

# **NWT CIMP Traditional Knowledge Proposal Guide**

**For 2019-2020 Funding**

**September 2018**



**Northwest Territories Cumulative Impact Monitoring Program**

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# 1. About NWT CIMP

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The Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP) is a source of environmental monitoring and research in the Northwest Territories (NWT). NWT CIMP coordinates, conducts and funds the collection, analysis and reporting of information related to environmental conditions, particularly cumulative impacts and environmental trends, in the NWT. The goal is to produce information that supports better resource management decision-making and sustainable development. All sources of knowledge are considered, including traditional knowledge (TK). The use and full consideration of TK for cumulative impact monitoring also supports the Government of the NWT's (GNWT) Traditional Knowledge Policy by producing TK that can be incorporated into government decisions and actions where appropriate.

Since 1999, NWT CIMP has been guided by a Steering Committee of Indigenous, Inuvialuit, Métis, federal and territorial government representatives. The program is administered by the Department of Environment and Natural Resources (ENR), GNWT. This Guide outlines how applicants can apply for funding for TK focused projects through the annual Request for Proposals (RFP) process to address our monitoring priorities. A [Scientific Proposal Guide](#) is also available for science focused projects. Projects that involve the collection or the analysis and/or synthesis of existing of both TK and scientific data are required to address all aspects of both the TK Proposal Guide and the Scientific Proposal Guide, in one application.

## 1.1 NWT CIMP OBJECTIVES

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

*Watching* implies research and monitoring, while *understanding* suggests the addition of value to information through analysis and communication 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 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.

## 1.2 TRADITIONAL KNOWLEDGE PRIORITIES

NWT CIMP views the increased use of TK for environmental research and monitoring as a high priority. TK projects (i.e. projects focused on TK data collection or the analysis and/or synthesis of existing TK data) should be mutually beneficial to northern communities, the NWT and NWT CIMP by generating knowledge that is complementary to existing and ongoing research, as well as to other TK studies, to gain regional and territorial TK perspectives. TK projects should deliver cumulative impact monitoring and/or environmental trend information that can be demonstrably incorporated into land and water-use decision-making. In keeping with the holistic nature of TK, the general research focus of any TK project or TK focused sub-component of a science project should be on the biophysical environment related to caribou, fish or water, but the specific focus examined is at the discretion of the community. This is in

contrast to science projects or science focused sub-component of a TK project, which are required to address specific scientific research and monitoring priorities in the NWT CIMP Blueprints (see the [NWT CIMP Scientific Proposal Guide](#)) to be eligible for funding. For example, NWT CIMP is particularly interested in the collection and analysis of TK to complement the scientific analysis of water quality and quantity trends, as recommended in the [2015 NWT Environmental Audit](#).

NWT CIMP's vision for TK monitoring and research is to improve our understanding of cumulative environmental impacts and to reincorporate northern elders into decision-making processes through the use of TK. During the documentation and compilation of TK, projects should actively facilitate the transfer of this knowledge to youth through their continual engagement. This will aid in the preservation, safeguarding and promotion of TK to future generations.

NWT CIMP recommends that all TK projects be consistent with existing policy and guidelines on TK sharing and/or research developed or adopted by the community or the region. NWT CIMP is aware of the following organizations that have provided guidance regarding conducting TK research and sharing of information within their respective regions of the NWT:

- Akaitcho Dene First Nations
  - [Akaitcho Exploration Agreement \(2008\)](#)
- Aurora Research Institute
  - [Guide to Research in the Northwest Territories \(2011\)](#)
- Deh Cho First Nation
  - [Deh Cho First Nation Traditional Knowledge Research Protocol \(2004\)](#)
- Government of the Northwest Territories
  - [Traditional Knowledge Policy 53.03 \(2005\)](#)
  - [Government of the Northwest Territories Traditional Knowledge Best Practices Summary \(2010\)](#)
- Gwich'in Tribal Council - [Gwich'in Social and Cultural Institute](#)
  - [Traditional Knowledge Policy: Working with Gwich'in Traditional Knowledge in the Gwich'in Settlement Region \(2004\)](#)
  - [Conducting Traditional Knowledge Research in the Gwich'in Settlement Area: A guide for researchers](#)
- Inuvialuit Regional Corporation
  - [Inuvialuit Regional Corporation Guidelines for Research in the Inuvialuit Settlement Region \(2000\)](#)
- Mackenzie Valley Environmental Impact Review Board
  - [Guidelines for incorporating TK in Environmental Impact Assessment \(July 2005\)](#)
- Mackenzie Valley Land and Water Board
  - [Mackenzie Valley Land and Water Board Engagement and Consultation Policy \(2013\)](#)
- North Slave Metis Alliance
  - [North Slave Metis Alliance Community Engagement Policy \(2009\)](#)
- NWT CIMP
  - [NWT CIMP Working Together Towards Relevant Environmental Monitoring and Research in the NWT \(2013\)](#)
- Northwest Territory Métis Nation
  - [Northwest Territory Métis Nation Traditional Knowledge Policy \(2012\)](#)
  - [Research in the South Slave of the NWT](#)
- Sambaa K'e Dene Band
  - [Sambaa K'e Dene Band Policy Regarding the Gathering, Use and Distribution of Traditional Knowledge \(2003\)](#)

If recipients are collecting TK, they may be required to submit a **TK Data Sharing Agreement** before funds are transferred. The purpose of this type of sharing agreement is to ensure there is a clear

understanding of how all TK data collected and how it will be used, stored and shared between parties (e.g. the researchers, organizations, the community(s), the public and/or NWT CIMP). A required template can be found in [Appendix A](#).

### 1.3 AVAILABLE FUNDING

NWT CIMP supports research and monitoring of cumulative impacts and environmental trends in the NWT by providing funding to partners through an annual Request for Proposal (RFP) process. The program considers both single-year and multi-year proposals. Long-term monitoring projects are encouraged, but will be reviewed annually and approved in 3-year increments. Generally, long-term monitoring projects begin with a larger funding amount then are reduced to a smaller amount unless unexpected results or new questions are encountered that require more equipment, sampling, or analysis.

It is anticipated that approximately **\$700K** will be available for funding new projects in 2019/20, 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. Projects with smaller budgets are also 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.

### 1.4 KEY DATES

#### **For 2019/20 Proposals**

- Letter of Intent Issued: **September 14, 2018**
- Letter of Intent Deadline: **October 12, 2018** (4:00pm MST)
- Call for Proposals Issued (to successful LOI applicants only): **October 26, 2018**
- Proposal Deadline: **December 7, 2018** (4:00pm MST)
- Announcement of Project Funding: **April 2019**

#### **For 2018/19 Project Reporting** (i.e. projects receiving funding in 2018/19)

- Annual Report and budget (multi-year projects): **February 1, 2019**
- Final Report and budget (final and single year projects): **April 30, 2019**
- Financial Report (all projects): **June 30, 2019**

#### **For 2019/20 Project Reporting** (i.e. projects receiving funding in 2019/20)

- Annual Report and budget (multi-year projects): **February 7, 2020**
- Final Report and budget (final and single year projects): **April 30, 2020**
- Financial Report (all projects): **June 30, 2020**

## Submit to NWT CIMP Contact

Attn: DonnaMarie Ouellette  
NWT Cumulative Impact Monitoring Program  
Department of Environment and Natural Resources, GNWT

Email: [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)  
Phone: (867)767-9233 ext. 53081

**If you do not receive a confirmation email within 24 hours of submitting, please call the number above to ensure that your document has been received.**

**Late submissions will NOT be accepted.**

## 2. Eligible Recipients and Costs

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### 2.1 ELIGIBLE RECIPIENTS

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

- NWT communities and regional Indigenous governments or organizations;
- Indigenous, federal and territorial government departments and agencies;
- Academic institutions; and
- Non-governmental organizations.

