



Government of Northwest Territories  
Gouvernement des Territoires du Nord-Ouest

# Science Project Funding Guide 2022-2023

**NWT CIMP**  
Northwest Territories Cumulative  
Impact Monitoring Program

Updated: September 2021



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If you would like this information in another official language, call us.

English

Si vous voulez ces informations dans une autre langue officielle, contactez-nous.

French

Kĩspin ki nitawihťĩn ē nĩhĩyawihk ōma ācimōwin, tipwāsinān.

Cree

Tłıchq yatı k'èè. Dı wegodı newq dè, gots'o gonede.

Tłıchq

ʔerihť'is Dēne Sųłiné yatı t'a huts'elkēr xa beyáyatı theʔą ʔat'e, nuwe ts'ēn yóftı.

Chipewyan

Edı gondı dehgáh got'ıe zhatıé k'ée edat'éh enahddhę nıde naxets'é edahłı.

South Slavey

K'áhshó got'ıne xədə k'é hederı ʔedjhtł'é yerıniwę nıde dúle.

North Slavey

Jii gwandak izhii ginjik vat'atr'ijahch'uu zhit yinothtan jı', diits'at ginohkhı.

Gwich'in

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqluta.

Inuvialuktun

Ć'ᑔᑕ ᑕᑕᑦᑔᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ ᑕᑕᑕᑕ.

Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarlutit.

Inuinnaqtun

Indigenous Languages:

867-767-9231 Ext. 53045

French:

867-767-9348

866-561-1664 Toll Free

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## Important COVID-19 Information

The Government of Northwest Territories' (GNWT) first priority is to prevent the spread of the virus and protect communities. At the request of the NWT's Chief Public Health Officer, GNWT has implemented new policies, such as mandatory quarantine upon arrival. These affect research and monitoring projects.

**Please visit the GNWT's website for current information before you apply:**

<https://www.gov.nt.ca/covid-19/>

**You must address COVID-19 public health measures at two points during your application:**

1. **At the Letter of Intent stage**—Applicants must read and agree to the policies in [GNWT's Emerging Wisely - 2021](#).
2. **At the Proposal stage**—Applicants must include COVID-19 considerations in **all proposal** sections.

## 1. What is the Science Project Funding Guide?

This Guide explains the funding process for science projects under the Northwest Territories Cumulative Impact Monitoring Program (we use NWT CIMP or 'we' in the rest of this Guide).

In this Guide, we:

- introduce you to NWT CIMP, the projects we fund, and details you need to know before you apply
- explain how to apply for funding and how we assess applications
- outline your next steps and requirements if we approve your project.

But first, let's learn about cumulative impacts and NWT CIMP!

## 2. What is NWT CIMP?

We are the Northwest Territories Cumulative Impact Monitoring Program (NWT CIMP). We are a source of environmental monitoring and research in the NWT.

<b>NWT CIMP Vision</b>	To watch and understand the land so that it can be used respectfully forever.
<b>What our vision means</b>	When we say <i>watch</i> the land, we mean using Indigenous Knowledge and science to monitor and research our environment. <i>Understanding</i> what we see means analyzing what we learned. We then take that information and share it, so it can shape policy and decisions that protect the land <i>respectfully forever</i> .

We support projects that monitor and measure **cumulative impacts**. We gather information on cumulative impacts, and we communicate what we learn to key northern decision-makers and the public. Our goal is to contribute to strong decisions on natural resources and sustainable development.

**Cumulative impacts** are the combined effects that human activities and natural processes have on our environment.

*adapted from Canadian Council of Ministers of the Environment, 2014*

### *How we put our vision into practice*

NWT CIMP carries out four main activities. We:

1. work with our partners to consider what issues, monitoring, research, and approaches are the highest priority.
2. coordinate, conduct, and fund projects to collect and analyze data, and report on environmental conditions.
3. communicate what we learn to northern decision-makers and the public.
4. facilitate environmental audits to assess how the program and regulatory regime are doing.

### *We have a responsibility to do this work*

Understanding cumulative impacts is:

- essential to sustainable development (see NWT CIMP's vision above)
- our legal responsibility. NWT settled land claim agreements and the *Mackenzie Valley Resource Management Act* (MVRMA) all require cumulative impact monitoring.

## 2.1 WHO ARE WE?

NWT CIMP is set up and funded by the GNWT, Department of Environment and Natural Resources (ENR). We partner with the following groups to set priorities and conduct monitoring and research:

- Indigenous governments and organizations
- co-management boards
- universities
- federal and territorial governments

NWT CIMP is advised by a Steering Committee made up of representatives from Indigenous, federal, and territorial governments and co-management boards. The Steering Committee provides guidance and makes recommendations to our staff, who administer the program.

## 3. What projects do we fund and who can apply?

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### 3.1 WHAT PROJECTS DOES NWT CIMP FUND?

We fund projects that study:

- cumulative impacts of both human activity and natural processes on the environment
- environmental trends, what may have caused them, and what they mean
- the conditions of specific parts of the environment, so we can use that information as a starting point or baseline to measure what happens to that area.

Current monitoring priorities focus on **caribou, water** and **fish**.

All projects **must** collect information that:

- reports on cumulative impacts and/or environmental trends
- decision-makers can use to better protect our land and water.

### 3.2 WHAT INFORMATION DOES NWT CIMP GATHER?

We consider Indigenous Knowledge and scientific data equally valuable.

#### *Indigenous Knowledge monitoring and research*

We place a high priority on environmental monitoring and research that uses Indigenous Knowledge. The goal is to apply what we learn from Indigenous Knowledge to inform northern decision-making. For Indigenous Knowledge projects, communities choose the focus of projects they propose. See the [Indigenous Knowledge Project Funding Guide](#).

#### *Scientific monitoring and research*

Science projects must respond to the monitoring and research priorities listed in the monitoring and research Blueprints for caribou, water and fish found in [Appendices A-C](#). These Blueprints not only inform applicants of our priorities, they also guide how funds should be allocated.

To make the best use of funding, NWT CIMP is focused on geographic areas of past, current or proposed development where cumulative impacts of development are most likely to occur. Decision-makers are most likely to be interested in the results from these areas. A useful tool to identify these areas is the [Inventory of Landscape Change](#) web-viewer.

As necessary, science projects should collaborate with existing programs to agree upon the use of standardized data collection and analysis protocols. NWT CIMP recommends several monitoring protocols and guidance listed in [Appendix D](#). This will help ensure the compatibility of datasets for use in regional cumulative impact assessment.

*If your project collects **both** Indigenous Knowledge and scientific data*

Only **one** application needs to be submitted. However, the application must follow **both** the Indigenous Knowledge Project Funding Guide **and** the Science Project Funding Guide to be complete. This requires:

1. completing an Indigenous Knowledge Data-Sharing Agreement
2. addressing the specific monitoring and research priorities for caribou, water and fish outlined in the Blueprints.

### **3.3 WHAT PROJECTS DOES NWT CIMP PRIORITIZE?**

All projects **must** meet the criteria in our *How do I apply for funding* section, but we are most likely to fund projects with the characteristics below. When you apply, we may suggest ways to make your project more relevant to our program to help you get funding.

*We encourage projects that:*

✓ **Work with communities, Indigenous organizations, Elders, and youth**

We support projects that include community members, local decision-makers, Indigenous organizations, Elders, and youth in all stages. This:

- engages and builds capacity in the community
- promotes strong and self-sustaining communities
- involves Elders and Indigenous Knowledge holders in decision-making
- helps preserve and pass down Indigenous Knowledge to future generations
- encourages young people to build careers related to the environment where their work will contribute to long-term monitoring. *We give preference to formal, short-term training that is more likely to help youth get jobs in the future.*

✓ **Study current monitoring priorities**

Our current priorities are monitoring **caribou, water and fish**, so monitoring and research related to them is especially valuable. These monitoring priorities are provided by co-management boards and key regulators and decided together by our Steering Committee. See [Appendix E](#) for a list of these influential decision-makers.

✓ **Benefit our program partners**

We share what we learn with the organizations and communities we partner with. We fund projects that gather information these partners can use to make decisions and to support new monitoring and research.

