

Northern Science and Contaminants Research Directorate  
Northern Affairs Organization  
Aboriginal Affairs and Northern Development Canada

**STUDENT'S MANUAL**  
**2011-2012**



## Chairperson's list

September 2010

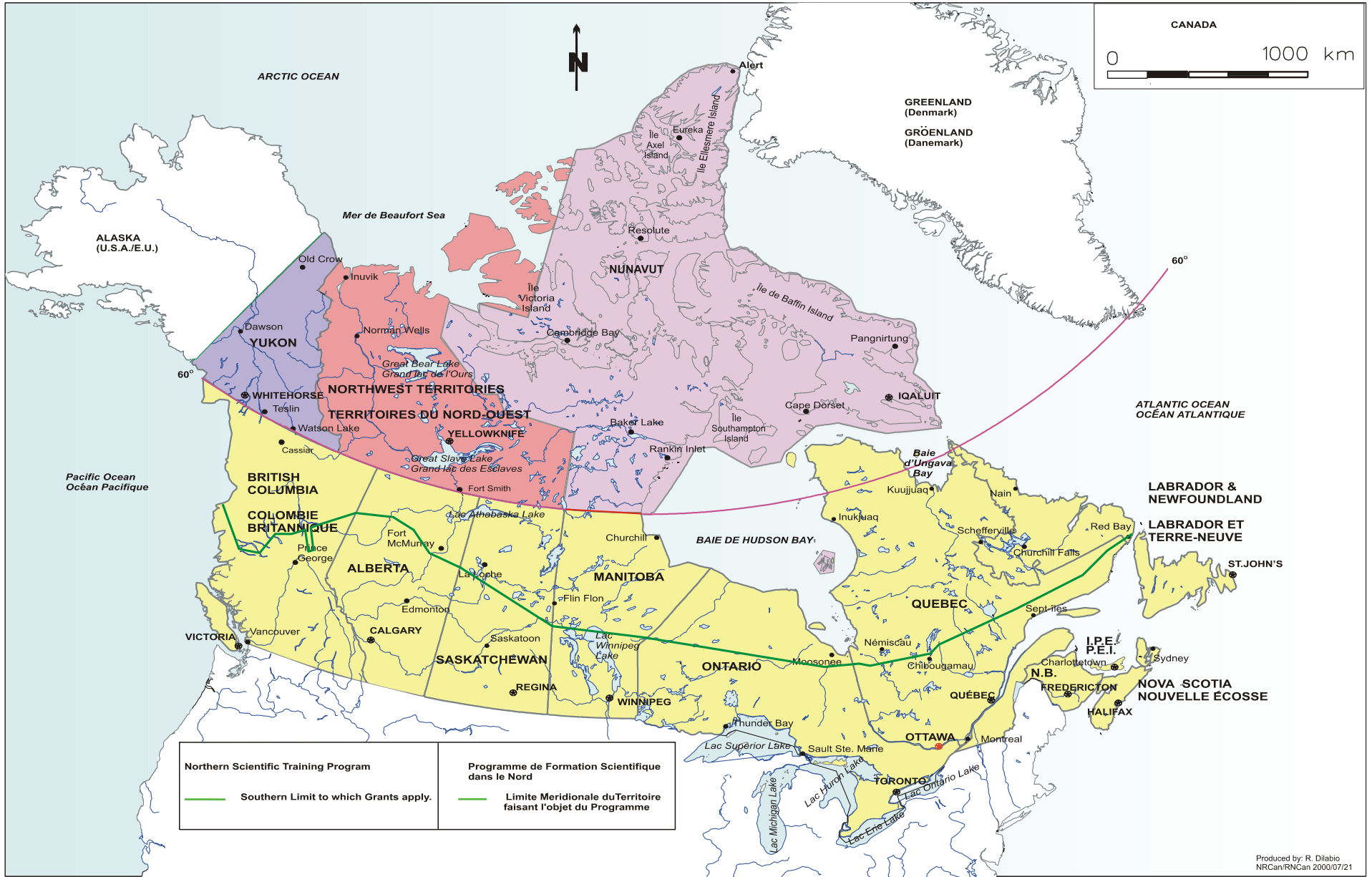
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\_\_\_\_\_ NSTP eligibility falls above this line  
 NOTE: Queen Charlotte Islands, B.C. are not eligible for NSTP Funds



## **INTRODUCTION**

The Northern Scientific Training Program (NSTP) is administered by the Northern Science and Contaminants Research Directorate of Aboriginal Affairs and Northern Development Canada (AANDC).

