



Government of Northwest Territories  
Gouvernement des Territoires du Nord-Ouest

# Traditional Knowledge Project Funding Guide for 2025-26

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

Updated: September 2024



# Table of Contents

---

<b>1. What is the Traditional Knowledge Project Funding Guide?</b>	<b>3</b>
<b>2. What is NWT CIMP?</b>	<b>3</b>
2.1 WHO ARE WE?	4
<b>3. What projects do we fund and who can apply?</b>	<b>4</b>
3.1 WHAT PROJECTS DOES NWT CIMP FUND?	4
3.2 WHAT INFORMATION DOES NWT CIMP GATHER?	4
3.3 WHAT PROJECTS DOES NWT CIMP PRIORITIZE?	5
3.4 WHAT PROJECTS DOES NWT CIMP <i>NOT</i> CONSIDER?	6
3.5 WHAT FUNDING IS AVAILABLE?	6
3.6 WHO CAN APPLY?	6
<b>4. How do I apply for funding?</b>	<b>7</b>
4.1 WHEN DO I NEED TO APPLY? (KEY DATES)	7
4.2 SUBMITTING A LETTER OF INTENT	7
4.3 SUBMITTING A PROPOSAL	8
4.4 PROJECT FUNDING REMINDERS	10
<b>5. I am approved—what happens next?</b>	<b>11</b>
5.1 WHAT STEPS DO I NEED TO TAKE?	11
5.2 HOW ARE FUNDS PROVIDED?	11
5.3 HOW DOES NWT CIMP SHARE MY PROJECT RESULTS?	12
<b>6. What reports do I need to submit?</b>	<b>12</b>
6.1 PROJECT REPORTING AT A GLANCE	12
6.2 WHEN DO I SUBMIT MY PROJECT REPORTS? (KEY DATES)	13
6.3 REPORTING DESCRIPTIONS	13
<b>Appendix A: Traditional Knowledge Monitoring Ideas</b>	<b>17</b>
<b>Appendix B: Influential decision-makers in the NWT</b>	<b>19</b>
<b>Appendix C: “Designing Your Project” Guide</b>	<b>20</b>
<b>Appendix D: What costs can I include in my budget?</b>	<b>22</b>
<b>Appendix E: Letter of Intent Submission Form</b>	<b>23</b>
<b>Appendix F: NWT CIMP Data Management Policy</b>	<b>24</b>
<b>Appendix G: Traditional Knowledge Data-Sharing Agreement</b>	<b>25</b>

# 1. What is the Traditional Knowledge Project Funding Guide?

---

This Guide explains the funding process for Traditional Knowledge 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 Traditional 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 managed by the GNWT, Department of Environment and Climate Change (ECC). We partner with the following groups to set priorities and conduct monitoring and research:

- Indigenous governments and Indigenous 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?

---

## 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 Traditional Knowledge and scientific data equally valuable.

### *Traditional Knowledge monitoring and research*

We place a high priority on environmental monitoring and research that uses Traditional Knowledge. The goal is to apply what we learn from Traditional Knowledge to inform northern decision-making.

Monitoring ideas for Traditional Knowledge projects are found in [Appendix A](#). Communities choose the focus of Traditional Knowledge projects they propose.

### *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. See the [Science Project Funding Guide](#).

### *If your project collects both Traditional Knowledge and scientific data*

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

1. ensuring a Traditional Knowledge Data-Sharing Agreement is completed prior to receiving funds unless the community organization is the funding recipient.
2. addressing the specific monitoring and research priorities for caribou, water and fish outlined in the Blueprints located in the Science Project Funding Guide.

## **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 Traditional Knowledge holders in decision-making
- helps preserve and pass down Traditional 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 B](#) for a list of these influential decision-makers.

#### ✓ **Benefit our 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 C](#). 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 **\$70,000** per year (see [Appendix D](#) 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

The designated project lead must be an Indigenous or community organization or be associated with one. The project team must include members of the community who have an active role in the project.

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?