For TK projects, the applicant (designated project lead) must be an Indigenous or community organization or affiliated with one. As well, the project team must include active participants from Indigenous communities.

### 2.2 ELIGIBLE COSTS

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

- **Professional Fees and Services**
  - Wages of people working on the NWT CIMP-funded project (i.e. employees; including students, Indigenous and/or local employment).
    - Double counting of contracted employees must 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 an Indigenous 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.
    - It is important that the professional fees and services outlined in the budget include the final analysis of the data collected over the course of the project.
- **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.
  - Facilities costs.
    - Hall rental.
    - Laboratory use.
- **Travel**
  - Travel, accommodation and meals associated with the project;
    - It is important that the budget include the travel required to report project results to communities that participated (sec 3.3).
  - The cost of establishing and operating field camps, vehicle and aircraft rental, gas purchase and shipping (i.e. freight) charges. Note that NWT CIMP intends for local communities to benefit from project funding. Though we recognize that travel is a necessary part of project

budgets, budgets will be scrutinized to minimize travel costs from outside of the NWT and maximize benefits to local residents.

- **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 amount funded).
  - The 15% administration fee cap applies to all organizations that receive NWT CIMP funding.
  - Voluntary lowering of administration fees by participating institutions is encouraged to ensure that funds used for monitoring and research are maximized.
- **Copyright for publications (public)**
  - NWT CIMP encourages recipients to publish findings in open journals. In cases where this is not possible, an additional amount can be added to the project budget (no greater than \$5,000) to allow the author to purchase distribution rights to the paper.

## 2.3 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.

Note that NWT CIMP cannot distribute funds to private businesses. Eligible funding recipients are listed in Section 2.1.

Recipients will receive project funding by entering into a Contribution Agreement (CA) with ENR, GNWT. The GNWT policy on CA's is that an initial payment of 90% of the approved amount is paid at the beginning of the fiscal year. The remaining 10% is released on receipt and approval of a signed financial statement from the recipient by June 30<sup>th</sup> of the following year.

## 3. Applicant Responsibilities

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In addition to the applicant responsibilities listed below, please be aware that all successful applicants are responsible for obtaining any and all applicable permits through the Aurora Research Institute related to their project prior to the start of any research. Please refer to the following website for further information:

- [nwtresearch.com/licensing-research](http://nwtresearch.com/licensing-research)

Applicants should consider the following to ensure a competitive proposal:

### 3.1 RESEARCH METHODOLOGY

Proposals are assessed based on a well-developed study design. Clear description of the study area, methods, protocols and approaches that will be used to collect and analyze the data is required. Statistical analyses of data, if anticipated, must be described. Projects that are multi-disciplinary in nature and address cumulative impacts directly will be scored more highly.

### 3.2 RELEVANCE TO NWT DECISION MAKERS

Within the lens of caribou, water, and fish in geographic areas of past, current or proposed development where cumulative impacts of development are most likely to occur, NWT CIMP has a focus on the monitoring priorities of co-management boards and key regulators who make or influence key land and water use decisions. Proposals must clearly show this association. Relevant letters of support from key regulators to show their support or involvement in the project strengthen an application. For a list of key NWT Decision-Makers, refer to [Appendix C](#).

### 3.3 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 Indigenous 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 Indigenous 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.

NWT CIMP has developed the [Pathway Approach](#) to describe a shared approach to research and monitoring that involves NWT communities. Where appropriate, use of the Pathway Approach will help applicants design a better study in collaboration with communities and decision-makers. The Pathway Approach also provides a good framework from which to develop monitoring and research projects. For more detail, refer to [Appendix B](#).

### 3.4 REPORTING RESULTS

Reporting results is an important element of NWT CIMP-funded projects. Proposals **must** contain a reporting and communications plan that indicates how results will be delivered and conveyed to NWT CIMP, involved communities and decision-makers.

The **mandatory** reporting requirements are:

- **Final publications** – Results from NWT CIMP-funded projects, including peer-reviewed reports, non-peer reviewed reports, posters, maps, and data must be submitted to NWT CIMP staff even after project funding is complete. It is the responsibility of the Project Lead to send publications to NWT CIMP. This information will be loaded on to the NWT Discovery Portal, an online electronic library of reports, data and information operated by NWT CIMP. Results from all NWT CIMP-funded projects are publically available on the site.
- **Northern Meeting** - Recipients of funding must travel to a relevant northern meeting for the presentation of their results within the funding year. These costs must be included in the proposal budget. When working in the communities, the recipient should seek opportunities to present findings. NWT CIMP hosts one regional results workshop each year and a territorial results workshop approximately every five years. The aim is to bring together researchers, NWT community members and decision-makers to discuss current research results, priorities and collaborations. If invited, funding recipients are encouraged to participate in the workshop especially if the project work is taking place in the region chosen for that year. It is an opportunity for recipients to present results and gather feedback on the project. Contact NWT CIMP to determine if a results workshop will be held in your region(s) in the funding year.

Recipients can arrange their own northern meeting in an involved community or collaborate with others to attract a wider audience. Plain language presentations, handouts and posters are helpful community and decision-maker deliverables. 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.

- **Data Management Plan** – Recipients will be asked to submit a Data Management Plan (DMP) before funds are transferred. The DMP describes how the data generated by the project will be stored, managed, accessed and disseminated.

NWT CIMP promotes the [Portage DMP Assistant](#) as an online tool for preparing DMPs. Project leads register to use the site and create their own DMP. A series of questions prompt responses which will generate a DMP that is exportable. Each question has guidance information and the process ensures all aspects of a DMP have been considered. Additionally PI's must post a full set of metadata on the NWT Discovery Portal that completely documents and describes the data collected as part of their project. Metadata records must be created in the first year of the project and updated annually.

Projects that include water quality data are required to create a metadata record on the NWT Discovery Portal using the *NWT CIMP Metadata Standards for Reporting Water Quality Information in the NWT* template. NWT CIMP has a specific requirement that scientific water

quality be made publicly available via electronically posting to the Mackenzie DataStream, an online data sharing portal. For more detail refer to the [Scientific Proposal Guide](#).

Other data should be posted to the NWT Discovery Portal unless there is a more suitable public location, such as the CABIN database for benthic invertebrate data, or it is confidential, such as specific traditional or local knowledge.