This manual was designed to assist university students in understanding and preparing an NSTP research report and/or application for funds. The manual is organized by form, section and entry, and contains instructions which will enable university students to complete their forms in an efficient manner, while ensuring they comply thoroughly with NSTP Guidelines. Students must complete the forms online at <http://www.ainc-inac.gc.ca/nth/st/nstp/electro-eng.asp>

The Student's Manual has been revised slightly and those sections which have been modified have been highlighted. A copy of this manual can also be found on the NSTP Internet site at <http://www.ainc-inac.gc.ca/nth/st/nstp/manu-eng.asp>

Should you have any questions, contact your university's Northern Studies Committee Chairperson as listed at the front of this manual or online at <http://www.ainc-inac.gc.ca/nth/st/nstp/manu-eng.asp>.



## **I COMPLETING A STUDENT RESEARCH REPORT**

Once the student has completed the fieldwork portion of their study, he/she should contact the Chairperson of the university's Northern Studies Committee or go to the NSTP internet site in order to complete a Student Research Report form. Students are responsible for the completion of this form. **All report forms must be completed online.**

The NSTP report form can be found at <http://www.ainc-inac.gc.ca/nth/st/nstp/electro-eng.asp>. To assist students in completing the online form, mouse-over instructions have been created for each section. As well, a "Frequently Asked Questions" page is available online at <http://www.ainc-inac.gc.ca/nth/st/nstp/qa-eng.asp>.

### **SECTION A: STUDENT INFORMATION**

#### **1. Status:**

Students supported by training funds must be **Canadian Citizens** or have the legal right of a **Permanent Resident** in Canada. Students on student or visitor visas or any other kind of visa are ineligible.

#### **2. Academic Level:**

The student must indicate the degree and the year he/she was enrolled in during the field work portion of the research. For field work done in the summer, the year that was just completed prior to the research should be marked, not the year being entered into in the fall.

### **SECTION B: DISCIPLINE, PROJECT, ROLE IN RESEARCH**

#### **1. Discipline:**

On the basis of a review of the NSTP database, disciplines have been grouped under four general science categories. Student projects should correspond to **Human Sciences, Health Sciences, Physical Sciences, or Life Sciences**. The list on the following page should assist the students in selecting the discipline which corresponds with their program of study.

#### **2. Program of Study:**

As listed on the following page, students should indicate the Program of Study in which their research falls under. If using the term "other", please specify the program of study.

Human Sciences	Life Sciences	Physical Sciences	Health Sciences
Art	Agriculture/Agronomy	Chemistry	Aboriginal Health (e.g., traditional knowledge, traditional practice)
Anthropology	Biology	Engineering	Addiction
Archaeology	Botany	Geology	Chronic Diseases (e.g., cancer, diabetes)
Communications	Environmental Sciences/ Ecology	Mathematics	Community Health
Criminology	Forestry	Oceanography	Environmental Health
Economics	Resource Management	Physical Geography	Gender and Health (e.g., maternal and reproductive)
Education	Veterinary Medicine	Physics	Health Care Services
History	Zoology	Other (specify)	Mental Health
Human Geography	Other (specify)		Nutrition
Law			Social Dimensions of Northern Health
Linguistics			Other (specify)
Literature			
Management Studies			
Music			
Philosophy			
Political Science			
Psychology			
Recreation			
Social Work			
Sociology			
Other (specify)			

**3. Title of Project:**

Students should provide a descriptive title for their project.

**4. Brief Description of Project and Preliminary Results and Keyword Search:**

This is a very important part of the report since it contains the progress and the preliminary results obtained from the field research. The student must refer briefly to **the project objective, the methodology, how field research was carried out, the preliminary results and how the information is expected to be disseminated.** *The student, not the supervisor, should fill out this section.* The description should not be a duplicate of another NSTP-supported project, nor should it be a copy of a project description submitted when the NSTP funds were applied for. The information should be typed in the space provided.

The project description field is broken down into two sections. The original project description from the on-line application will automatically populate the first section. The second section is to allow the student to complete the “progress to date”.

NOTE: When developing the project description some questions to keep in mind are: Why is this research important? What is uniquely North about this research? Why are you working in this particular geographic location?

The student should provide keywords that best apply to their research project. This information can then be used when searching the NSTP database.

**5. Role in Research Project and Research Partners<sup>1</sup>:**

The student should distinguish his/her role between field assistant and principal researcher. Graduate students should be listed as researchers and not field-assistants since the NSTP aims at providing scientific training that gives advanced students professional experience in the Canadian North.