✓ **Support or build on current research and collaborate with others**

We encourage multidisciplinary and collaborative studies. Our funding process connects and encourages collaboration among researchers working in similar locations or addressing similar questions.

✓ **Meet our criteria and are well designed**

A well-designed project is key! You must meet our criteria and deadlines to receive funding. Please:

- contact communities and potential partners **early** to share your project idea and build support.
- follow the instructions in the forms carefully, including page limits, font sizes, and word counts.
- use the step-by-step “Designing Your Project” guide in [Appendix F](#). It will help you design a project that is more likely to receive NWT CIMP support.

### 3.4 WHAT PROJECTS DOES NWT CIMP *NOT* CONSIDER?

We do **not** fund projects that:

- are clearly another organization's responsibility.
- collect baseline data for a specific development, for example a proposed or operating mine. We may consider a project that includes a development like a mine if the project goes **beyond** the physical area or scope of environmental study for that mine or development.
- focus **only** on community capacity-building or training.

### 3.5 WHAT FUNDING IS AVAILABLE?

The **maximum** amount of funding per project is **\$60,000** per year (see [Appendix G](#) for a list of eligible costs). We consider both single and multi-year proposals. We encourage long-term monitoring projects, but we:

- review them annually to ensure continued funding
- approve them for a maximum of three years at a time
- usually start with a larger funding amount and reduce to smaller amounts over time.

We may consider additional funding:

- if your project has unexpected results or new questions that need more study (evaluated on a case-by-case basis)
- for larger collaborative projects.

### 3.6 WHO CAN APPLY?

The following groups are eligible to apply:

- Indigenous, federal, territorial and municipal governments
- academic institutions
- non-government organizations

Industry is **not** eligible for funding. If you represent an industry, you can partner with an Indigenous organization or community.

## 4. How do I apply for funding?

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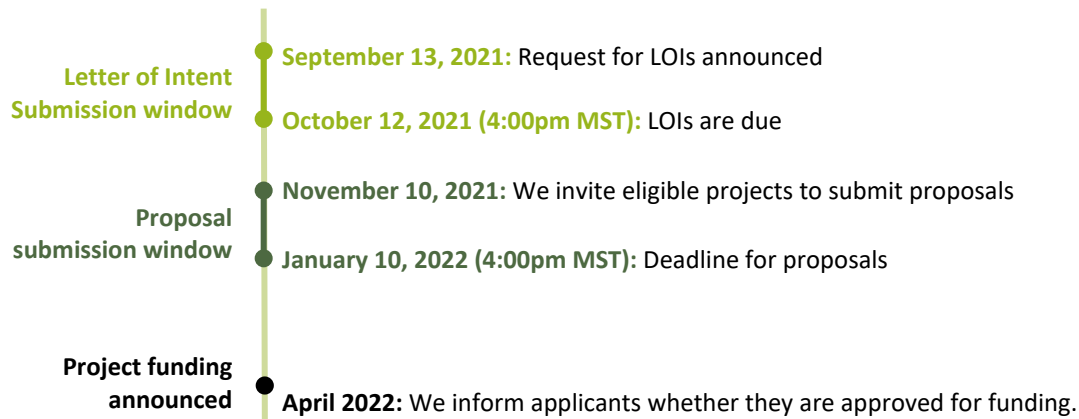
This section explains how to apply for funding, which happens in two stages. In Section 5, we explain your next steps if we approve your project.

To apply, you must:

1. submit a letter of intent (LOI)
2. receive an invitation from us to submit a full proposal
3. submit a proposal.

### 4.1 WHEN DO I NEED TO APPLY? (KEY DATES)

For 2022-23 funding



### 4.2 SUBMITTING A LETTER OF INTENT

Your letter of intent is a **short description** of your project so we can understand your idea and assess if it meets our criteria.

*How do I submit my LOI?*

1. Fill out the [LOI form](#) in [Appendix H](#).
2. E-mail the form (in PDF format) to [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)  
**The deadline to submit a LOI is October 12<sup>th</sup>, 2021 by 4:00pm MST.**

We will send you an email confirming we have received your LOI. **If you do not receive this email within 24 hours**, please call (867) 767- 9233 ext. 53084.

*What information do I need to include in my LOI?*

There are detailed instructions in the LOI form. **Be sure to follow them!** Note the page limits, font sizes and word counts. We will evaluate your LOI using the criteria in Table 1. This evaluation criteria **must** be met to be invited to submit a proposal. **All sections and questions are mandatory.** LOIs that clearly address all evaluation criteria will be more successful in receiving an invitation to submit a proposal.

**Please note:** You only need to submit **one LOI** if your project collects both Indigenous Knowledge and

science information, but you must address the evaluation criteria in **both** this guide **and** the Science Project Funding Guide.

**TABLE 1—LETTER OF INTENT EVALUATION CRITERIA**

Project idea	
Form section	#3
Main question	<b>What is the project idea?</b>
Required information to include	<ul style="list-style-type: none"> <li>• What is your project?</li> <li>• What is your monitoring or research question, or what do you want to investigate?</li> <li>• What is the expected impact to northern decisions?</li> <li>• Who is involved?</li> </ul>
Relevance to cumulative impact monitoring and research	
Form section	#4
Main question	<b>How will the project improve our understanding of cumulative impacts?</b>
Required information to include	<ul style="list-style-type: none"> <li>• How does it improve our understanding of cumulative impacts, baseline conditions, and/or environmental trends?</li> <li>• How will project results contribute to and influence northern resource management decisions?</li> <li>• Identify the specific monitoring and research Blueprint priorities to be studied. (see Appendices A-C)</li> </ul>
Study Plan	
Form section	#5
Main question	<b>How do you plan to carry out your project?</b>
Required information to include	<ul style="list-style-type: none"> <li>• How do you plan to carry out your project?</li> <li>• Where is the project happening (location and nearest community)?</li> <li>• What kind of information or data will you collect?</li> <li>• What are your general timelines?</li> </ul>
Additional information	Use the “Designing Your Project” guide in <a href="#">Appendix F</a> to help you design a better study. <b>Projects that include communities and decision-makers will score highly.</b> Depending on your research focus, we may have standardized methods and protocols you should follow.

Who benefits?	
Form section	#6
Main question	<b>Who will benefit from your project and why?</b>
Required information to include	<ul style="list-style-type: none"> <li>How are you involving community members and Indigenous organizations?</li> <li>How will you support long-term capacity in the community or Indigenous organization? <i><b>NWT CIMP strongly supports this!</b></i></li> <li>How will the project benefit others, including decision-makers?</li> </ul>
Additional information	Please do not include letters of support until the proposal stage.
Communication	
Form section	#7
Main question	<b>How will you communicate your results?</b>
Required information to include	<ul style="list-style-type: none"> <li>How will the results be communicated?</li> <li>Who is your audience? (should include communities, decision-makers and us)</li> <li>What do you see as the expected end-products? Which products do you see being available to the public? What products will be provided to NWT CIMP?</li> </ul>
Funding	
Form section	#8
Main question	<b>How much funding will you need?</b>
Required information to include	<ul style="list-style-type: none"> <li>How much will you need per year? (maximum of 60K per year, for up to 3 years)</li> <li>How will you spend funds?</li> </ul>

### *What happens after I submit my LOI?*

NWT CIMP staff will review your LOI and send you a letter with one of the following messages.

Your project:

1. may be eligible for funding, and we invite you to submit a full proposal.
2. may be eligible for funding **if** you make certain changes or collaborate with other applicants. We invite you to submit a full proposal incorporating the changes we suggest.
3. is not eligible for funding because it does not meet the evaluation criteria or our program needs.

## **4.3 SUBMITTING A PROPOSAL**

If we review your LOI and decide your project is eligible for funding, we will **invite** you to submit a proposal. Proposals are more in-depth than LOIs—this is your opportunity to provide us with the **full** picture of your project idea.