- **TK Data-Sharing Agreement** – If recipients are collecting TK, they may be required to submit a TK Data Sharing Agreement before funds are transferred. This would be considered on a case by case basis to be discussed with NWT CIMP staff. The agreement should clearly describe what TK data will be collected and how it will be used, stored and shared between parties. A required template can be found in [Appendix A](#).
- **Annual NWT CIMP Report** (multi-year projects) - An annual report must be submitted to NWT CIMP staff by **all** funding recipients with ongoing multi-year projects. The content of these reports help technical reviewers to determine if a project is on track and **if it should be supported for another year**. Failing to meet the annual summary report deadline may result in the delay or loss of funding for the following year. The annual report will be reviewed by subject matter experts both internal and external to the GNWT. NWT CIMP will provide correspondence outlining comments and any recommended changes.
- **Final NWT CIMP Report** - All funding recipients must submit a final report to NWT CIMP staff by the end of April of the last year a project is funded. In addition to final reports, NWT CIMP funding recipients are required to submit all publications and data resulting from NWT CIMP-funded projects. This includes publications that are completed after NWT CIMP funding is complete (e.g. a journal publication).
- **Accounting of Funds** - Funding recipients must account for monies received by submitting a project financial statement/audit by June 30 of the following fiscal year.
- **NWT Environmental Research Bulletin** (NERB) – Recipients are required to use this plain language reporting template near the end of their project to generate a publication that can be used for communication with communities and decision-makers. ([NWT Environmental Research Bulletin](#))

**Failure to comply with the mandatory funding requirements will affect future program funding.**

The **Voluntary** (and encouraged) reporting options include:

- **State of Environment Report** – If the project involves the tracking of an environmental trend, NWT CIMP suggests the completion of the Environmental Trends template in the final project year as a useful way of communicating project results to communities and regulators. Contributions may be published in the GNWT State of Environment Report. ([State of Environment Report](#))

### **3.5 COMMUNITY CAPACITY BUILDING**

NWT CIMP supports community capacity building and community-based monitoring. However, projects **must** primarily generate TK or scientific information that furthers the understanding of cumulative

impacts and environmental trends. Projects that focus solely on community capacity building will not be funded.

The ultimate goal of providing funds for capacity building is self-sustaining communities with community members that have the skills to fill available jobs, leading to better socio-economic outcomes. Funds for capacity building should increase the ability of community members to continue long-term monitoring and encourage young people to build careers related to the environment. To those ends, NWT CIMP gives preference to formal, accredited, short-term training opportunities with a higher likelihood of generating future employment opportunities. NWT CIMP will provide additional funding beyond the maximum \$60,000 limit for projects that make the effort to integrate these types of training programs.

Examples of capacity building and training activities that could be a component of a TK cumulative impact monitoring project are:

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

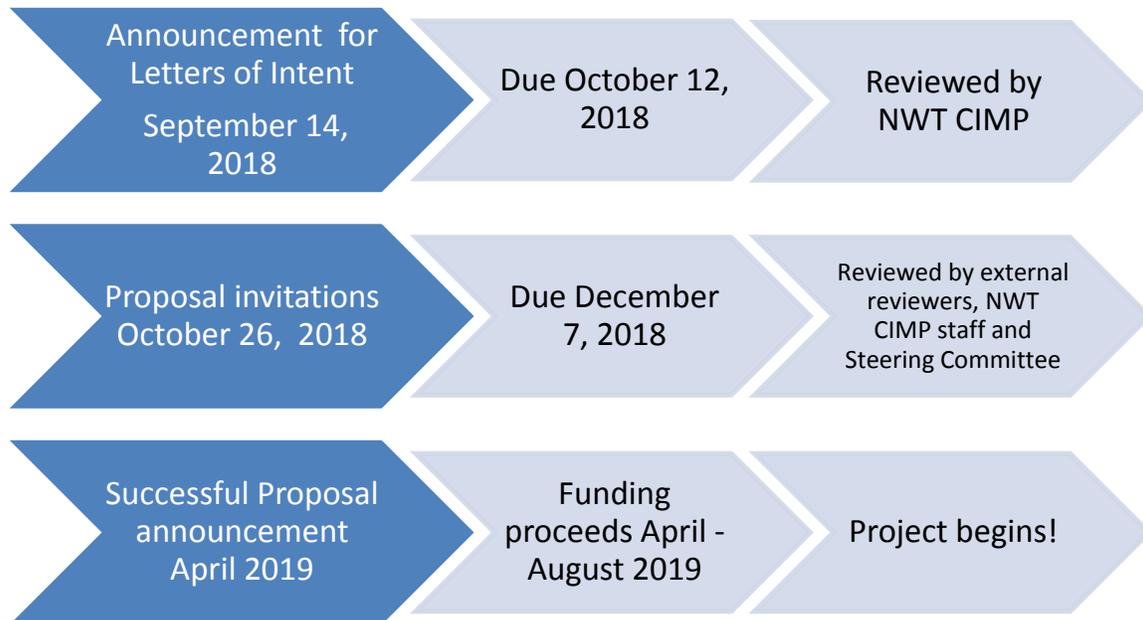
### **3.6 HUMAN HEALTH**

Projects that focus on contaminants and/or human health must include expertise to produce an analysis of the findings and advice regarding human health implications. The reporting and communications plan (Section 3.3) should include how the health implications of this work will be communicated to the GNWT's Department of Health and Social Services (HSS). The reporting and communications plan should also include a communications protocol detailing how researchers propose to communicate results to affected communities in conjunction with HSS.

## 4. Request for Proposal Process

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### 4.1 PROPOSAL PROCESS AT-A-GLANCE



### 4.2 LETTER OF INTENT

To apply for NWT CIMP funding, applicants must first submit a LOI ([Appendix D](#)). 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 TK projects or science projects with a TK sub-component must address the following questions:

- i. Is the project supported by the Indigenous community or government who has authority in the area of TK?
- ii. Does the proposed project have a robust study design that will contribute to our understanding of cumulative impacts in the NWT?
- iii. Does the proposed project involve NWT community members, decision-makers and/or Indigenous organizations in its design and implementation?
- iv. Does the project have a strong project team who will be able to conduct and complete the proposed project?

In the event that your project incorporates the collection of both TK and science data, your LOI should also address the questions outlined in the NWT CIMP Scientific Proposal Guide. **You only need to submit one Letter of Intent.**

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:

- i. The project is eligible for funding, and the applicant is encouraged to submit a full proposal under the RFP process;
- ii. 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
- iii. The project is not eligible for funding because it does not meet the funding criteria or is not of interest to the program at this time.

**Letters of Intent are due by 4:00pm MST, October 12<sup>th</sup>, 2018.**

A confirmation email will be issued upon receipt of the LOI.

**If you do not receive a confirmation email within 24 hours of submitting please call (867) 767-9233 ext. 53081 to ensure that the LOI has been received.**

**Late submissions will NOT be accepted.**

### **4.3 PROPOSALS**

Applicants will be invited to submit a full proposal using the Proposal Submission Form ([Appendix E](#)) 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 the invitation to submit a proposal. Incomplete applications will not be considered.

If your project incorporates the collection of both TK and science data you should consult both Proposal Guides; however, you only need to submit one proposal. 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

**Proposals are due by 4:00pm MST, December 7<sup>th</sup>, 2018.**

A confirmation email will be issued upon receipt of the proposal.