Research Partners: The student must indicate who s/he worked with in the field. Please indicate their name on the first line and the organization/university they are affiliated with on the line below. This information will assist in forming linkages for researchers working towards a common goal.

**6. Fieldwork Location(s):**

The student must cite the primary fieldwork location, and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, or river, **and** provide the geographic coordinates (latitude and longitude). This is to ensure that the student's fieldwork location falls within the NSTP geographical boundary (see map on page ii).

**SECTION C: RESEARCH LICENCE(S) AND/OR PERMIT(S)**

**1. Permit/Licence Number(s) and Issuer:**

The student (not the supervisor) must indicate the applicable territorial, provincial, federal or other research permit(s)/licence(s) obtained. Also indicate the name of the licensing agency from where the permit/licence was received.

Understanding of this licensing process constitutes an important component of the student's training experience in the North. Obtaining a research licence or permit to conduct research in the North is a legal obligation. Moreover, it helps in ensuring the research is conducted ethically and respects the cultural aspects of northern communities (see: [Ethical Principles for the Conduct of Research in the North](http://www.acuns.ca/indexen.htm) at <http://www.acuns.ca/indexen.htm>). This requirement also ensures the student's safety

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<sup>1</sup> Please note that for students at the graduate level **Research Partners** should be professionals, non-governmental organizations, or companies, etc. that are actively participating in the research project. Academic supervisors, other students, and technicians do not qualify as "partners" even if they are active participants on the project.

in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

**2. Information for Issuer:**

The student to whom a permit and/or licence was issued, must indicate that he/she has provided the requisite information to the issuer.

**SECTION D: PERIOD IN THE NORTH, REPORT ON FUNDS**

**1. Number of Days in the Field:**

The student must indicate the period spent in the North by ensuring that the exact field season dates are recorded. This allows the Committee to determine the number of days the student spent in the North and whether the research falls within a summer or a winter<sup>2</sup> project. For shorter field durations (eg., under 21 days) the student should explain “why” in the project description.

**2. Continuing Project from Previous Year(s):**

The student must indicate if he/she is continuing a project that has, in the previous years, received funds under the NSTP or another funding agency.

**3. Total Cost of Fieldwork Component of the Project:**

The student must specify the **total cost** of the fieldwork portion of his/her project for this year, **not** just the portion subsidized by NSTP funds, but total cost of fieldwork for the entire project.

**4. NSTP support for this year:**

**Allocated**

In this section of the report, the student is required to give the total NSTP support provided for his/her project the previous year (eg. \$2000).

**Actual**

This column is to capture the actual (real) costs of the fieldwork. For instance, if the student indicates that NSTP funded \$2000 towards the field work, in the “actual” column, the student should indicate the full costs of conducting the research.

**5. Other Funding and/or Support Received for the Fieldwork Component of the Project:**

The student should identify any other sources of funding and/or support (e.g. grant, bursary, scholarship, subsidies), the amount received and to what component of the fieldwork has this amount

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<sup>2</sup> Regarding winter projects, although the research has not yet been carried out, a preliminary report must be completed. A final report must then be forwarded to the NSTP Secretariat upon completion of the field research.

been applied to (e.g. transportation, equipment, field guide, etc.). Given the supplemental nature of NSTP funds, the disclosure of this information is important because it reflects the effort made by a student to obtain appropriate funding for the research project. **In the case where the student is receiving a portion of their supervisors total grant, the student should indicate only their individual funding amount.**

## SECTION E: SUPERVISOR COMMENTS AND SIGNATURES

### Comments:

The student's supervisor is responsible for the completion of this section. Comments should focus on the training component of the project, and include a synopsis of the student's previous training to demonstrate how the fieldwork relates to the student's future northern research, as well as reflect how the student has benefited from the research conducted.

In the case of a team project, the supervisor should evaluate **each** student's progress in light of the experience gained in the North. Duplication or recycling of a supervisor's comments from the previous year is contrary to the prescribed practices outlined in the NSTP Guidelines. The supervisor's comments should also be typed within the space provided and not on a separate sheet.

### Signatures:

Student and supervisor signatures should be clearly indicated, since they certify that the student fulfilled the obligations under the NSTP. Please ensure that the supervisor's name is also typed in this section of the report.