### *How do I submit my proposal?*

1. Include the following documents in your proposal:
  - **proposal form**—we will send this to you when we invite you to submit your proposal
  - **budget template**—we will send this to you when we invite you to submit your proposal
  - **letters of support**—see Table 2 for the letters of support you need
  - **any other supporting documents**
2. E-mail the above documents (in PDF format) to [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)  
**The deadline to submit a Proposal is January 10<sup>th</sup>, 2022 by 4:00pm MST.**

We will send you an email confirming we have received your proposal. **If you do not receive this email within 24 hours**, please call (867) 767- 9233 ext. 53084.

### *What information do I need to include in my proposal?*

There are detailed instructions in the proposal form. **Be sure to follow them!** Note the page limits, font sizes and word counts. We will evaluate your proposal using the criteria in Table 2. **All sections and questions are mandatory.** Your proposal will be evaluated based on the rating criteria of each section outlined in Table 2.

**Please note:** You only need to submit **one proposal** if your project collects both Indigenous Knowledge and science data, but you must answer the questions in **both** this guide **and** the Science Project Funding Guide.

**TABLE 2—PROPOSAL EVALUATION CRITERIA**

Project Summary	
Form section	#3
Our evaluation	(not rated)
Required information to include	<ul style="list-style-type: none"><li>• Provide an overview of your project (summarize the who, what, where, how and why.</li><li>• Identify the total funding requested.</li></ul>
Project objectives	
Form section	#4
Our evaluation	5% rating
Required information to include	<ul style="list-style-type: none"><li>• List the project objectives.</li><li>• Identify your monitoring and research questions.</li><li>• Identify expected outcomes and impact of your project.</li></ul>
Relevance to cumulative impact monitoring and research	
Form section	#5
Our evaluation	20% rating

Required information to include	<ul style="list-style-type: none"> <li>• Further describe how the objectives improve our understanding of cumulative impacts, baseline conditions, and/or environmental trends.</li> <li>• Describe how the project will contribute to and influence northern decisions, including specific examples.</li> </ul>
Important things to consider	<ul style="list-style-type: none"> <li>• Expand the information for this section submitted in your LOI.</li> <li>• Specific examples of northern decisions may include those at a local, regional or territorial level.</li> </ul>
Study design	
Form section Our evaluation	#6 <b>20% rating</b>
Required information to include	<ul style="list-style-type: none"> <li>• Describe how you will meet project objectives.</li> <li>• List all methods, protocols and approaches you will use to collect and access your information or data.</li> <li>• Describe expected information or data analyses.</li> <li>• Describe how you will validate your findings with the community before submission of final results.</li> <li>• Provide the detailed location of your project.</li> </ul>
Important things to consider	<ul style="list-style-type: none"> <li>• Expand upon your Study Plan from your LOI.</li> <li>• Projects <b>must</b> primarily gather information that furthers the understanding of cumulative impacts and/or environmental trends.</li> <li>• Projects that directly address cumulative impacts will score highly.</li> <li>• Projects that include communities and decision-makers will score highly.</li> <li>• Use the “Designing Your Project” guide in <a href="#">Appendix F</a> to help you design a better study.</li> <li>• Depending on your research focus, we may have standardized methods and protocols you should follow (see <a href="#">Appendix D</a>).</li> <li>• <b>For projects that focus on environmental contaminants</b>, you must describe how you will analyze and provide this information to GNWT Health and Social Services.</li> </ul>
Community support and engagement	
Form section Our evaluation	#7 <b>10% rating</b>
Required information to include	<ul style="list-style-type: none"> <li>• Describe how you will involve the community in planning and implementing your project. You must include a letter of support from communities and/or Indigenous governments.</li> <li>• Tell us how the project builds long-term capacity, training, or employment opportunities.</li> <li>• Describe how you will share or give back results to participating communities. This should incorporate a community member presenting the findings.</li> <li>• Describe how community contributions will be acknowledged.</li> </ul>

Important things to consider	<p><i>Examples of capacity building and training activities:</i></p> <ul style="list-style-type: none"> <li>• <i>sharing knowledge with community members by involving them in monitoring, collecting and summarizing information or data.</i></li> <li>• <i>offering hands-on training that should improve skills to help build careers.</i></li> </ul>
<p><b>Required letters of support</b></p> <p>All applicants <b>must</b> include at least one letter from the Indigenous government or community that clearly states the reasons for the support and how it will be provided.</p> <p>The letter must also include that they are comfortable with the project proceeding with proposed NWT COVID-19 safety measures<sup>1</sup>.</p>	
<b>Decision-maker support</b>	
Form section Our evaluation	#8 <b>10% rating</b>
Required information to include	<ul style="list-style-type: none"> <li>• Identify the decision-makers most likely to use the project results and information.</li> <li>• Explain how these decision-makers can use the results and information to inform resource-management decisions.</li> <li>• Describe how you will share results with these decision-makers.</li> </ul>
Important things to consider	We are more likely to fund projects that provide useful information for key resource management decision-makers. Science projects must focus on the priorities that co-management boards and regulators have identified in our monitoring and research Blueprints.
<p><b>Required letters of support</b></p> <p>All applicants <b>must</b> include at least one letter from a decision-maker that identifies how the results may contribute to their decision-making and the reasons for support.</p> <p>See <a href="#">Appendix E</a> for a list of influential NWT decision-makers.</p>	
<b>Project team</b>	
Form section Our evaluation	#9 <b>10% rating</b>
Required information to include	<ul style="list-style-type: none"> <li>• Identify all members of the team actively working on the project.</li> <li>• Clearly describe <b>each</b> team member's role, responsibilities, and the experience they contribute to the project.</li> </ul>
Important things to consider	<p><b>To strengthen the proposal:</b></p> <ul style="list-style-type: none"> <li>• Explain if/how experienced Indigenous Knowledge holders are actively participating in the project.</li> <li>• Your proposed team should include a balance of technical experts and people with northern experience (<i>like community members and decision-makers</i>).</li> </ul>

<sup>1</sup> For the latest information on COVID-19, please visit [www.gov.nt.ca/covid-19/](http://www.gov.nt.ca/covid-19/)

	<p><b>For projects that focus on environmental contaminants</b>, your team must include a subject matter expert to analyze findings and provide this information to GNWT Health and Social Services.</p> <p><b>Do not</b> pad the project team with members that are not <b>active</b> participants. Document these members in the “Supporting Organizations” section.</p>
<b>Supporting organizations</b>	
Form section Our evaluation	#10 (not rated)
Required information to include	<ul style="list-style-type: none"> <li>List people and organizations that are supporting your project but are <b>not</b> actively working on it.</li> <li>Describe the reasons they support it.</li> <li>Describe <i>how</i> they support it.</li> </ul>
Important Considerations	<ul style="list-style-type: none"> <li>This is the section to identify current and additional funds provided for this project by other organizations.</li> </ul>
<b>Deliverables, communication, and timelines</b>	
Form section Our evaluation	#11 20% rating
Required information to include	<ul style="list-style-type: none"> <li>Identify all expected deliverables (<i>your products - dataset, map, report, information summary, etc.</i>) and how they will be made available.</li> <li>Identify the communication tools (<i>your delivery method - examples include reports, videos, posters, maps, workshops, meetings, etc.</i>) you will use and your target audience.</li> <li>Identify all northern meetings each year where you will present results and describe how.</li> <li><b>For projects that focus on contaminants</b>, identify how you will communicate this information to the GNWT’s Health and Social Services and communities (<i>for example, a Risk Communication Plan</i>).</li> </ul>
Important things to consider	In the application form, you will need to include a Deliverables and Communication Plan for <b>each year</b> of your project.
<b>Budget</b>	
Form section Our evaluation	#12 5% rating
Required information to include	<ul style="list-style-type: none"> <li>Clearly identify your budget, all other funding sources and in-kind support. Include the travel costs of presenting your results at a northern meeting (<i>note current COVID-19 public health measures in the NWT<sup>2</sup></i>).</li> </ul>

<sup>2</sup> Due to COVID-19, we understand you may not be able to attend in person. We expect that you discuss and agree to alternatives (like video conferencing) with northern partners. Visit [www.gov.nt.ca/covid-19/](http://www.gov.nt.ca/covid-19/) for current information.