**If you do not receive a confirmation email within 24 hours of submitting please call (867) 767-9233 ext. 53081 to ensure that the proposal has been received.**

**Late submissions will NOT be accepted.**

### 4.3.1 How Proposals are Evaluated

Proposals are reviewed and evaluated using the criteria set out in Table 1. Evaluators include both GNWT and non-GNWT subject-matter experts. Evaluations are then discussed and recommendations are made by the NWT CIMP Steering Committee. The GNWT considers both the evaluations and Steering Committee recommendations when making final funding decisions.

Evaluation criteria are provided to give project proponents an indication of where to allocate their efforts and resources when developing a project and proposal. 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.

**Table 1: Proposal Evaluation Criteria**

Review Criteria	Proposal Section	Description
Traditional Knowledge Research <b>(Pass/Fail)</b>	2	Proposals <i>must</i> identify which component(s) of the environment will be studied using TK data as stated in Section 1.2 of the Proposal Guide.
Project Purpose and Objectives <b>(Pass/Fail)</b>	3a	Proposals <i>must</i> clearly describe the purpose, objectives and deliverables of the project. Research/monitoring questions should be clearly identified.
Study Design <b>(Pass/Fail)<sup>1</sup></b> (30%)	3b	Proposals <i>must</i> clearly describe all methodologies and approaches that will be used, including how the TK data will be validated, such as returning to involved communities to validate findings prior to submission of final products. 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
Community Support and Engagement (10%)	3c	Proposals <i>must</i> describe the level of community engagement and support for the proposed monitoring project. Proposals should also describe if the project builds long-term capacity, training or employment opportunities within NWT communities or Indigenous 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 present findings to the community and requesting funds to communicate results to northerners. Consider identifying the community or regional Indigenous

<sup>1</sup> 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.

		<p>government or organization as the project lead or a named project partner.</p> <p>Relevant letter(s) of support from community and/or regional organizations that clearly identify their support and level of their participation must be included in the application.</p>
Decision-maker Engagement (10%)	3d	<p>Proposals <i>must</i> 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) <u>that clearly identify their support</u> and level of participation must be included in the application.</p>
Human Resources and Project Team Experience (10%)	3e	<p>Proposals <i>must</i> clearly identify all members of the team actively working on the project, as well as clearly state roles and contributions to the project. As well, all proposals <i>must</i> include participants from Indigenous communities as part of the project team.</p> <p>Evidence that an experienced TK researcher(s) is actively participating in the development of the proposal and that the proposed team includes a balance of technical experts and northern experience (i.e. community members, regulators, boards) strengthens the application. <i>Do not</i> pad project teams with members that are not active participants. These can be documented in the “Supporting Organizations” section.</p>
Supporting Organizations	3f	<p>Proposals <i>must</i> 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).</p>
Deliverables and Communications (Pass/Fail) <sup>1</sup> (30%)	3g	<p>Proposals <i>must</i> 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 address the following requirements:</p> <ol style="list-style-type: none"> <li>i. Describe 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 and after funding has ceased.</li> </ol>

		<ul style="list-style-type: none"> <li>ii. Describe how the results of the project will be provided to NWT CIMP (e.g. GIS layers, government or peer-reviewed journal articles) and involved communities.</li> <li>iii. Identify all northern meetings and northern conferences where results from the project will be presented each year and indicate 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.</li> <li>iv. Identify that NWT CIMP's Annual and Final Reports and any subsequent publications will be submitted to NWT CIMP.</li> <li>v. Identify 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, and GIS layers).</li> <li>vi. If relevant, identify how the human health implications, related to environmental contaminants, of this work will be considered and communicated to the GNWT's Department of Health and Social Services (e.g. Risk Communication Plan) and Communities.</li> <li>vii. Identify that a data management plan will be submitted to NWT CIMP.</li> <li>viii. If relevant, identify that a TK data-sharing agreement will be submitted to NWT CIMP.</li> <li>ix. Identify that a plain language Northern Environmental Research Bulletin (NERB) will be submitted in the final year of funding.</li> <li>x. Identify <u>if</u> an environmental trend form will be submitted. This would be applicable if the project is amenable to medium or long term temporal trend analysis</li> </ul>
Budget (10%)	5	Proposals <i>must</i> be accompanied by a completed budget for every year of funding being requested, using the template provided to the project lead. The proposal budget <i>must</i> 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. Leveraging of funds from other sources is highly encouraged. Minimize costs for travel from out of territory destinations and maximize benefits to NWT communities.

## 5. Project Reporting

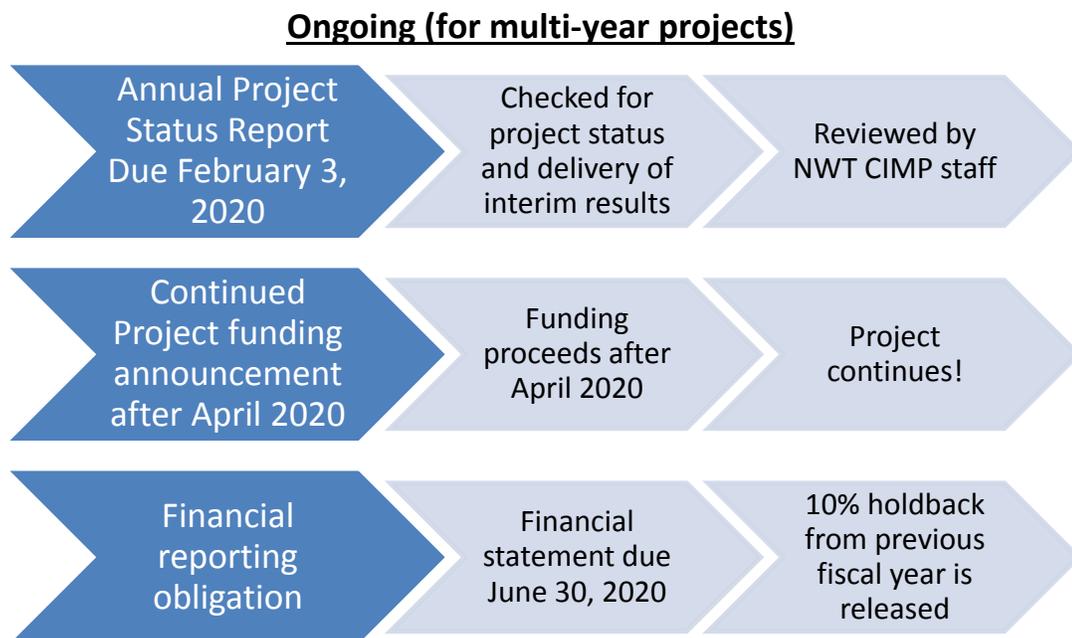
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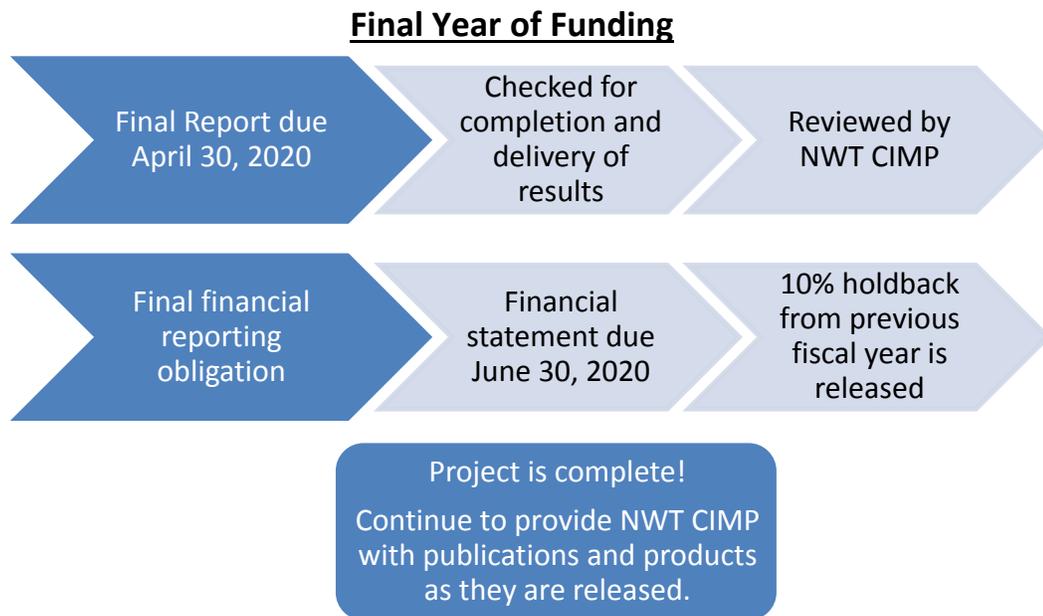
Project Reports play an important role in our funding cycle. This information allows NWT CIMP to report on our mandate and facilitates the continued funding of approved multi-year projects.