## SECTION F: PUBLICATIONS/REPORTS/POSTERS/PAPERS<sup>3</sup>

Information about all publications resulting from NSTP-supported research should be referenced as well as provided in the form of photocopies (see next page for details)

Information should only be provided about publications that have either been **formally published** (*books, theses, journal papers, magazine and newsletter articles, papers in published conference proceedings, abstracts in published conference abstracts, reports in established university or government report series, etc.*) or have been **deposited with a library** that has agreed to provide interlibrary loan access to them.

Report new publications that have appeared in the past year, as well as any NSTP-supported publications from previous years that have not already been reported. If in doubt about whether a publication has already been reported, report it anyway, as ASTIS will screen out duplicates. Publications should not be reported as "In Press". Wait until next year to report publications that are now in press, so that photocopies of the final form of the publication can be submitted.

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<sup>3</sup> Each publication etc. being reported on must be accompanied by the Section F. which is available through the online forms at <http://www.ainc-inac.gc.ca/nth/st/nstp/electro-eng.asp>

When submitting a publication which meets one of the above criteria please follow these instructions:

**a) For publications less than 30 pages:**

- Submit a photocopy or reprint of the entire publication.
- For journal papers, magazine or newsletter articles, ensure that the journal title, volume, issue, and year appear somewhere on the photocopied pages.
- For book chapters or conference papers, include a photocopy of the title page of the book or proceedings.

**b) For publications of 30 pages or more:**

- Photocopy the cover, title page, back of title page, table of contents and an abstract or summary.
- The page number of the last page in the publication should be indicated on the title page.

**c) For all publications:**

- If the photocopy does not include an abstract or summary, clearly mark a section of the introduction and/or conclusion that can serve as an abstract, or supply an abstract on a separate sheet.
- Students may also choose to submit the abstract or summary of their publication through the electronic method.
- If the publication being reported has not been **formally published**, but has been deposited with a library that has agreed to provide interlibrary loan access to the publication, on the first page of the photocopy please write the name of the library.

Your cooperation will ensure that the results of research supported by the Northern Scientific Training Program will receive the widest possible dissemination.

## II COMPLETING A STUDENT APPLICATION FOR FUNDS

Students are responsible for completing this form. **All application forms must be completed online.**

The NSTP application form can be found on-line at <http://www.ainc-inac.gc.ca/nth/st/nstp/electro-eng.asp>. To assist students in completing the online form, mouse-over instructions have been created for each section. As well, a Frequently Asked Questions page is available online at <http://www.ainc-inac.gc.ca/nth/st/nstp/qa-eng.asp>.

### SECTION A: STUDENT INFORMATION

#### General

If a student is applying from a Community College he/she must have completed two full years of an academic program. The student must also include a separate sheet demonstrating an intention to go on to a university education. However, if the student is enrolled at a Canadian University which has a Northern Studies Committee, the student must apply through their respective university. In this case, the student may not apply through a Northern College.

#### 1. Status:

Students supported by training funds must be **Canadian Citizens** or have the legal right of a **Permanent Resident** in Canada. Students on student or visitor visas or any other kind of visa are ineligible.

#### 2. Academic Level:

The student must indicate the degree and the year at the time the proposed research will be conducted. For fieldwork done in the summer, the year just completed before the research should be marked. Further information on student eligibility can be found in the Guidelines, Section IV (c): page 4.

#### 3. Are You Applying for NSTP Funding Through Another University?:

If a student has applied for NSTP funding through more than one university because they are awaiting acceptance to a new program of study, the other university(s) applied through must be indicated in the space provided.

### SECTION B: DISCIPLINE, PROJECT, ROLE IN RESEARCH

#### 1. Discipline:

On the basis of a review of the NSTP database, disciplines have been grouped under four general science categories. Student projects should correspond to **Human Sciences, Health Sciences, Physical Sciences, or Life Sciences**. The list on the following page should assist the students in selecting the discipline which corresponds with their program of study.

**2. Program of Study:**

As listed on the following page, students should indicate the Program of Study in which their research falls under. If using the term "other", please specify the program of study.

Human Sciences	Life Sciences	Physical Sciences	Health Sciences
Art	Agriculture/Agronomy	Chemistry	Aboriginal Health (e.g., traditional knowledge, traditional practice)
Anthropology	Biology	Engineering	Addiction
Archaeology	Botany	Geology	Chronic Diseases (e.g., cancer, diabetes)
Communications	Environmental Sciences/ Ecology	Mathematics	Community Health
Criminology	Forestry	Oceanography	Environmental Health
Economics	Resource Management	Physical Geography	Gender and Health (e.g., maternal and reproductive)
Education	Veterinary Medicine	Physics	Health Care Services
History	Zoology	Other (specify)	Mental Health
Human Geography	Other (specify)		Nutrition
Law			Social Dimensions of Northern Health
Linguistics			Other (specify)
Literature			
Management Studies			
Music			
Philosophy			
Political Science			
Psychology			
Recreation			
Social Work			
Sociology			
Other (specify)			

**3. Title of Project:**

Students should provide a descriptive title for their project.