Important things to consider	<p>Complete the budget for <b>each year</b> of funding, using the template provided.</p> <p>If you are requesting an administrative fee (to a maximum of 15%), include it in your budget.</p> <p>The budget must:</p> <ul style="list-style-type: none"> <li>• be appropriate (<i>for example, the charges must be reasonable for the size and complexity of the project and sample analysis</i>). See <a href="#">Appendix G</a> for a list of eligible costs.</li> <li>• minimize costs for travel from out-of-territory destinations</li> <li>• maximize benefits to NWT communities</li> </ul> <p>Leveraging of funds from other sources is highly encouraged.</p>
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### *What happens after I submit my proposal?*

NWT CIMP staff, our Steering Committee, and subject matter experts will review your proposal. We will contact you in April of the following year to tell you whether we will fund your project.

## 4.4 PROJECT FUNDING CHECKLIST

- ☐ Plan and contact the communities and potential partners **early** to kickstart your project idea together.
- ☐ Mark all important **deadlines** in your calendar.
- ☐ Each template (LOI, proposal, reporting) has **instructions**. Be sure to follow them! Note the page limits, font sizes and word counts.
- ☐ Remember to clearly connect project objectives to cumulative impact monitoring.
- ☐ Clearly connect project results to northern decision-making.
- ☐ Clearly identify which team members are responsible for what parts of the project **and** identify their relevant experience.

## 5. I am approved—what happens next?

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Congratulations! This section lays out what you need to do **if and after** we approve your funding. As outlined in your funding notification letter, you have certain requirements that you must meet to continue receiving NWT CIMP support.

**You are not alone!** We will assign a staff member to you as a project liaison. This person is your direct contact to the program. They will answer your questions and review your reports. They will also set up an informal kick-off meeting, along with mid-year check-ins.

### 5.1 WHAT STEPS DO I NEED TO TAKE?

#### *Apply for licensing*

All research in the NWT must be licensed through the Aurora Research Institute. It is your responsibility to receive the necessary permits, licenses and permissions before your project begins or continues.

If your research involves human subjects, you must get approval by an accredited Research Ethics Board or Institutional Review Board **before** you can apply for a licence. For more information on research licensing and ethical research requirements, visit [www.nwtresearch.com](http://www.nwtresearch.com).

#### *Submit a Data Management Plan*

You **must** submit a Data Management Plan before we release the funding. This plan lays out how you will store, manage, access, and share the information you collect. Here is a sample [template](#) to use in creating your plan. See [Appendix I](#) for more information on our Data Management Policy.

#### *Submit an Indigenous Knowledge Data Sharing Agreement (if applicable)*

If your project also collects Indigenous Knowledge, you **must** submit an Indigenous Knowledge Data Sharing Agreement to show everyone involved in the project has agreed on how you will use, store, and share the Indigenous Knowledge you collect. (This may include the researchers, organizations, communities, and public.) See [Appendix I](#) for more information.

### 5.2 HOW ARE FUNDS PROVIDED?

We will provide you with a Contribution Agreement with ENR for you to sign. The GNWT policy is to release 90% of the total amount at the beginning of each fiscal year. We release the other 10% after receiving and approving your financial statement and project deliverables. The deadline to submit your financial statement is **June 30<sup>th</sup>** of the following year.

Upon request, we can distribute a minimum of \$10,000 directly to partnering organizations through contribution agreements. Funds under \$10,000 can be distributed to Indigenous governments and organizations **only**. We cannot give funds to private businesses.

### 5.3 HOW DOES NWT CIMP SHARE MY PROJECT RESULTS?

We make all information public on the [NWT Discovery Portal](#), which we administer. This online Portal includes a wide range of NWT environmental monitoring information, including NWT CIMP-funded

project results. We post scientific journal articles, community presentations, reports, data, and maps. Please continue to send us your publications and products as you release them!

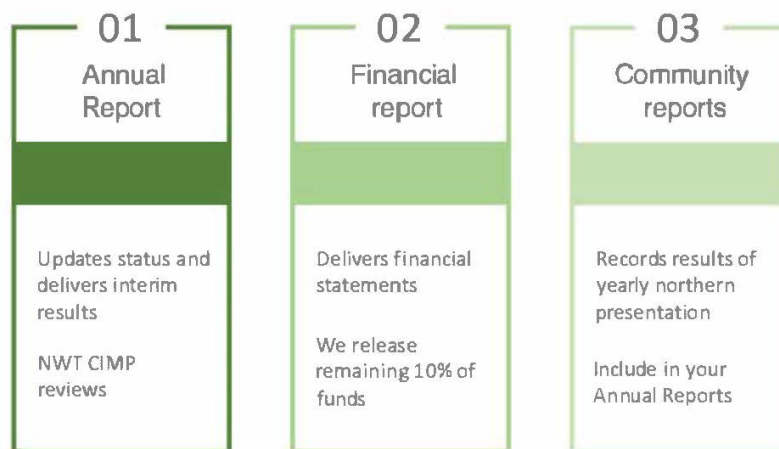
## 6. What reports do I need to submit?

We ask you to report on your project progress and results as the project unfolds. As part of your project, you must:

- **Send reports to NWT CIMP**—We use these reports to communicate regularly with communities, northern decision-makers, and the public about key results.
- **Report your results to communities**—You must send your results to the communities you are working with and keep them up to date.

### 6.1 PROJECT REPORTING AT A GLANCE

#### First and middle-year projects—mandatory reports



#### Final year of funding



**Your project is complete!**

Continue to send us your publications and products as you release them.

## 6.2 WHEN DO I SUBMIT MY PROJECT REPORTS? (KEY DATES)

### For 2022-23 funding



## 6.3 REPORTING DESCRIPTIONS

The list below describes the mandatory and optional reporting requirements (all reports are public, unless we state otherwise).

1. **Annual Report (mandatory)**—This report summarizes the year’s activities, provides a status update, and includes an updated budget (we will give you a template).

**How we use it**—The Annual Report helps us assess if a project is on track. NWT CIMP staff review the report, identify any issues it raises, and make recommendations on whether to continue funding the project. Our Steering Committee is updated on project progress. (Projects that can document progress usually continue to receive funding for the full term.) We **do not** share this report publicly.

**Reporting requirements**—Annual Reports **must** show how you are addressing each of the criteria in Table 3. **You only need to address the current reporting year in your report.**

**TABLE 3—ANNUAL REPORT CRITERIA**

Template section and Criteria	Description
2 Abstract	<ul style="list-style-type: none"><li>• Briefly outline the project purpose, preliminary results and next steps.</li></ul>
3 Key messages	<ul style="list-style-type: none"><li>• List at least 3 key messages or preliminary results for the year in concise bullets.</li></ul>
4 Project objectives	<ul style="list-style-type: none"><li>• Summarize the project objectives and/or your research and monitoring questions in concise bullets.</li></ul>
5 Relevance to cumulative impact monitoring and research	<ul style="list-style-type: none"><li>• Identify the contribution(s) to understanding cumulative impacts and/or environmental trends.</li></ul>

6	Project progress	<ul style="list-style-type: none"> <li>Compare your project progress to the timeline we approved in your proposal. Is it on track?</li> </ul>
7	Changes to the project	<ul style="list-style-type: none"> <li>Identify whether anything changed after we approved your proposal. This includes key activities, timelines (completion dates), and funding arrangements.</li> <li>Explain any delays in the project timelines.</li> </ul>
8	Deliverables	<ul style="list-style-type: none"> <li>Update us on each deliverable you outlined in the Deliverables and Communication Plan in your proposal, including community reporting.</li> <li>Explain any changes or delays.</li> </ul>
9	Key project tasks for the next year	<ul style="list-style-type: none"> <li>Concisely list key activities planned for the next funding year.</li> </ul>
10	Budget ( <i>template spreadsheet</i> )	<ul style="list-style-type: none"> <li>Eligible costs are listed in <a href="#">Appendix G</a>. Complete the provided budget spreadsheet that includes:               <ol style="list-style-type: none"> <li>Confirmed funding sources for the year you are reporting on (tab <i>LAST YEAR</i>)</li> <li>Detailed financial requirements for the next fiscal years.</li> <li>All the funding you requested for the next year. List all the sources with detail.</li> </ol> </li> </ul>

2. **Financial report (mandatory)**—This report summarizes how you spent your funds. The organization’s financial division usually writes this report. Upon request, a template can be provided. We do not share financial reports publicly.