**All submitted reports will be evaluated and decisions regarding future funding will be determined in part on the results and quality of Annual and Final Reports.**

### 5.1 PROJECT REPORTING AT-A-GLANCE

\*\*For projects funded April 1, 2019 – March 31, 2020





## 5.2 ANNUAL REPORTS

The annual project reporting process runs at the same time as the project proposal process. This enables the reviewers to have a full picture of all the ongoing and new NWT CIMP funded projects. Having the two processes coincide also assists in budgeting. Project leads may be requested to provide revisions or clarifications prior to receiving funding for the next fiscal year.

All multi-year projects must provide NWT CIMP with an Annual Report (see [Appendix E](#)). A budget template will be sent by email to project leads in January.

### 5.2.1 How Annual Reports are Evaluated

**For the majority of projects, progress is demonstrated in the annual report, and funding continues for the full term of the project.** NWT CIMP Annual Reports are reviewed and evaluated by GNWT subject-matter experts using the criteria set out in Table 2. If issues are raised they may be discussed and a recommendation will be made by the NWT CIMP Steering Committee. The GNWT considers both the evaluations and Steering Committee recommendations when making final decisions to continue funding.

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 report submission.

**Table 2: Annual Report Criteria**

Review Criteria	Annual Report Section	Description
Project Objectives and Rationale	3	The annual report <i>must</i> clearly summarize the purpose, objectives and deliverables of the project. Research/monitoring questions should be clearly identified.

Project Progress	4	The annual report <i>must</i> clearly identify how the project has progressed as compared to the project timeline as approved in the original proposal.
Changes to the Project	5	The annual report <i>must</i> 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	6	The annual report <i>must</i> identify each key output or deliverable for <b>the reporting year</b> as approved in Communication and Reporting Plan in the original proposal.  If there are changes to the Communication and Reporting Plan, such as additional deliverables produced or delays in the production of planned deliverables, these should be explained.
Contribution to Understanding	7	The annual report <i>must</i> clearly identify how, if applicable, the project has contributed to better understanding of cumulative impacts and/or environmental trends <b>in the reporting year</b> , through each activity that applies.
Key Messages	8	The annual report <i>must</i> provide concise bullets that provide key messages and/or preliminary results for the reporting year.
Key project tasks for the next year	9	The annual report <i>must</i> provide a concise list of key activities planned for the next funding year.
Budget	Budget template spreadsheet	The annual report <i>must</i> be accompanied by a completed budget spreadsheet that indicates: <ol style="list-style-type: none"> <li>1. the original funds requested from all sources, and their purpose; and</li> <li>2. the financial requirements for the next subsequent fiscal years from all sources and their purpose.</li> </ol>

### 5.3 FINAL REPORTS

The Final Project report provides an overview of the work completed over the course of the entire project. Project results, resource management implications and contributions to further understand cumulative impacts are a few of the key messages expected in a final report. Project leads are given additional time to complete this report and may be requested to provide revisions or clarifications as this is the final text that will be posted online on the NWT Discovery Portal. The format is similar to that of a traditional peer-reviewed paper.

All projects in the final year of funding must provide NWT CIMP with a Final Report ([Appendix G](#)). A budget template will be sent by email to project leads in January.

### 5.3.1 How Final Reports are evaluated

NWT CIMP Final Reports are reviewed and evaluated by GNWT subject-matter experts using the criteria set out in Table 3.

**Table 3: Final Report Criteria**

Review Criteria	Final Report Section	Description
Introduction	3	The final report <i>must</i> clearly summarize the purpose, objectives and rationale of the project.
Methods	4	The final report <i>must</i> clearly identify the study area, and methods used to collect and analyze the data.
Results	5	The final report <i>must</i> identify the results of the project. Appropriate values for all statistical tests, if applicable, must be reported. Figures and tables should be included where appropriate.
Discussion	6	The final report <i>must</i> explain the results of the project and clearly articulate how the results of this project advance the understanding of cumulative impacts in the NWT.
Resource Management Implications	7	The final report <i>must</i> describe how the results will apply to northerners, particularly environmental regulators, Indigenous organizations, and community members.
Project Linkages	8	The final report <i>must</i> state how NWT decision-makers and communities engaged in the project. Identify any new linkages that have emerged during the project and the value of the new linkages.
Contribution to Understanding	9	The final report <i>must</i> clearly identify how, if applicable, the project has contributed to better understanding of cumulative impacts and/or environmental trends, through each activity that applies.
Recommendations	10	The final report <i>must</i> 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.
Key Messages	11	The final report <i>must</i> provide concise bullets that provide <u>a minimum of 3</u> key messages. These are high level summary points regarding the results.
Budget	Budget template spreadsheet	The final report <i>must</i> be accompanied by a completed budget spreadsheet that indicates the funding sources for all project years combined.

# Appendix A: NWT CIMP TK Data-Sharing Agreement Template

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## Introduction

The Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP) coordinates, conducts and funds the collection, analysis and reporting of information related to environmental conditions, particularly cumulative impacts and environmental trends, in the Northwest Territories. The goal is to produce information that supports better resource management decision-making and sustainable development. All sources of knowledge are considered, including traditional knowledge (TK). The use and full consideration of TK for cumulative impact monitoring also supports the Government of the NWT's (GNWT) Traditional Knowledge Policy by producing TK that can be incorporated into government decisions and actions where appropriate.

The objectives of the TK data-sharing agreement are: 1) To recognize that Indigenous communities have full rights over their unique TK and that any TK data gathered during a research project remains the property of the Indigenous community; and 2) To ensure that the results of the TK research can be considered in government decisions and actions, by establishing what information will be made available and to whom, while protecting the proprietary rights of Indigenous communities.