**4. Brief Description of Project Including: Objective, Methodology and Significance to the Student and Keyword Search:**

This is a very important part of the application since it explains the student's research project and field component. As such, the student must **clearly describe the project objective, the methodology, significance of the research to the student and, if this is a continuing project, an indication of where the student is in his/her research.** *The student, not the supervisor, should fill out this section.* The description should not be a duplicate of another NSTP project, nor should it be a copy of a project description submitted by another student. The information should be typed in the space provided.

The student should provide keywords that best apply to their research project. This information can then be used when searching the NSTP database.

**5. Role in Research Project and Research Partners<sup>4</sup>:**

The student should distinguish his/her role between field assistant and principal researcher. Graduate students should be listed as researchers and not field-assistants since the NSTP aims at providing scientific training that gives advanced students professional experience in the Canadian North.

The student must indicate who s/he will be working with in the field. Please indicate their name on the first line and the organization/university they are affiliated with on the line below. This information will assist in forming linkages for researchers working towards a common goal.

**6. Fieldwork Location(s):**

The student must cite the primary fieldwork location and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, river, **and** provide the geographic coordinates (latitude and longitude). This is to ensure that the student's fieldwork location falls within the NSTP geographical boundary (see map on page ii).

**SECTION C: PERIOD IN THE NORTH, FUNDS**

**1. Estimated Number of Days in the North:**

The student must indicate the period to be spent in the North, ensuring that the exact field season dates are recorded. This allows the Committee to determine the number of days the student will spend in the North, and whether the research falls within a summer or a winter project. For shorter field durations (eg., under 21 days) the student should explain “why” in the project description.

**2. Continuing Project from Previous Year(s):**

The student must also indicate whether the project is a new one, or whether it is one from the previous year(s). In the latter instance, the student must indicate whether he/she has received funding under the NSTP or another program for the same project before.

**3. Total NSTP Support - Previous Year(s):**

If the student was previously funded by the NSTP, enter the amount that was granted.

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<sup>4</sup> Please note that for students at the graduate level **Research Partners** should be professionals, non-governmental organizations, or companies, etc. that actively participated in the research project. Academic supervisors, other students, and technicians do not qualify as "partners" even if they were active participants on the project.

**4. Total Expected Cost of Fieldwork Component of Project:**

The student must specify the **total expected cost** of the fieldwork portion of his/her entire project for this year, **not** just the portion subsidized by NSTP funds.

**5. NSTP Support Requested this Year:**

**Requested**

In this section of the application the student is required to give the dollar amount being sought through NSTP keeping in mind that the average allocation is between \$2500-\$3000.

**Total Estimated Cost**

This column was created to capture the actual (real) costs of the fieldwork component. For instance, if the student is applying for \$2500 from the NSTP, this column is where the student would put the full estimated costs for the field work.

**6. Other Source(s) and Amount(s) of Funding and/or Support Applied for:**

Given the supplemental nature of NSTP funds, it is important to identify other sources of funding and/or support, the amounts received, applied for and the amounts secured (e.g. grant, bursary, scholarship, subsidies). **When quoting a supervisor's or group grant/fund, please indicate only that portion that will be applied against the individual student research proposed and not the value of the entire grant.** The disclosure of this information is important because it reflects the effort made by a student to obtain appropriate funding for the research project.

Moreover, students should note that they **cannot** be employed or remunerated for any portion of their research project. If they are applying for an NSTP grant, external employment or remuneration funds should not be considered a source of funding for any project. Research Assistantships or other university stipends are not considered as "employment" in this context.

**SECTION D: ETHICAL PRINCIPLES, RESEARCH LICENCE(S)/PERMIT(S)**

Students must be acquainted with the ethical principles of doing research in the North. The student's signature confirms that he/she has read the booklet [Ethical Principles for the Conduct of Research in the North](http://www.acuns.ca/indexen.htm) (<http://www.acuns.ca/indexen.htm>) and that he/she will abide by those principles.