3. **Community reporting (mandatory)**—This is an ongoing requirement throughout your project. You must present key results to at least one relevant northern meeting **every** year.

Here are some tips and options for involving the community and generating reporting:

- **Present at NWT CIMP’s yearly regional results workshop.** We bring together researchers, community members and decision-makers to discuss results and collaborate on projects. You will be invited to the workshop if your project is taking place in that region. It is a good opportunity to present results, get feedback on the project, and form connections.
- **Arrange your own community meeting.** This is a good opportunity to communicate results, collaborate, and attract a wider audience. Seek it out! Some tips:
  - meetings should not charge a registration fee.
  - use plain-language presentations, handouts, and posters to communicate your deliverables.
  - consider using translation when you report your results back to communities.
  - decide what format works best for communicating report results to northern partners (video conference, pre-recorded video, conference call, poster).

4. **Final Report (mandatory)**—The Final Report summarizes the findings of the entire project. You must account for all the funds you spent (we will give you templates).

**How we use it**—The Final Report helps us provide a summary of your project to decision-makers and the public. It is shared publicly on the NWT Discovery Portal.

**Reporting requirements**—Final Reports **must** describe how you addressed each of the review criteria in Table 4. NWT CIMP staff use these criteria to review and evaluate project Final Reports.

**TABLE 4—FINAL REPORT CRITERIA**

Template section and criteria	Description
3 Abstract	<ul style="list-style-type: none"><li>Briefly outline the purpose (copied from your Annual Report), final results, and the impacts of the project.</li></ul>
4 Key messages	<ul style="list-style-type: none"><li>Write 3-5 key messages in concise bullets. These are high-level summaries of your results.</li></ul>
5 Project objectives and relevance to cumulative impact monitoring	<ul style="list-style-type: none"><li>Summarize the project objectives and relevance to cumulative impact monitoring.</li><li>Include the monitoring and research questions you investigated.</li></ul>
6 Methods	<ul style="list-style-type: none"><li>Identify the study area and methods you used to collect and analyze the data.</li></ul>
7 Results	<ul style="list-style-type: none"><li>Identify the project results.</li><li>Include figures, tables and maps, where appropriate.</li></ul>
8 Discussion and contribution to understanding	<ul style="list-style-type: none"><li>Explain how the project results addressed the project objectives and their importance to understanding of cumulative impacts.</li><li>If applicable, identify how the project has contributed to better understanding environmental trends.</li></ul>
9 Resource management implications	<ul style="list-style-type: none"><li>Describe how the results will apply to northerners, particularly environmental regulators, Indigenous organizations, and community members.</li></ul>
10 Project linkages	<ul style="list-style-type: none"><li>State how you included decision-makers and communities in the project.</li><li>Identify any new connections that emerged during the project and their value.</li></ul>
11 Deliverables	<ul style="list-style-type: none"><li>Summarize each deliverable you outlined in Deliverables and Communication Plan in your proposal, <b>by reporting year</b>.</li><li>Include community reporting.</li></ul>

12 Budget <i>(template spreadsheet)</i>	<ul style="list-style-type: none"> <li>• Complete the provided budget spreadsheet that includes: <ol style="list-style-type: none"> <li>1. Confirmed funding sources for the year you are reporting on (tab <i>LAST YEAR</i>)</li> <li>2. Confirmed funding sources for all years combined (tab <i>FINAL YEAR</i>).</li> </ol> </li> </ul>
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5. **NWT Environmental Research Bulletin (NERB) (mandatory)**—You must submit a brief project summary using NWT CIMP’s guidelines in the final project year. We publish these to communicate with communities and decision-makers. ([NWT Environmental Research Bulletin](#))
6. **Environmental Trend Report (ETR)(optional)** —If the project involves tracking an environmental trend, we encourage you to complete this [template](#) in the final project year. This is a useful way of communicating environmental trends to communities and regulators. We may publish these in the GNWT [State of Environment Report](#).
7. **Additional publications (optional)**—All project results are useful, even after the project is complete! These include peer-reviewed reports, non-peer reviewed reports, posters, maps, and data. Please share these results with us to make them public on the [NWT Discovery Portal](#).

E-mail all your reporting to [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca).

# Appendix A: Caribou Monitoring and Research Blueprint

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## Background

### **What is the Caribou Monitoring and Research Blueprint and how is it to be used?**

The Caribou Blueprint informs NWT CIMP funding applicants of caribou-related monitoring and research priorities of key decision-makers and subject-matter experts. It describes information that is necessary to understand cumulative impacts to caribou.

For science projects to be considered for NWT CIMP funding, project submissions must demonstrate that they meet Blueprint priorities. The Blueprint guides the NWT CIMP Steering Committee and staff on the allocation of funds. See the NWT CIMP Science Project Funding Guide for more information on the funding process.

### **Who informs the Blueprint?**

NWT CIMP annually engages subject-matter experts with direct involvement in caribou monitoring, research and management to update specific monitoring and research priorities. Experts include co-management boards, government scientists and regulators, and the NWT CIMP Steering Committee.

## NWT CIMP's Key Principles

NWT CIMP's principles guide us in meeting our mandate and inform project funding allocation. Funding applicants should be aware of these principles, and, where possible, align their proposals with them. Important principles for applicants to consider are:

- Monitoring cumulative impacts that are relevant to land and water use decisions is a strong focus.
- Indigenous Knowledge and scientific knowledge are equally important sources of monitoring information and data.
- Community-based monitoring and capacity building are supported in monitoring cumulative impacts.
- Effects- and stressor-based approaches are encouraged.
- Use of common and standardized data collection and analysis protocols is encouraged.

## The Caribou Monitoring and Research Blueprint

This section details locations, methods and topics of focus that are priorities for NWT CIMP.

### **Where: Geographic locations of study**

NWT CIMP prioritizes monitoring and research in areas impacted by disturbances, or vulnerable to disturbances. These include:

- Areas of past, current or future development interest;
- Areas impacted by climate change related disturbances; and
- Areas vulnerable to impacts by climate change.

**How: Approach(es)**

NWT CIMP supports several monitoring and research approaches. These include:

- Synthesis and analysis of existing monitoring or research data;
- Collection and analysis of new data, using standardized methods where possible;
- Model development and/or implementation (e.g. empirical or physically-based models); and
- Collection and synthesis of Indigenous Knowledge.

**What: Priorities**

NWT CIMP's priorities are summarized below in Tables 1 and 2. To be considered for funding, the project proposal must identify one or more priority areas from each column in Table 1 OR identify one or more priorities from Table 2.

*Table 1: Boreal and Barren-ground caribou priority areas related to disturbances, factors of interest, and scales of study*

Many of NWT CIMP priorities can be grouped according to the statement:  <b>"The impact(s) of [ disturbance(s)] on [caribou-related factor(s)], at the scale of [scale(s) of study]."</b>		
<b><i>Disturbances</i></b> <i>(identify one or more)</i>	<b><i>Related factors</i></b> <i>(identify one or more)</i>	<b><i>Scales of study</i></b> <i>(identify one or more)</i>
<ul style="list-style-type: none"><li>• Human activities (e.g. roads, oil and gas, forestry, mining, other infrastructure)</li><li>• Climate change-related and/or natural disturbances (e.g. vegetation changes; fire dynamics; permafrost)</li></ul>	<p>Caribou distribution and behaviour:</p> <ul style="list-style-type: none"><li>• habitat selection, foraging and movement</li><li>• diets, feeding rates, activity budgets, energetics</li></ul> <p>Population abundance and health:</p> <ul style="list-style-type: none"><li>• mortality, pregnancy and recruitment rates,</li><li>• predator-prey dynamics</li><li>• insect abundance and harassment</li><li>• pathogens and parasites</li><li>• toxicology and contaminant loads</li><li>• alternate prey population trends</li><li>• interactions with other species</li></ul> <p>Range condition:</p> <ul style="list-style-type: none"><li>• habitat/forage quality (vegetation distribution, productivity and phenology)</li><li>• habitat supply/availability (fragmentation/connectivity, rates of habitat regeneration, etc.)</li><li>• changes in important/preferred habitat</li></ul>	<p>Temporal scale:</p> <ul style="list-style-type: none"><li>• seasonal and annual variability</li><li>• long-term trends</li></ul> <p>Spatial scale:</p> <ul style="list-style-type: none"><li>• annual range</li><li>• seasonal range</li><li>• local-scale</li></ul>

Table 2: Additional Boreal and Barren-ground caribou priorities.