The TK data-sharing agreement will clearly describe what TK data will be collected and how it will be used, stored and shared between parties. This template is designed to assist the project lead in drafting an agreement that meets both community and NWT CIMP needs. NWT CIMP expects each project lead to modify this template as required in collaboration with the community(s) and NWT CIMP.

The approach described herein is not intended to replace or supersede the development of relationships or process agreements between the GNWT and Indigenous communities and governments.

## Consistency with existing policy and guidelines

NWT CIMP recommends that a TK data-sharing agreement be consistent with existing policy and guidelines on TK sharing and/or research developed or adopted by the community or the region. NWT CIMP is aware of the following community, regional and institutional policies and guidelines on TK or community-based research and sharing of information within their respective regions of the NWT:

- Akaitcho Dene First Nations
  - Akaitcho Exploration Agreement (2008)
- Aurora Research Institute
  - [Guide to Research in the Northwest Territories \(2011\)](#)
- Deh Cho First Nation
  - [Deh Cho First Nation Traditional Knowledge Research Protocol \(2004\)](#)
- Government of the Northwest Territories
  - [Traditional Knowledge Policy 53.03 \(2005\)](#)
  - [Government of the Northwest Territories Traditional Knowledge Best Practices Summary \(2010\)](#)
- Gwich'in Tribal Council - [Gwich'in Social and Cultural Institute](#)
  - [Traditional Knowledge Policy: Working with Gwich'in Traditional Knowledge in the Gwich'in Settlement Region \(2004\)](#)

- [Conducting Traditional Knowledge Research in the Gwich'in Settlement Area: A guide for researchers](#)
- Inuvialuit Regional Corporation
  - [Inuvialuit Regional Corporation Guidelines for Research in the Inuvialuit Settlement Region \(2000\)](#)
- Mackenzie Valley Environmental Impact Review Board
  - [Guidelines for incorporating TK in Environmental Impact Assessment \(July 2005\)](#)
- Mackenzie Valley Land and Water Board
  - [Mackenzie Valley Land and Water Board Engagement and Consultation Policy \(2013\)](#)
- North Slave Metis Alliance
  - [North Slave Metis Alliance Community Engagement Policy \(2009\)](#)
- NWT CIMP
  - [NWT CIMP Working Together Towards Relevant Environmental Monitoring and Research in the NWT \(2013\)](#)
- Northwest Territory Métis Nation
  - [Northwest Territory Métis Nation Traditional Knowledge Policy \(2012\)](#)
  - [Research in the South Slave of the NWT](#)
- Sambaa K'e Dene Band
  - [Sambaa K'e Dene Band Policy Regarding the Gathering, Use and Distribution of Traditional Knowledge \(2003\)](#)

## Principles

1. Indigenous communities have full rights over their unique TK. Any TK data gathered during the research project will remain the property of the Indigenous community. No agreement made pertaining to the use of TK for research, decision-making or instruction purposes abrogates or derogates Indigenous rights to and over Indigenous knowledge.
2. TK will be used, stored and shared according to the TK data-sharing agreement in a way that honours any commitments to confidentiality made by participants. The use, storage and sharing of TK data acquired in the project should be negotiated among all partners before the commencement of the project and renegotiated during the project if priorities change.
3. NWT CIMP funds projects that are in the public interest and requires project deliverables that are publically available, this includes TK project deliverables. Examples of deliverables relevant to NWT CIMP include peer-reviewed publications, non peer-reviewed reports, presentations, websites, and posters.

Project leads are understood to have the following obligations when accepting NWT CIMP funding for projects that incorporate TK:

- a) Clearly identify who in the community or Indigenous government has authority in the area of TK;
- b) Where applicable, follow established policies and guidelines to request access to or use of TK;
- c) Work with Indigenous communities or organizations in good faith to use and access TK;
- d) Inform research partners, Indigenous communities or organizations and NWT CIMP of any changes in the terms and conditions of research or any activities related to TK;
- e) Agree prior to commencement of any research or collection of data how TK data will be used, stored and shared; and
- f) Share TK project deliverables with NWT CIMP and the community as described in the NWT CIMP project proposal.

Indigenous communities or organizations are understood to have the following obligations:

- a) Identify to the project lead who in the community or Indigenous government has authority in the area of TK;

- b) Work with project leads in good faith when providing TK; and
- c) Grant access and share TK data as described in the TK data-sharing agreement.

NWT CIMP is understood to have the following obligations:

- a) May only use, access and make TK data publically available, as described in the TK data-Sharing agreement; and
- b) If NWT CIMP wishes to use the TK data differently or for other purposes than what is described in the TK data-sharing agreement, the program must seek and gain prior permission of both the community and individual research subjects through a process as determined by the original community, government or regional organization.

## Agreement Template instructions

- This template is adapted from the First Nations Centre, *Considerations and Templates for Ethical Research Practices*.
- A TK data-sharing agreement may be required if requested by NWT CIMP.
- This template is designed to assist the project lead in drafting an agreement that meets both community and NWT CIMP needs.
- NWT CIMP expects each project lead to modify this template as required in collaboration with the community(s) and NWT CIMP.
- Instructions and suggestions are provided throughout the template in *blue text*.
- The Department of Environment and Natural Resources signs on behalf of NWT CIMP.

## Traditional Knowledge Data-Sharing Agreement

Project title: \_\_\_\_\_

NWT CIMP project number: \_\_\_\_\_

THIS DATA-SHARING AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

BETWEEN:

Principal Researcher(s) and/or Organization

Name(s): \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

AND

\_\_\_\_\_ (Indigenous community, government or organization)

*If the organization conducting the research is also the TK authority for the TK being collected / used, this additional contact information may be unnecessary. In this case, the template may also need to be adapted elsewhere to reflect this.*

Contact person(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

AND

Department of Environment and Natural Resources (and successive departments) -  
Government of the Northwest Territories

Contact person(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

*Add other parties as/if required (i.e. other research partners or organization)*

## 1. Introduction

*In general, the introduction should provide some background information leading to the development of the TK data-sharing agreement, such as what its purpose is and why it is necessary. The introduction should identify the parties to the agreement, their names and the names of their organizations. It may also include relevant policy statements, a mission statement, or guiding principles.*

### **Sample text:**

This Traditional Knowledge (TK) data-sharing agreement will maintain the values, principles and protect the rights of the Indigenous community, government or organization and will ensure that Department of Environment and Natural Resources (ENR) funded projects result in publically available information that can be used for decision making. Publically available information need not be the TK data itself, but reports or documents that discuss, summarize or in other ways refer to the data collected under this Agreement.

\_\_\_\_\_ (Indigenous community, government or organization) has consented to enter into an agreement whereby:

- i. \_\_\_\_\_ (principal researchers) of \_\_\_\_\_ (organization) are authorized to use the TK data and/or results thereof from \_\_\_\_\_ (name of research project), as set out in this Agreement; and
- ii. \_\_\_\_\_ (principal researchers) of \_\_\_\_\_ (organization) will provide project deliverables based on the TK data and/or results thereof from \_\_\_\_\_ (name of research project) to ENR, which will be made publically available.

