

Resources and Sustainable Development in the Arctic

A Major Collaborative Research Initiative program of the Social Sciences and Humanities Research Council (SSHRC)

SUB-PROJECT GUIDELINES FOR RESEARCH APPLICANTS

PROGRAM DESCRIPTION

The ReSDA sub grants are intended to support research that addresses the objectives outlined in the SSHRC proposal for Resources and Sustainable Development in the Arctic. A research network has been established with the main objective being to determine the best ways to ensure that resource exploitation has positive impacts that benefit northern communities rather than negative or harmful impacts. The researcher must work closely with communities and stakeholders to conduct leading-edge research on the best ways of developing northern natural resources in ways that maximizes benefits to communities and minimizes dangers to the environment. This research should lead to the development of major new and innovative models of development that could have far reaching impacts not only for Canada but throughout the world.

The research plan is based on four themes: sustainable regions, sustainable communities, sustainable cultures and sustainable environments. A coordinator based at a Canadian university is responsible for one of the four themes. Subprojects should fit within one of these research themes and complement the overall goals of the program. Individuals considering applying for funding should contact one or more of the theme leaders prior to submitting a proposal.

- Theme 1: Sustainable Regions – Frances Abele, Carleton University
frances_abele@carleton.ca
- Theme 2: Sustainable Communities – Chris Southcott, Lakehead University
csouthco@lakeheadu.ca
- Theme 3 : Sustainable Cultures – David Natcher, University of Saskatchewan
david.natcher@usask.ca
- Theme 4: Sustainable Environments – Brenda Parlee, University of Alberta
brenda_parlee@ualberta.ca

Subprojects within these themes should examine the various resource sectors and should ensure a central place for traditional knowledge and Inuit Qaujimajatuqagit in their activities. Funding distribution for subprojects will be staggered throughout the 7 years of the program. **Initially research funds for 2012 work will be directed to a comprehensive gap analysis to provide a clear picture of the state of the knowledge in this area.** The results of the gap analyses will provide the direction for new subprojects that will be supported to ensure the research objectives of ReSDA are met. **These results when complete will be included in the project evaluation criteria and will be posted with these guidelines.**

The Network will build a future generation of researchers, create an enhanced understanding and awareness of the importance of social sciences research in the North with an emphasis on knowledge dissemination. One intention of the program is to build international research linkages with potential opportunities for graduate students to network and train in connection with the UArctic Thematic Networks.

GENERAL GUIDELINES

1. Eligibility: Researchers from Universities and organizations that are listed on the proposal have priority for funding. To receive funding you must be with a SSHRC eligible institution. Other interested researchers may contact the ReSDA office to determine eligibility requirements. The researchers should be active in social sciences research with research interests and experience in northern regions of Canada (NWT, Nunavut, Yukon, Labrador or Nunavik) or in the Circumpolar North;
2. Receipt of application & consideration of application do not constitute acceptance of proposal;
3. Consideration will be given to all applicants who have broad support of the Network Steering Committee as well as the Theme Coordinators, but funds will be granted on the basis of the merit of individual applications, policy relevance, and potential contribution to the goals of the “Resources and Sustainable Development in the Arctic Network”. At its own discretion, the Network Management Committee may require further information in their review of sub grant applications;
4. All proposals received will be treated as confidential and due diligence will be exercised to maintain the applicants’ confidentiality
5. Applications will be evaluated according to the following criteria:
 - a. Degree to which the application is consistent with the research and policy relevance priorities of the Resources and Sustainable Development in the Arctic Network.
 - b. Evidence of effective partnerships and collaboration among researchers, governments and community organizations
 - c. Quality and appropriateness of the methodology and research plan
 - d. Sufficient capacity and expertise to carry out the necessary research.
 - e. Appropriateness of the requests for student internships
 - f. Compliance with ethical requirements for the conduct of research involving humans in accordance with Tri-Council Policy statement
6. Funds provided through this program will normally be up to a maximum of \$40,000 for two years.

PROPOSALS

1. Proposal must be clearly written and provide all information requested on the application form.
2. Maximum project duration is 2 year with the possibility of extension for a third year.
3. Because the significance of the proposed research is being evaluated, applicants must indicate how the project is relevant to the RESDA objectives, this includes highlighting how the work will build northern capacity in terms of training of students and community members.
4. The proposal must demonstrate sound research methodology demonstrating that this research can be completed within the detailed time frame provided.
5. The Principal Investigator/applicant must be with an institution that is SSHRC eligible.
6. Investigators must abide by the policies and regulations operative in their home university/organization as well as those of the Social Sciences and Humanities Research Council of Canada.
7. It is the responsibility of the successful applicants to secure ethics approval and permission prior to undertaking the research. If the proposed research involves human subjects (interview, surveys, participatory observation etc.) ethics review and approval of your proposal must be provided before any funds can be released to you. If working in the Yukon, Northwest Territories or Nunavut a research license is also required in order to do your research in one of these jurisdictions. You will need to provide evidence that this has been secured before doing any research in one of these areas.