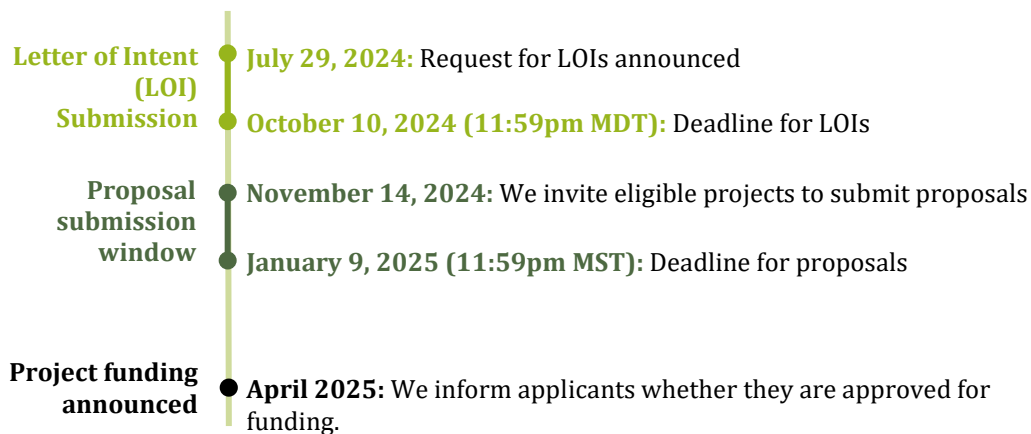
This section explains how to apply for funding which happens in two stages. In Section 5, we explain your next steps if we approve your project.

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 2025-26 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 E](#).
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 10<sup>th</sup>, 2024 by 11:59pm MDT.**

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 and font sizes. We will evaluate your LOI using the criteria in Table 1. This evaluation criteria **must** be met to be invited to submit a proposal. LOIs that clearly address all evaluation

**For projects that involve environmental contaminants**, you should be prepared to share your information and work collaboratively with an Environmental Health Officer with the GNWT's Department of Health and Social Services **in advance** to sharing results with the public.

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 Traditional 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**

What do you want to do?	
Required	<ul style="list-style-type: none"> <li>Your research question(s).</li> <li>What your project will be investigating.</li> </ul>
Why is this project needed?	
Required <b>This is an important section!</b>	<ul style="list-style-type: none"> <li>How your project will increase our understanding of cumulative impacts in the NWT with specific examples.</li> <li>How your project will contribute to northern resource management decisions with specific examples.</li> </ul>
How will you address your research question and share your results?	
Required	<ul style="list-style-type: none"> <li>A brief overview of the steps and general timelines of your project.</li> <li>The expected deliverables and outcomes of your project.</li> <li>Highlight which deliverables could be useful to partners or decision-makers.</li> </ul>
Additional information	Use the “Designing Your Project” guide in <a href="#">Appendix C</a> to help you design a better study. <b>Projects that include communities and decision-makers are preferred.</b> Depending on your research focus, we may have standardized methods and protocols you should follow.
Who will you work with?	
Required	<ul style="list-style-type: none"> <li>A list of partners that have agreed to be part of the project (this should include co-management partners, Indigenous Governments and Indigenous Organizations, or communities).</li> <li>A list of partners you plan to approach.</li> <li>A brief description of how each partner will participate in the project.</li> <li>A brief description of how your project will help build local capacity. <b>NWT CIMP strongly supports this!</b></li> </ul>
Last thoughts?	
Optional	<ul style="list-style-type: none"> <li>A list of anything else about your projects that you would like us to know.</li> </ul>

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

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

Your project:

1. May be eligible for funding, and we invite you to submit a full proposal. Feedback will be provided with the invitation to strengthen your proposal.
2. Is not eligible for funding because it does not meet the evaluation criteria or our needs.

**4.3 SUBMITTING A PROPOSAL**

If we 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 9<sup>th</sup>, 2025 by 11:59pm 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 and font sizes. **All sections and questions are mandatory.** We will evaluate your proposal using the criteria in Table 2.

