT Cumulative Impact Monitoring Program - Annual Project Status Report**

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| **1) Project Information** | | | | | | | | | | | | | | |
| **NWT CIMP #** | |  | | | | | | | | | | | | |
| **Project Title** | |  | | | | | | | | | | | | |
| **Date Submitted** | |  | | | | | | | | | | | | |
| **Type of Research** | |  | | Science |  | TK | |  | |  |  | |  | |
| **Valued Component**  Check all that apply. If ‘other’ please specify. | |  | | Caribou |  | Fish | |  | | Water |  | | Other | |
| **Geographic Area/Region** | | Akaitcho  Dehcho  Sahtu  Gwich’in | | | | | | | | | | | | |
|  | | ISR  Wek’èezhii | | | | | | | | | | | | |
| **Project Keywords** (at least 4) | |  | | | | | | | | | | | | |
| **Name of Principle Investigator** (PI) | |  | | | | | | | | | | | | |
| **Report Prepared By** (if not PI) | |  | | | | | | | | | | | | |
| **Project Lead Organization** | |  | | | | | | | | | | | | |
| **Contact Information**  Include mailing address, email, telephone and website | |  | | | | | | | | | | | | |
| **Project Collaborators** (insert rows as required) | | | | | | | | | | | | | | |
| **Team Member Name** | **Role** | | **Organization** | | | | **Contact Information** (email address & telephone) | | | | | | | |
|  |  | |  | | | |  | | | | | | | |
| **Year and month project started** | | |  | | | | | | | | | | | |
| **Anticipated completion year of project** | | |  | | | | | | | | | | | |
| **Execution year of project** (eg. Yr. 1 of 3) | | |  | | | | | | | | | | | |
| **If project continues a previous CIMP-funded project, provide project name and lead** | | |  | | | | | | | | | | | |
| **Project Status**  Please explain in Section 3. | | | on schedule | | | | | | behind schedule | | | | |
| **Location** In **decimal degrees (dd.mmm)** Provide coordinates for the general study location; or if regional, provide 4 coordinates for the bounding box. | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Consent**  I acknowledge that NWT CIMP will post this completed report for public access on the NWT Discovery Portal. | | | | | | | | | | | | I agree | | |

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| **2) Project objectives and rationale** |
| *Please summarize the purpose, objective and deliverables of the project, as approved in the original proposal. Research/monitoring questions should be clearly identified. If the project incorporates both science and Traditional Knowledge, it must be clearly stated.* |
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| **3) Changes to the project** |
| *Report any substantial changes to the key activities, timelines (completion dates) and funding arrangements for the project as approved in the original proposal. Please explain the changes and any corrective actions that will be taken, if applicable. If there were no changes, please indicate that. To provide a cumulative record of changes, please copy and paste entries to this section from each previous year.* |
|  |