AWARDS

1. Grant applications will be reviewed by the Management Committee and they will provide recommendations to the Steering Committee. The decision for funding will be made by the Steering Committee.
2. Committee decisions will be communicated in writing through a Notice of Award to successful applicants in 2 to 4 weeks of the closing date for submissions.
3. At the discretion of the Steering Committee, the amount of award may or may not be the same as the amount requested in the proposal.
4. Grant funds may be used only for the project and purposes described in the application, subject to any special conditions given by the Management Committee in the Notice of Award.
5. Normally grant funding will be provided for the period of time indicated in the applicants request. The term may be extended for an additional period upon written request to the Management Committee Chair.
6. Any expenses incurred by the project partnership above the total grant will be the responsibility of the project partnership.
7. An award may be terminated with or without notice if conditions are not observed. Unspent funds must be returned to the Resources and Sustainable Development in the Arctic Research Network budget if the award is terminated. Notice of termination of an award will be sent to the Principal Investigator/Applicant, who will be responsible for informing the Co-Investigator and all other groups or individuals involved in the project.

REPORT/ ADMINISTRATIVE REQUIREMENTS

There are three reports we need for each project:

1. Short proposal of project – submitted as part of the application for funding
The first report is from the application for funding and includes details of your project. Please use the Research Sub-project Application
IMPORTANT NOTE: If your research involves human subjects, you will also have to get ethics clearance from your university before it will release funds to you.
2. An interim progress report is required for all projects, and should include a description of initial research activities to date, initial findings, and comments on aspects of training and other milestones (2-3 pages in length). This is due at the end of each project year and outlines your progress on the project, including financial expenditures. In this report, please include:
 - Update on the work and timetable
 - The specific roles and responsibilities of students and research assistants, indicating the work they undertook so far and the skills they have learned
 - Any outputs you have created (conference papers, etc.)
 - Financial report - SSHRC Statement of Account (Form 300)
3. Final report (including financial report) – at the end of your project or within three months of the end of the term of the award. A final report will contain a one-page executive summary in plain language for posting on the web site.
The final report is due at the end of your project. In this report, please include:
 - Purpose and significance of the study; analysis and findings
 - The specific roles and responsibilities of students and research assistants, indicating the work they undertook, the skills they learned, and how this complemented their academic training
 - Any outputs you have created
 - Final financial report - SSHRC Statement of Account (Form 300)

The information that you submit in these reports will form the basis of the yearly reports that this network must submit to SSHRC on the progress of our grant.

The partnership will involve contact with the ReSDA Coordinator and relevant Theme Coordinator(s) on a regular basis throughout the project to discuss research progress and any difficulties or challenges that may arise.

- The project partnership shall submit for review all materials produced under the funding agreement prior to release to any other recipient.
- The project partnership shall submit two hard copies of the final report (one for the ReSDA Network resources, one for the project file) and an electronic copy to be posted on the ReSDA website and for use by the ReSDA project.
- The project partners/researchers will grant to the Resources and Sustainable Development in the Arctic initiative a non-exclusive, irrevocable, worldwide, fully-paid and royalty-free licence to make, copy, translate, use, produce or further develop all materials for any purpose, except sale or licensing in commercial competition with the researcher.
- The following must appear within the introductory pages preceding the body of the final research documents:

This research was financially supported by the “Resources and Sustainable Development in the Arctic (ReSDA)” initiative which is funded by the Social Sciences and Humanities Research Council (SSHRC).

The opinions of the authors found herein do not necessarily reflect those of SSHRC or ReSDA.

- The “Resources and Sustainable Development in the Arctic” name and logo, plus the SSHRC logos must be prominently displayed on the front page of the final report and on any dissemination materials following the research project.
- The ReSDA Management Committee (RMC) reserves the right to evaluate the research report and request reasonable changes by the researchers prior to dissemination
- Following approval by the RMC of the final research report, project partners are strongly encouraged to disseminate their findings as widely as possible.
- Subsequent applications will only be considered if the required final or progress reports have been submitted by the established deadlines
- Any publication based on the research conducted with funding from ReSDA must clearly state this source for support as per the normal SSHRC funding requirements.

BUDGET GUIDELINES

Training of students is a key feature of this Network, and for each project graduate students will form part of the team. A large part of your funding should support salaries for student researchers. SSHRC requires that we meet the allocation for this line item in our proposal. The remaining amounts are for travel and subsistence costs, professional /technical services, supplies, translation/communications and so forth.

Example:

For a two-year project receiving \$32,000 in funding, a possible budget could be:

Student salaries \$20,000

Research Travel \$4,000 (Project should apply for NSTP assistance for student travel)

Indigenous Participation \$1,000

Translation \$1,000

Community workshop and knowledge dissemination \$6,000

As this is intended as a supplemental research fund you should apply for or have secured additional funds from other sources.

Certain expenses are ineligible according to the SSHRC guidelines (see list below). If you have any questions on these, you can contact your research officer. You can also see <http://www.sshrc.ca> for more details.

Eligible and Ineligible Expenses

The Committee will consider all expenditures for research activities fully justified and appropriate to a given discipline, subject to the use of grant funding listed in the Tri-Agency Financial Administration Guide http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

Useful links

Social Sciences and Humanities Research Council (SSHRC): <http://www.sshrc.ca>
Resources and Sustainable Development in the Arctic proposal
<http://ycd14.yukoncollege.yk.ca/frontier/files/resda/ReSDAMCRIAApplication.pdf>

[ReSDA Application Form](#) (pdf)

Or contact us at the ReSDA office, (867)668-8857 or email vwalker@yukoncollege.yk.ca