The student must indicate what he/she has done or will do to obtain the local community's approval prior to his/her sojourn in the North, as well as which agency he/she has or will contact to obtain the requisite licence(s)/permit(s). Obtaining a research licence or permit to conduct research in the North is a legal obligation punishable by fines.

Understanding of this licencing process constitutes an important component of the student's training experience in the North. It also helps ensure that NSTP funded research will be conducted ethically, and will respect the cultural aspects of northern communities (see: [Ethical Principles for the Conduct of Research in the North](http://www.acuns.ca/indexen.htm)). The

ethical principles requirement has the added benefit of ensuring each student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

The student's and the supervisor's signature confirms that the research will be conducted in accordance with the ethical principles. Students should ensure that the supervisor's name is also typed in this section of the application.

The application form has been altered to make it easier to indicate where the student is at in the licensing process. It is important to identify where and when the licence has been applied for as well as whether the licence has been approved or if it is pending. The disclosure of this information is important because it eliminates any confusion that the representatives from the licensing agencies may have if the project is not indicated on their internal reports which they bring to the NSTP Allocation meeting.

***FAILURE BY A STUDENT TO THOROUGHLY COMPLETE THIS SECTION WILL RESULT IN A REJECTION OF HIS/HER APPLICATION.***



### **III RESEARCH PROJECTS IN NORTHERN REGIONS OF OTHER CIRCUMPOLAR COUNTRIES**

In the case of students applying to undertake research in other circumpolar countries, the first step is the completion of the NSTP application. International projects should meet all the criteria that presently apply to projects in the Canadian North. In addition, the student must provide the following information on the online form:

- relevancy of the foreign study to Northern Studies in Canada - a direct link needs to be seen on how the proposed research will benefit Northern Studies in Canada;
- relevancy of the foreign study to previous and planned work by the student in the Canadian North;
- organizational and financial support provided in the host country; and,
- reference to any authorizations and licences required to conduct research in the host country.

#### ***FAILURE TO PROVIDE INFORMATION IN ALL FOUR AREAS WILL RESULT IN A REJECTION OF THE APPLICATION.***

Note that this justification must be provided each time that a student plans to conduct international research. Therefore, even if the research is a continuation of previous years, the justification must be provided again.

In addition to the criteria listed above, the following geographic location directives should be applied:

- The research should be carried out in one of the seven Arctic countries as identified in the proposed Arctic Council.
- The southern limit of discontinuous permafrost (Brown Line) serves as the general boundary.
- Research projects carried out in all of Alaska, except for the "panhandle" are eligible.
- Consideration will be given for research carried out in all areas of Greenland (Denmark).
- For Iceland, eligibility will be determined on a case by case examination.
- For determination of eligibility of research carried out in Russia, the southern limit of discontinuous permafrost, north of the 58° latitude, will be the effective parameter. In addition, the entire territory of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) will be considered eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.
- Applications for support for research in Norway, Sweden and Finland will be considered on a case by case basis ensuring that there is strong relevance to northern studies in Canada.

#### **IV CHECKLIST**

Before submitting either your Research Report or your Application for Funds, please ensure that you have:

- typed the information using only the spaces provided;
- completed **all** sections;
- provided the additional information required for conducting international research or if you are applying through a community college;
- indicated your licence/permit number or stated the steps you will take to acquire the necessary permit(s)/licence(s);
- complied with the ethical principles section;
- obtained your supervisor's signature;
- signed the forms; and
- are returning the **original** form to the Northern Studies Committee.

**NOTE:**        ***AN INCOMPLETE FORM MAY RESULT IN A REFUSAL OF APPLICATION FOR FUNDS.***

## ***V RELATED INTERNET SITES***

### List of Interesting Links

Association of Canadian Universities for Northern Studies

<http://www.acuns.ca>

Aurora Research Institute

<http://www.nwtresearch.com>

Nunavut Research Institute

<http://www.nri.nu.ca/>

Canadian Polar Commission - Circumpolar Research Stations

<http://www.polarcom.gc.ca>

National Science and Engineering Research Council of Canada

<http://www.nserc-crsng.gc.ca/>

Polar Continental Shelf Program

<http://polar.nrcan.gc.ca>

Social Science and Humanities Research Council

<http://www.sshrc.ca>

Inventory of Science and Technology Facilities in Canada's North

[http://polar.nrcan.gc.ca/about/facility\\_e.php](http://polar.nrcan.gc.ca/about/facility_e.php)

Querying Canadian Geographical Names

[http://geonames.nrcan.gc.ca/search/search\\_e.php](http://geonames.nrcan.gc.ca/search/search_e.php)