<b>Additional Priorities</b>
<ul style="list-style-type: none"><li data-bbox="302 275 1373 338">▪ Population modeling that integrates demographic data and assesses the impacts of various factors on population trend.</li><li data-bbox="302 344 959 375">▪ Increasing our understanding of ecosystem processes.</li><li data-bbox="302 382 1370 445">▪ Identifying key indicators of stress or the components of the system most susceptible (and measurable) to change.</li><li data-bbox="302 451 1406 514">▪ Increasing our understanding of population structure, gene flow and connectivity both within the NWT range and with neighbouring ranges.</li></ul>

# Appendix B: Water Monitoring and Research Blueprint

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## Background

### **What is the Water Monitoring and Research Blueprint and how is it to be used?**

The Water Blueprint informs NWT CIMP funding applicants of water-related monitoring and research priorities of key land and water decision-makers and subject-matter experts. It describes information that is necessary to understand cumulative impacts to water.

For science projects to be considered for NWT CIMP funding, project submissions *must* demonstrate that they meet Blueprint priorities. The Blueprint guides the NWT CIMP Steering Committee and staff on the allocation of funds. See the NWT CIMP Science Project Funding Guide for more information on the funding process.

### **Who informs the Blueprint?**

NWT CIMP annually engages subject-matter experts with direct involvement in water monitoring, research and management to update specific monitoring and research priorities. Experts include co-management boards, government scientists and regulators, and the NWT CIMP Steering Committee.

## NWT CIMP's Key Principles

NWT CIMP's principles guide us in meeting our mandate and inform project funding allocation. Funding applicants should be aware of these principles, and, where possible, align their proposals with them. Important principles for applicants to consider are:

- Monitoring cumulative impacts that are relevant to land and water use decisions is a strong focus.
- Indigenous Knowledge and scientific knowledge are equally important sources of monitoring information and data.
- Community-based monitoring and capacity building are supported in monitoring cumulative impacts.
- Effects- and stressor-based approaches are encouraged.
- Use of common and standardized data collection and analysis protocols is encouraged.

## The Water Monitoring and Research Blueprint

This section details locations, methods and topics of focus that are priorities for NWT CIMP.

### **Where: Geographic locations of study**

NWT CIMP prioritizes monitoring and research in areas impacted by disturbances, or vulnerable to disturbances. These include:

- Areas of past, current or future development interest;
- Areas impacted by climate change related disturbances; and
- Areas vulnerable to impacts by climate change.

**How: Approach(es)**

NWT CIMP supports several monitoring and research approaches. These include:

- Synthesis and analysis of existing monitoring or research data;
- Collection and analysis of new data, using standardized methods where possible;
- Model development and/or implementation (e.g. empirical or physically-based models); and
- Collection and synthesis of Indigenous Knowledge.

**What: Priorities**

NWT CIMP's priorities are summarized below in Tables 1 and 2. To be considered for funding, the project proposal must identify one or more priority areas from each column in Table 1 OR identify one or more priorities from Table 2.

*Table 1: Water priority areas related to disturbances, water related factors of interest, and scales of study*

Many of NWT CIMP priorities can be grouped according to the statement:  "The impact(s) of [disturbance(s)] on [water-related factor(s)], at the scale of [scale(s) of study]."		
<b><i>Disturbances</i></b> <i>(identify one or more)</i>	<b><i>Related factors</i></b> <i>(identify one or more)</i>	<b><i>Spatial scale(s) of study</i></b> <i>(identify one or more)</i>
<ul style="list-style-type: none"> <li>• Human activities (e.g. roads, mines, pipelines)</li> <li>• Climate change-related and/or natural disturbances (e.g. permafrost thaw, precipitation change, forest fires)</li> </ul>	Lakes, rivers/streams, or wetlands: <ul style="list-style-type: none"> <li>• water balance (e.g. flow, water level)</li> <li>• water quality (e.g. levels of metals, nutrients)</li> <li>• other biotic elements* or indicators of aquatic health (e.g. macroinvertebrate communities)</li> </ul> * Except fish. Please see the Fish Blueprint.	<ul style="list-style-type: none"> <li>• Regional-scale (e.g. Dehcho, Mackenzie Delta, Ts'udé Niliné Tuyeta)</li> <li>• Catchment-scale (e.g. Marian Watershed, Baker Creek catchment, community catchments)</li> <li>• Local/point-scale (e.g. a landslide, around a mine, a specific lake)</li> </ul>

*Table 2: Additional water priorities*

<b><i>Additional Priorities</i></b>
<ul style="list-style-type: none"> <li>▪ Identifying key aquatic ecosystem indicators of stress or the components of the system most susceptible (and measurable) to change.</li> <li>▪ Identifying predominant drivers of variability, and their relative importance.</li> <li>▪ Increasing our understanding of processes governing disturbance-impact relationships.</li> <li>▪ Increasing our understanding of resilience and ecological thresholds in aquatic ecosystems.</li> <li>▪ Establishing baseline conditions, seasonal variability, and/or long-term trends.</li> </ul>

# Appendix C: Fish Monitoring and Research Blueprint

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## Background

### **What is the Fish Monitoring and Research Blueprint and how is it to be used?**

The Fish Blueprint informs NWT CIMP funding applicants of fish-related monitoring and research priorities of key land and water regulators and subject-matter experts. It describes information that is necessary to understand cumulative impacts to fish.

For science projects to be considered for NWT CIMP funding, project submissions *must* demonstrate that they meet Blueprint priorities. The Blueprint guides the NWT CIMP Steering Committee and staff on the allocation of funds. See the NWT CIMP Science Project Funding Guide for more information on the funding process.

### **Who developed the Blueprint?**

NWT CIMP annually engages subject-matter experts with direct involvement in fish monitoring, research and management to update specific monitoring and research priorities. Experts include co-management boards, government scientists and the NWT CIMP Steering Committee.

## NWT CIMP's Key Principles

NWT CIMP's principles guide us in meeting our mandate and inform project funding allocations. Applicants should be aware of these principles, and, where possible, align their proposals with them. Important principles that applicants should consider are:

- Monitoring cumulative impacts that are relevant to land and water use decisions is a strong focus.
- Indigenous Knowledge and scientific knowledge are equally important sources of monitoring information and data.
- Community-based monitoring and capacity building are supported in monitoring cumulative impacts.
- Effects- and stressor-based approaches are encouraged.
- Use of common and standardized data collection and analysis protocols is encouraged.

## The Fish Monitoring and Research Blueprint

This section details specific locations, methods and topics of focus that are priorities for NWT CIMP.

### **Where: Geographic locations of study**

NWT CIMP prioritizes research and monitoring in areas impacted by disturbances, or vulnerable to disturbances. These include:

- Areas of past, current or future development interest;
- Areas impacted by climate change related disturbances; and
- Areas vulnerable to impact by climate change.

### **How: Approach(es)**

NWT CIMP supports several monitoring and research approaches. These include:

- Synthesis and analysis of existing research or monitoring data;
- Collection and analysis of new data, using standardized methodology when possible;
- Model development and/or implementation (e.g. empirical or physically-based models); and
- Collection and synthesis of Indigenous Knowledge.