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| **4) Key outputs** | | | | |
| *Identify the key outputs for the reporting year (insert rows as required). Key outputs can include non peer-reviewed reports (grey literature), peer-reviewed journal publications, community presentations, scientific presentations, meeting reports, websites, models, software, posters and/or data. Note that in addition to this annual report, CIMP requires copies of all reports and publications resulting from CIMP-funded research, even after funding is complete at* [*nwtcimp@gov.nt.ca*](mailto:nwtcimp@gov.nt.ca)*. The project lead must* ***also*** *upload the reports and publications, or publication metadata if copyright is a concern, to the NWT Discovery Portal* [*http://nwtdiscoveryportal.enr.gov.nt.ca*](http://nwtdiscoveryportal.enr.gov.nt.ca)*. Naming convention for all material sent to NWTCIMP and the Discovery Portal is:*  ***Fiscal year – REPORT – Recipient organization (Project lead last name) – CIMP project number – brief description***  ***Example: 2016/17 – REPORT – ENRCIMP(Ouellette) – CIMP000 – Naming conventions*** | | | | |
| **Key output** | **Intended user(s) of output (be specific)** | **Significance of the key output ‘So what?’** | **Emailed to CIMP account?** | **Uploaded to Portal?** |
|  |  |  |  |  |
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| **5) Project progress** | | |
| *Please complete Parts 1 and 2. These parts are where you demonstrate the progress that has been made with the project. The information will be used, in part, to determine future funding levels for the project.*  ***Part 1****: Check all boxes that apply* **for the reporting year***, and provide a link to a text explanation in Part 2.*  ***Part 2:*** *Provide a description and explanation of each of the areas checked in Part 1. Explain the significance to understanding cumulative impacts and for moving the project forward. Use clear language that will be understandable by those who are not experts in the project area. Provide enough detail to give an understanding of the progress that was made and its significance. It should be clearly articulated how the project advances the understanding of cumulative impact monitoring in the NWT. (Suggest Part 2 is at least 1 page).* | | |
| ***Part 1*** | | |
| **Monitoring and research conducted *during this year* led to:** |  | **Numbered link to Part 2** |
| **New or enhanced knowledge in the field of study** |  |  |
| **New or enhanced knowledge of cumulative effects** |  |  |
| **Directly impacted a current decision-making process** |  |  |
| **Could contribute to a future decision-making process** |  |  |
| **Development of a standardized monitoring protocol(s)** |  |  |
| **Adoption of standardized monitoring protocol(s) by decision-maker1** |  |  |
| **Responded to a community concern** |  |  |
| **New or enhanced community capacity** |  |  |
| **New or enhanced analytical tool** |  |  |
| **New or enhanced modeling capacity** |  |  |
| **Other (please specify, insert rows as required)** |  |  |
| ***1 Decision-maker is defined in both the NWT CIMP Proposal Guides*** | | |
| ***Part 2*** | | |
|  | | |

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| **6) Key Messages** |
| *Please provide (in bullet form) the key messages of the project for the reporting year, maximum of 10 bullets. Figures and/or photos can be included.* |
|  |

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| --- |
| **7) Key project tasks for next year** |
| *Please briefly describe key activities and outputs that are planned for the next year. To provide a cumulative record of progress, please copy and paste entries to this section from previous years and organize by year.* |
|  |

Addendum A: Annual Report Evaluation Criteria

NWT CIMP Annual Reports play an important role in our funding cycle. All projects that receive funding must provide NWT CIMP with Annual and Final Reports. These reports allow the program to report on our mandate, but perhaps more importantly facilitate the continued funding of approved multi-year projects. All submitted Annual Reports will be evaluated and decisions regarding future funding will be determined in part on the results and quality of Annual Reports. Principle Investigators may be requested to provide revisions or clarifications, prior to receiving the next fiscal’s funding.

NWT CIMP projects are reviewed and evaluated using the criteria set out in Addendum Table 1. In addition to these criteria, **previous recipients of NWT CIMP funding will also be assessed based on their past results** including submission of preliminary results, summaries of project results, final reports, publications and other deliverables.

Annual Reports should demonstrate how each of the review criteria is addressed. **Please contact NWT CIMP staff for further clarity on the review criteria or advice on how to address the criteria**. It is advised that applicants contact NWT CIMP staff well in advance of proposal submission.

**Addendum Table 1: Annual Report Criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| **Review Criteria** | **Annual Report**  **Section** | | **Description** |
| Project Purpose and Objectives  (10%) | 2 | The annual report must clearly summarize the purpose, objectives and deliverables of the project.  Research/monitoring questions should be clearly identified. | |
| Changes to the Project  (10%) | 3 | The annual report must identify any substantial changes to key activities, timelines (completion dates) and funding arrangements for the project as approved in the original proposal.  If there are delays in the project timelines they should be explained. | |
| Key Outputs/Deliverables  (20%) | 4 | The annual report must identify each key output or deliverable for **the reporting year**.  Key outputs can include non peer-reviewed reports (grey literature), peer-reviewed journal publications, community presentations, scientific presentations, meeting reports, websites, models, software, posters and/or data. | |
| Project Progress  (20%) | 5 | The annual report must clearly identify how the project has contributed to better understanding of cumulative impacts **in the reporting year**, through each activity that applies. | |
| Key Messages  (20%) | 6 | The annual report must provide concise bullets that provide key messages and/or preliminary results for the reporting year. | |
| Key Tasks for the next year  (10%) | 7 | The annual report must provide a concise list of key activities planned for the next funding year. | |
| Budget  (10%) | Budget template spreadsheet | The annual report must accompany a completed budget spreadsheet that indicates original funds requested from all sources, and their purpose.  The spreadsheet must clearly demonstrate the financial requirements for the next fiscal year, the sources and the purpose. | |