## 2. Definitions

*Relevant definitions may be included in this agreement for clarification of certain terms.*

### **Sample text:**

Data Sharing - The exchanging, collecting, using or disclosing of data by one organization with another organization for certain purposes.

ENR - Department of Environment and Natural Resources, Government of the Northwest Territories, and successive departments in the event of department restructuring

Traditional Knowledge (TK) - The knowledge and values, which have been acquired through experience, observation, from the land or from spiritual teachings and handed down from one generation to another.

### 3. Purpose

*The purpose and reason for the TK data-sharing agreement should be identified. The purpose of the data-sharing arrangement must be understood and formally agreed to by those entering into it.*

#### **Sample text:**

The purpose of this TK data-sharing agreement is to:

- a) Summarize the conditions and arrangements for TK data collection and sharing;
- b) Describe why TK data is being shared, how and when TK data will be collected and shared, and by whom;
- c) Protect individual and community interests with respect to TK data;
- d) Maintain appropriate standards and prevent misunderstandings over responsibilities;
- e) Clarify issues of TK data ownership, control and access, as well as use of the data ; and
- f) Ensure that results from ENR funded TK projects can be publically shared and used for decision-making purposes.

**Ownership:** Refers to the relationship of First Nations to their cultural knowledge/data/information. The principle states that a community or group owns information collectively in the same way that an individual owns his or her personal information.

**Control:** The principle of “control” asserts that First Nations people, their communities and representative bodies are within their rights in seeking to control all aspects of research and information management processes that impact them. First Nations control of research can include all stages of a particular research project from conception to completion. The principle extends to the control of resources and review processes, the formulation of conceptual frameworks, data management and so on.

**Access:** First Nations people must have access to information and data about themselves and their communities, regardless of where it is currently held. The principle also refers to the right of First Nations communities and organizations to manage and make decisions regarding access

### 4. Data to be Shared

*This section should provide a specific and detailed description of the TK data that will be collected for the research project, and which may be shared. It should cover the following areas:*

- *Purpose of doing the research (e.g. to monitor cumulative impacts on caribou). A statement of purpose is usually fairly brief (2-5 sentences);*
- *Types of TK data that will be gathered (e.g. statistics, interviews, maps etc.)*
- *Types of TK data that will be shared (e.g. statistics, interviews, maps etc.) and with whom*

**Sample text:**

The purpose of this research project is to investigate:

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In order to address the purpose stated above, the following types of TK data will be gathered from \_\_\_\_\_ (Indigenous community, government or organization):  
*e.g. questionnaire, statistics, audio recording of interviews, interview transcripts, maps etc.*

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The following types of TK data can be shared publically:  
*It should be noted that as this is referring specially to TK data, as opposed to any summary type results, it may be perfectly appropriate to indicate that no TK data will be shared publically.*

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The following types of TK data can only be shared confidentially with the following parties:  
*This list should clearly identify which parties will have access to which types of TK data.*

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**5. Use of Data**

*The Agreement should clearly identify how the data shared under the arrangement will be used. For what purpose(s) is the data going to be used? It should also identify what types of results that will be produced that will be publically shared (e.g. summary reports, etc.)*

**Sample text:**

\_\_\_\_\_ (principal researchers) will use the data collected for the purposes of:

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The following types of reports or documents that discuss, summarize or in other ways refer to the data collected under this Agreement will be produced and shared publically:  
*e.g. deliverables relevant to NWT CIMP*

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If \_\_\_\_\_ (principal researchers) wish to use the data differently or for other purposes than what is described in this TK data-sharing agreement, they must seek and gain prior permission of both \_\_\_\_\_ (Indigenous community, government or

organization) and individual research subjects through a process as determined by the original Indigenous community, government or organization.

## **6. Traditional Knowledge Data Ownership and Intellectual Property**

*Although this may not be consistent with some First Nations perspectives, intellectual property arising from research in Canada is normally vested in the organization(s) that conducts the research. As a result, in situations where data is provided to an organization that may conduct further research, it may be important to specify in an agreement that the First Nation retains all intellectual property rights (including copyright), as applicable, to the data offered under this agreement, and this agreement constitutes only a license to acquire and use these data products. Furthermore, it may be specified that no title or rights be conveyed by this agreement.*

### **Sample text:**

\_\_\_\_\_ (Indigenous community, government or organization) owns the collective TK data and retains all intellectual property rights (including copyright), as applicable, to the data offered under this Agreement. This Agreement constitutes only a license to acquire and use these data products; it does not convey title or rights.

## **7. Data Storage and Confidentiality**

*Integrity and security of the data must be maintained by instituting regulatory controls, such as ensuring that only authorized users have access to the data and that electronic systems are properly maintained and managed.*

### **Sample text:**

The TK data will be stored in the following ways (e.g. hardcopies, network servers protected by firewalls, etc.):

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Confidentiality of the TK data (if desired) will be ensured in the following ways:

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The \_\_\_\_\_ (principal researchers) will store and maintain the shared data in a manner that ensures its use remains consistent with the terms and conditions of this Agreement.

## **8. Retention and Disposal of Data**

*In the event that parties identify that they don't want data to be held indefinitely, the agreement should specify how long the shared data is kept or stored. Terms should be*

*identified regarding the disposal of the data once the agreement has expired or been revoked. The data may be returned to the source or destroyed by the recipient, either physically or electronically.*

*Also, the Agreement should include details on when the agreement will come into effect (e.g., the date of signing by the last of the parties), as well as how long the agreement will remain in effect (e.g. 5 years, 10 years, in perpetuity). There can also be terms set out for renewal, extensions or amendments to the agreement, if necessary.*

***Sample text:***

This agreement will commence on and come into effect from the date of signing by the last of the parties, and will remain in effect for \_\_\_\_\_.

Upon expiration of this agreement, the \_\_\_\_\_ (principal researchers) and any other applicable parties will immediately and permanently remove and destroy all copies, both physically and electronically, of the data provided under this agreement in accordance with relevant laws and policies (e.g., band bylaws and policies or government laws). This does not include any copies of publically available reports or documents that discuss, summarize, or in other ways refer to the data collected under this Agreement.

This agreement may be renewed, extended or amended with the written consent of all parties at least sixty (60) days prior to the expiration of the agreement.