### **What: Priorities**

NWT CIMP's priorities are summarized below in Tables 1 and 2. To be considered for funding, the project proposal must identify one or more priority areas from each column in Table 1 OR identify one or more priorities from Table 2.

*Table 1: Fish priority areas related to disturbances, fish related factors of interest, and scales of study*

Many of NWT CIMP priorities can be grouped according to the statement:  "The impact(s) of [disturbance(s)] on [fish-related factor(s)], at the scale of [scale(s) of study]."		
<b><i>Disturbances</i></b> <i>(identify one or more)</i>	<b><i>Related factors</i></b> <i>(identify one or more)</i>	<b><i>Spatial scale(s) of study</i></b> <i>(identify one or more)</i>
<ul style="list-style-type: none"><li>• Human activities (e.g. road, mines, pipelines)</li><li>• Climate change-related and/or natural disturbances (e.g. permafrost thaw, precipitation change, forest fires)</li></ul>	Aquatic ecosystem health: <ul style="list-style-type: none"><li>• fish populations</li><li>• fish health</li><li>• contaminants in fish</li><li>• fish habitat</li></ul>	<ul style="list-style-type: none"><li>• Regional-scale (e.g. Dehcho, Mackenzie Delta, Ts'udé Nilı́né Tuyeta)</li><li>• Catchment-scale (e.g. Marian Watershed, Baker Creek catchment, community catchments)</li><li>• Local/point-scale (e.g. a landslide, around a mine, a specific lake)</li></ul>

*Table 2: Additional fish priorities*

<b><i>Additional Priorities</i></b>
<ul style="list-style-type: none"><li>▪ Identifying key aquatic ecosystem indicators of stress or the components of the system most susceptible (and measurable) to change.</li><li>▪ Identifying predominant drivers of variability, and their relative importance.</li><li>▪ Increasing our understanding of processes driving disturbance-impact relationships.</li><li>▪ Increasing our understanding of resilience and ecological thresholds in aquatic ecosystems.</li><li>▪ Identifying mechanisms of contaminant movement through the food web and ecosystem.</li><li>▪ Thresholds limiting abundance, distribution, or habitat use.</li><li>▪ Establishing baseline conditions, seasonal variability, and/or long-term trends.</li></ul>

**Note:** When studying heavy metals in fish tissue, if it is determined that total arsenic concentration exceeds 3.5 ppm or the total mercury exceeds 0.5 ppm in fish tissue, NWT CIMP requires that the waterbody be identified to NWT CIMP and GNWT Health and Social Services. Researchers who are interested in establishing the relationship between total arsenic and the various species of arsenic within fish tissue should contact NWT CIMP for more information.

# Appendix D: Data Collection Protocols and Guidance

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We highly recommend the use of the following protocols and guidance for your project:

## CARIBOU

Boreal:

- [National Boreal Caribou Knowledge Consortium](#) monitoring methods (type in “Factsheet” in the search bar)

Caribou behaviour:

- Contact [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca) for a draft monitoring protocol.

## WATER QUALITY AND AQUATIC HEALTH

Community-based monitoring data collection:

- [Community-Based Water Monitoring Protocol](#) developed by GNWT-ENR. It is currently being used to collect water quality data in 22 NWT communities mainly along the Mackenzie River.
- [NWT CIMP Community-Based Water Monitoring Guidance](#) developed by GNWT-ENR.
- [Standardized Water Sampling Instructions](#) developed by GNWT Taiga laboratory.
- [Mackenzie DataStream](#) (accessible through Chrome) has several water quality data collection templates: grab samples and sondes.

Northern water quality study design:

- [Northern waters: a guide to designing and conducting water quality monitoring in northern Canada](#) developed by Northern Ecological Monitoring and Assessment Network (Environment and Climate Change Canada)
- [Protocols Manual for Water Quality Sampling in Canada](#) developed by the Canadian Council of Ministers of the Environment (CCME).

Benthic invertebrates as a measure of stream health:

- [Canadian Aquatic Biomonitoring Network \(CABIN\) Protocol](#) developed by Environment and Climate Change Canada.

## FISH

Detection of salmonids in northern mountain streams:

- [Native Stream Occupancy Monitoring Protocol](#).

Fish species and fish communities, physical and chemical water characteristics, aquatic invasive species, and fishing effort for lakes:

- [Broad Scale Fish Community Monitoring Protocol](#).

## VEGETATION

Natural variability in the vegetation of different site types:

- [NWT CIMP Community-Based Vegetation Monitoring Protocol](#) and [data templates](#). Once this baseline has been established, it can be used as a means to assess the effects of disturbance and other environmental changes. Template data sheets are available for active layer, berries, community composition, functional groups, sample collection, site description and tree measurements.

Natural variability in time and space in berry productivity across the Canadian Arctic and Sub-Arctic:

- [Berry Monitoring Protocol](#) developed by the Universities of Quebec, Montreal and British Columbia.

Seismic Line Recovery:

- [Data Collection Manual & Methods](#) developed by GNWT Forest Management.

*NWT CIMP adds additional recommended protocols and standards to this list annually as they are adopted.*

## Appendix E: Influential decision-makers in the NWT

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The organizations below shape northern resource management decisions. In particular, they help set the monitoring priorities for NWT CIMP. We also communicate results from projects back to these organizations to help them make evidence-based decisions.

We encourage applicants to learn about influential organizations in northern resource management in their project area.

### *Indigenous Governments/Organizations*

Akaiitcho Territory Government  
Dehcho First Nations  
Inuvialuit Joint Secretariat  
Inuvialuit Regional Corporation  
Tłı̨chǫ Government

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

### *Northern Resource Management Boards*

Environmental Impact Review Board  
Inuvialuit Water Board  
Gwich'in Land and Water Board  
Gwich'in Renewable Resources Board  
Wek'èezhìi Land and Water Board  
Wek'èezhìi Renewable Resources Board

Mackenzie Valley Review Board  
Mackenzie Valley Land and Water Board  
Sahtu Land Use Planning Board  
Sahtu Renewable Resources Board

### *Government of the Northwest Territories*

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

Executive and Indigenous Affairs  
Lands  
Municipal and Community Affairs

### *Government of Canada*

Crown-Indigenous Relations and Northern Affairs Canada  
Fisheries and Oceans Canada  
Environment and Climate Change Canada  
Parks Canada  
Natural Resources Canada

## Appendix F: “Designing Your Project” Guide

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A well-designed monitoring or research project is key! Below is a step-by-step guide to help design your project. You are more likely to receive NWT CIMP funding if you follow these steps.

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

The first and most important step is to clearly define the study's purpose. This may be broad— *We want to know if water is changing*. Or it may be specific—*We want to know if climate change is causing higher water levels*. A clear understanding of the objectives and rationale will help shape all other steps in your study design.

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

A clear purpose to your project will help you identify exactly what you should monitor. Also, identifying important connections between different parts of the environment—for example, the connections between climate change, permafrost thaw, groundwater and water levels—will help you to figure out if you should monitor additional aspects. You could bring in other partners and subject-matter experts to discuss possible connections.

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

This step involves reviewing Indigenous Knowledge and scientific reports about the issue you want to study. It will help you identify similar studies, existing information sources, and appropriate methods to collect and analyze data. It may also help you sharpen the project's purpose and refine your ideas about how things connect (steps 1 and 2).

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

At this point, you will have a clear purpose, know what you want to monitor, and have a good sense of available information. You can now define specific monitoring or research questions that will guide the collection and analysis of information. For example: *How is permafrost thaw changing groundwater flow? What impact is changing groundwater flow having on water levels in lakes and rivers?*

### **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. You will need to create a detailed plan that spells out how, where, and when you will collect, store, analyze, and report information, and who will do these tasks. This step includes figuring out logistics for transportation, equipment, safety, and environmental protection.

### **Step 6: Collect information. How do we gather the observations?**

Data collection is typically the most expensive step in northern monitoring. This means it is important that you clearly define, understand, and have a well-trained team carry out your observations—whether through field work or interviews.