# Appendix H: Final Report Template

**NWT Cumulative Impact Monitoring Program**

**Reporting Template**

**Final Project Report**

**Please read and follow these instructions carefully!**

* Complete the Final Report only if this is the final year of the project. Otherwise complete the Annual Status Report if the project is ongoing (e.g. NWT CIMP approved your proposal for multi-year funding).
* Submit as a Word document, *not* a pdf.
* To check a box, right-click on the box and choose ‘Properties’. Change the default value to ‘checked’.
* Final Reports should clearly provide information being requested in each section. Please contact NWT CIMP staff for further clarity or advice on how to address information being requested. It is advised that applicants contact NWT CIMP staff well in advance of the final report submission deadline.
* **All Final Reports will be reviewed for completeness.**
* Within three months of receiving Final Reports, NWT CIMP may contact Principle Investigators for one round of revisions.
* **Final Project Reports of a particular year(s) or from a particular region may be collated and published by NWT CIMP.**

**NWT Cumulative Impact Monitoring Program - Final Project Report**

|  |  |  |
| --- | --- | --- |
| **1) Project Information** | | |
| **NWT CIMP #** |  | |
| **Project Title** |  | |
| **Date Submitted** |  | |
| **Author(s) & their Organizations:**  (add rows as appropriate) |  | |
| **Contact Information**  Include mailing address, email, telephone and website |  | |
| **Type of Research** | Science  TK | |
| **Valued Component**  Check all that apply. If ‘other’ please specify. | Caribou  Fish  Water  Other | |
| **Geographic Area/Region** | Akaitcho  Dehcho  Sahtu  Gwich’in | |
|  | ISR  Wek’èezhii | |
| **Project Keywords** (at least 4) |  | |
| **Location** In **decimal degrees (dd.mmm)** provide coordinates for the general study location; or if regional, provide 4 coordinates for the bounding box. |  | |
|  | |
| **Consent**  I acknowledge that NWT CIMP will post this completed report for public access on the NWT Discovery Portal. | | I agree |

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| --- |
| **2) Abstract** |
| *Clearly and concisely identify the purpose, methodology, results and conclusions of the project. Max 300 words.* |
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| **3) Key Messages** |
| *Provide (in bullet form) the key messages and/or results of this project. Maximum of 5 bullets. These are high level summary points.* |
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| **4) Introduction** |
| *This section should include the background, purpose, rationale and objectives of the project.* |
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| **5) Methods** |
| *This section should clearly identify the methods and protocols used to collect data.* |
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| **6) Results** |
| *In this section, the results of the project must be provided. Appropriate values for all statistical tests, if applicable, must be reported. Figures and tables should be included where appropriate.* |
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| **7) Discussion** |
| *This section should explain the results of the project and must clearly articulate how the project results advance the understanding of cumulative impacts in the NWT.* |
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| **8) Recommendations** |
| *In this section, provide recommendations regarding how the results of the project can be applied to advance the understanding of cumulative impacts in the NWT or how NWT CIMP can help to continue the transfer of this knowledge to NWT decision-makers and communities. Projects should clearly describe how the results and knowledge generated from the project could be used to make effective resource management decisions. Please explain the next steps for follow-up to this project, if applicable.* |
|  |

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| **9) Acknowledgements** |
| *If applicable.* |
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| **10) Literature Cited** |
| *Final reports must provide appropriate citations* |
|  |

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| --- |
| **11 ) Appendices** |
| *Attach Appendices as appropriate.* |
|  |

1. Where ‘Pass/Fail’ and (x %) is indicated, proposals must meet the criteria for this section in order for a full review to occur. In the review, this section will then be evaluated and be weighted as indicated in brackets to contribute to a final score. [↑](#footnote-ref-1)
2. Developed standards and protocols need to have the ability to effectively detect or measure effects or changes [↑](#footnote-ref-2)
3. Predictive models must use standardized data collection methodologies to ensure future data can be added to models [↑](#footnote-ref-3)