**9. Signing Authorities**

*The agreement should identify signing authorities, contact names, titles, addresses and phones numbers of the parties involved. The agreement should be signed and dated by the authorized representative of each party. This information is also used to allow the public to direct notices to the appropriate party.*

IN WITNESS whereof, this Agreement has been executed on behalf of the parties by their duly authorized representatives:

_____ Name and Title	_____ Signature	_____ Date
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_____ Witness	_____ Signature	_____ Date
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_____ Name and Title	_____ Signature	_____ Date
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_____ Witness	_____ Signature	_____ Date
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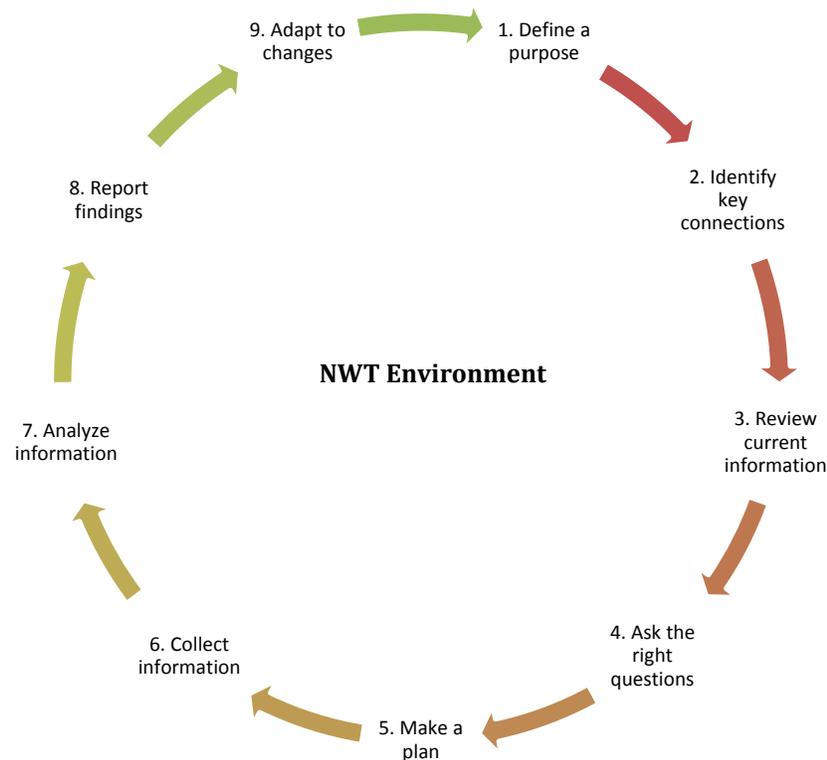
_____ Name and Title	_____ Signature	_____ Date
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_____ Witness	_____ Signature	_____ Date
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## Appendix B: Pathway Approach

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NWT CIMP has developed the [Pathway Approach](#) to describe a shared approach to research and monitoring that involves NWT communities. Where appropriate, use of the Pathway Approach will help applicants design a better study in collaboration with communities and decision-makers. The Pathway Approach also provides a good framework from which to develop monitoring and research projects. Further information on collaborative monitoring among communities and subject-matter experts is available in the NWT CIMP/Aurora Research Institute guidance document [“Working Together: Towards relevant environmental monitoring and research in the NWT”](#). Figure 1 shows the main steps of the approach.



**Figure 1: Pathway Approach**

Here are step-by-step instructions for how to use the Pathway 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 – *Is water quality changing?* – or specific – *Is 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. Traditional stories and observations from communities provide valuable insights into what’s happening on the land. 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.

# Appendix C: Key NWT Decision-Makers

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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 our 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.

## **Indigenous Governments/Organizations**

Akaiicho Territory Government  
Dehcho First Nations  
Inuvialuit Joint Secretariat  
Inuvialuit Regional Corporation  
Tłı̄chǫ Government

Gwich'in Tribal Council  
North Slave Métis Alliance  
Northwest Territory Métis Nation  
Sahtu Secretariat Incorporated

## **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  
Wek'èezhìi Land and Water Board  
Mackenzie Valley Environmental Impact Review Board

Mackenzie Valley Land and Water Board  
Inuvialuit Water Board  
Sahtu Land and Water Board  
Sahtu Land Use Planning Board  
Sahtu Renewable Resources Board  
Wek'èezhìi Renewable Resources Board

## **Government of Canada**

Transport Canada  
Department of Fisheries and Oceans  
Environment and Climate Change Canada  
Indigenous Affairs and Northern Development Canada

National Energy Board  
Natural Resources Canada  
Parks Canada

## **Government of the Northwest Territories**

Executive and Indigenous Affairs  
Infrastructure  
Industry, Tourism and Investment (NWT Geological Survey)  
Education, Culture and Employment (Prince of Wales Northern Heritage Centre; Aurora Research Institute)

Environment and Natural Resources  
Lands  
Municipal and Community Affairs

## Appendix D: TK Letter of Intent Submission Form

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### Instructions:

- Please read the *Traditional Knowledge Proposal Guide (September 2018)* to assist in your completion of this form.
- Maximum **4 page limit**. Convey your ideas briefly but meaningfully. Print is to be Cambria, font size 12. Additional pages will not be reviewed.
- If this is a multi-year funding request, please briefly provide details for each year. Remember that funding will only be approved in 3 year increments.
- Letters of intent must be submitted by email by **October 12<sup>th</sup>, 2018** at 4:00pm MST to [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca).
- An e-mail confirmation will be sent upon receipt of your LOI.
- **If you do not receive a confirmation email please call (867) 767-9233 ext. 53081 to ensure that your proposal has been received. Late submissions will not be accepted.**
- It is your responsibility to ensure that your letter is submitted on time and has been received.
  
- **To start filling out the template, go to [TK Letter of Intent](#)**

# Appendix E: TK Full Proposal Submission Form

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## Instructions:

- Please note that only applicants with a successful LOI will be invited to submit a full proposal.
- Maximum **9 page limit**, excluding figures. Convey your ideas briefly but meaningfully. Print is to be Cambria, font size 12, with regular margins. Additional pages will not be reviewed.
- Please read the *Traditional Knowledge Proposal Guide (September 2018)* to assist in your completion of this proposal submission form.
- Ensure that you also submit a proposed project budget using the *Proposal Budget Template (September 2018)*. A budget template in MS Excel will 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. Planning and estimated budget levels for further years can be detailed in the proposal.
- Proposals and budgets must be submitted by email by **December 7<sup>th</sup>, 2019** at 4:00pm MST to [nwtcimp@gov.nt.ca](mailto: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 on the technical aspects of your proposal. The reviewers must be relevant subject-matter experts and not have collaborated with members of the project team in more than two years. They must be aware that their name is being provided to NWT CIMP.
- 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. Late submissions will not be accepted.**
- It is your responsibility to ensure that your proposal is submitted on time and has been received.
- **To start filling out the template, go to [TK Proposal](#).**

# Appendix F: Annual Report Template

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## Instructions:

- Complete the Annual Status Report only if the project is ongoing (e.g. NWT CIMP approved your proposal for multi-year funding). Complete the Final Report if this is the final year of the project.
- Unless otherwise indicated, the information provided must be for *this reporting year only*.
- Sections 4 and 6 should be completed noting progress and outputs from this fiscal year only.
- **For ongoing, multi-year projects, this annual report will be used to evaluate future funding in 2019/20.**
- Please provide a photo that best depicts your project. For example, community fieldwork that has taken place. It must be no smaller than 1MB in size.
- For all projects, the Budget Sheet Template 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.
  
- **To start filling out the template, go to [Annual Report](#).**

# Appendix G: Final Report Template

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## Instructions:

- Complete the Final Report only if 2018-19 is the final year of the project. Complete the Annual Status Report if the project is ongoing (e.g. NWT CIMP approved your proposal for multi-year funding).
- The Final Report 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.
- Please provide at least one photo that best depicts your project. For example, community fieldwork that has taken place. It must be no smaller than 1MB.
- **All Final Reports will be reviewed for completeness.**
- Within three months of receiving Final Reports, NWT CIMP may contact Principal 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.**
- **To start filling out the template, go to [Final Report](#).**