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

Analysis *how you unlock* the knowledge you gathered in the information you collected in step 6. Traditional stories and observations from communities provide valuable insights into what's happening on the land. Such insights can go a long way towards answering key monitoring questions.

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

The “story” your study reveals needs to be told in the *right way to the right people*. Know your target audience. Decide what key messages you should deliver and *how* to deliver them. It is very important to report how the results teach us better ways to manage the land.

***Step 9: Adapt to changes. What has changed? Should we adjust the project?***

If a project is designed to take place over a long period, important things might change as time goes on. It is important to keep an eye on and track these changes. They include the environment itself and the original project partners, team leaders, funding levels, community values, or government priorities. You may need to adjust the study design to stay relevant and effective.

If you would like more details on these steps to designing a project, check out [this resource](#).

# Appendix G: What costs can I include in my budget?

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Below are the costs that you may include in your budget.

**IMPORTANT:** We look for budgets that maximize the benefits to northern communities.

## **Professional fees and services**

- Wages for people you hire for this specific project.
  - This does not include salaried employees.
  - Indigenous or community organizations may request a salary replacement for employees participating in the project.

## **Equipment and facilities**

- Equipment you need specifically for the project (whether you buy, lease or rent it).
- Maintenance of currently owned equipment (we consider this *in-kind support*).
- Hall and meeting-room rental and laboratory use.

## **Travel**

- Travel, meals, and accommodation (including costs to report project results to communities).
- Expenses for field camps, vehicle and aircraft rental, gas purchase, and shipping charges.

## **Other costs**

- Miscellaneous costs, such as office supplies and operating expenses (like office space, phone, printing).

## **Administration fee (excluding federal and territorial governments)**

- Maximum of 15% administration fee applies to organizations that receive funding. This must be identified in your budget.

## **Copyright for publications (public)**

- We encourage you to publish project results in an open journal. If this is not possible, up to \$5000 is eligible to allow distribution rights to the paper.

# Appendix H: Letter of Intent Submission Form

[Fillable Letter of Intent form](#)



Government of  
Northwest Territories

Northwest Territories  
Cumulative Impact Monitoring Program (NWT CIMP)  
**SCIENCE PROJECT LETTER OF INTENT FORM 2022-2023**

1. Applicant Information			
Project Title:			
Principal Investigator/Project Lead: Must be knowledgeable on the contents of the submission			
Contact Person: <i>If different from above</i>			
Organization:			
Phone:		Email	
Address			
Funding Request: <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years			
2. COVID-19			
All project applicants must consider and abide to current COVID-19 measures for the NWT.			
<input type="checkbox"/> I have read and agree to abide to GNWT's Emerging Wisely Public Health Response to COVID-19 in the NWT and agree to abide by the public health measures at <a href="https://www.gov.nt.ca/covid-19/">https://www.gov.nt.ca/covid-19/</a>			
3. Project Idea			
4. Relevance to Cumulative Impact Monitoring and Research			
5. Study Plan			
6. Who Benefits?			
7. Communication			

Science Project Letter of Intent Form – 0821

Northwest Territories  
Cumulative Impact Monitoring Program (NWT CIMP)  
**SCIENCE PROJECT LETTER OF INTENT FORM 2022-2023**

<b>8. Funding</b>

**Thank you for your submission!**

**Letter of Intent Submission Checklist**

Please ensure your application is complete with the following:

- ✓ I completed all sections and questions.
- ✓ I used the correct font style, size and page limit.
- ✓ I sent my full application in PDF format to [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)

**Deadline for LOI submissions is October 12<sup>th</sup>, 2021.**

**Contact Us!**

NWT Cumulative Impact Monitoring Program  
Department of Environment and Natural Resources  
Government of the Northwest Territories  
(867) 767-9233 ext. 53084  
[nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)

The personal information contained on this form is collected under the authority of the *Access to Information and Protection of Privacy Act* Section 40(c)(i). It is used for the purposes of implementing NWT CIMP activities covered under the NWT CIMP Indigenous Knowledge and Science Project Funding Guides. Any questions relating to the collection and use of personal information on this form may be directed to [nwtcimp@gov.nt.ca](mailto:nwtcimp@gov.nt.ca)

# Appendix I: NWT CIMP Data Management Policy

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We want project information and data to be available to other researchers and other people who are interested. We also want to make it available as soon as possible in the project process. To make sure your project shares information in this way, **every project must have a Data Management Plan (DMP)** before we release your funding.

## WHAT DOES MY PLAN NEED TO INCLUDE?

Here is a sample [template](#) to help create a DMP that:

- will describe how you and your researchers will manage and share the information and data you generate
- is appropriate for the information and data you are collecting
- follows current best practices for managing information and data
- can adapt to your discipline and whether you are gathering Indigenous Knowledge or scientific data
- can evolve if your research becomes more collaborative

The template will guide you to make sure your DMP includes:

1. what kind of data, samples, software, presentations, curriculum material, and other products you will produce from the project
2. what standards and protocols you will use for data and metadata format and content (for scientific data only)
3. where you will store and save the data after the project ends (in hard copy or online)
4. your policies about sharing information, including how you will protect people's privacy, confidentiality, security, intellectual property, or other rights and requirements
5. your policies and provisions for re-using, re-distributing, and producing information that is derived from the research
6. your plans for archiving data, samples, and other research products and preserving access to them.

### *For scientific research*

In their first year, science projects must create a full set of metadata that describes the information they collect. Project leads must upload this information to the [NWT Discovery Portal](#) and update it annually.

### **Water-quality data**

Projects with water quality sampling must:

1. Create a metadata record on the NWT Discovery Portal using the [NWT CIMP Metadata Standards for Reporting Water Quality Information in the NWT](#) template.
2. Upload raw water quality data annually to the [Mackenzie Datastream](#), (using Google Chrome), an online platform for sharing information about freshwater.
3. Create a record for water quality grab sample data using a template available [here](#).

NWT CIMP encourages using [Portage DMP Assistant](#) as an online tool for preparing DMPs. Project leads register to use the site and create their own DMP. The site will:

- ask you a series of guided questions
- create a DMP based on your answers that you can export.

# Appendix J: Indigenous Knowledge Data-Sharing Agreement

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Indigenous Knowledge gathered from Indigenous communities and people is an important resource. Both communities and individuals are keepers of collective cultural knowledge. Researchers must treat this knowledge with respect and only share it with consent.

All Indigenous Knowledge projects and projects that include both Indigenous Knowledge and science **must** have and submit an Indigenous Knowledge Data-Sharing Agreement to receive funding. This agreement will clarify how Indigenous Knowledge will be shared with various parties. The agreement ensures you have:

- explained to each person how you will use their knowledge
- received formal consent from each person to share their knowledge

NWT CIMP has a sample [template](#) to help you draft an agreement that meets the needs of everyone involved. Projects can modify this template in collaboration with the community, if necessary.

Every agreement must specify:

- any Indigenous Knowledge you gather from the project remains the property of the people who shared it with you
- the agreement does not override the fact that Indigenous communities have full rights over their own unique Indigenous Knowledge
- what information will be shared and with whom, while protecting the communities' rights to their knowledge
- the project may share summaries of the research in documents, publications, reports, videos, presentations, websites, or posters (NWT CIMP requires summaries we can share publicly)
- the research based on Indigenous Knowledge can be considered in government decisions
- that the project will use, store, and share Indigenous Knowledge in a way that honours its commitments to confidentiality

Indigenous Knowledge agreements, policies, and guidelines are common in the NWT, and some communities or organizations already have these in place. You should follow or refer to the documents below, depending on which communities you are working with. It is always best to check directly with the community or organization! You can also review these documents as examples to model your agreement on:

- 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
  - [Indigenous Knowledge Policy 53.03 \(2005\)](#)
  - [Government of the Northwest Territories Indigenous 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 Review Board
  - [Guidelines for incorporating Traditional Knowledge 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 Yúndíit'õh \(Traditional Knowledge\) \(2003\)](#)

**Note:** An Indigenous Knowledge Data-Sharing agreement as part of a NWT CIMP project is not intended to replace or supersede other agreements or relationships between the GNWT and Indigenous communities and their governments.