**Please note:** You only need to submit **one proposal** if your project collects both Traditional 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**

Form Section and Rating	Criteria
2 - Project Basics	<ul style="list-style-type: none"> <li>• Complete each section.</li> </ul>
<p><b>Required letter(s) of support!</b></p> <p>All applicants <b>must</b> include at least one letter from the Indigenous government, Indigenous organization, or community that clearly states the reasons for the support and how it will be provided. If the letter is delayed, please explain this.</p> <p><b>If you do not include a letter of support or an explanation for delay, your project will NOT be further evaluated and considered for funding.</b></p>	
4 - Project Objectives 5 - Relevance to Cumulative Impact Monitoring and Environmental Trends	<p><b>What is the project going to do?</b></p> <ul style="list-style-type: none"> <li>• The project <b>objectives</b> and <b>questions</b> are provided and clear.</li> <li>• How the project will improve our understanding of cumulative impacts.</li> <li>• How the project will increase our understanding of baseline conditions and/or environmental trends.</li> </ul>
6 - Study Design 7 - Deliverables	<p><b>How will the project be done and what results will be produced and shared?</b></p> <ul style="list-style-type: none"> <li>• The project study design is described including the steps or processes, methods, protocols and approaches.</li> <li>• Study area and sample sites are well described and a map is included.</li> <li>• Detail is sufficient to show how the project objectives will be met.</li> <li>• Expected timeline for the project steps is included.</li> </ul>

	<ul style="list-style-type: none"> <li>The expected deliverables are reasonable, timeline and target audience is clear and public availability is indicated.</li> </ul>
<b>8 – Community Engagement, Communication and Capacity-building</b>	<p><b><i>How are community members involved?</i></b></p> <ul style="list-style-type: none"> <li>How community(ies)are involved in project planning, implementation and sharing results is provided.</li> <li>How the project results will be shared with the community before sharing elsewhere is described.</li> <li>A description of how the project will build local capacity, training and employment is reasonable.</li> </ul>
<b>9 – Decision-maker Engagement</b>	<p><b><i>How are northern decision-makers engaged with the project?</i></b> <b><i>How will the project influence northern decision-making?</i></b></p> <ul style="list-style-type: none"> <li>How the project will contribute to and influence specific northern resource management decision(s) is described.</li> <li>Form, timeline, target audience and key organizations engaged are included.</li> </ul>
<b>10 – Project Team</b>	<p><b><i>Who is doing the work?</i></b></p> <ul style="list-style-type: none"> <li>Roles, responsibilities and length of time working on the project for each active team member is described.</li> <li>Experience or expertise for each active team member is provided.</li> </ul>
<b>11 – Supporting Organizations</b>	<p><b><i>Who is supporting the work?</i></b></p> <ul style="list-style-type: none"> <li>Supporting people and organizations are listed along with how they support the project.</li> </ul>
<b>12 – Budget</b>	<ul style="list-style-type: none"> <li>The budget is reasonable and appropriate based on the size and complexity of the project.</li> <li>Budget identifies other funding sources.</li> <li>Travel costs to present at a northern meeting(s) are included.</li> <li>Dollars are benefitting the north.</li> </ul>

***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 REMINDERS**

- Plan and contact the communities and potential partners **early** to kickstart your project idea together.
- Remember to clearly connect project objectives to cumulative impact monitoring.
- Clearly connect project results to northern resource management decision-making.
- Mark all important **deadlines** in your calendar.
- Each form and template (LOI, proposal, reporting) has **instructions**. Be sure to follow them! Note the page limits and font sizes.

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

---

Congratulations! This section lays out what you need to do **if and after** we approve your funding. There are 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 NWT CIMP. 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*

**UPDATED:** All research in the NWT must be licensed through the GNWT Department of Education, Culture and Employment (ECE) by visiting [www.ece.gov.nt.ca/en/research-licensing](http://www.ece.gov.nt.ca/en/research-licensing). This includes Traditional Knowledge projects and applies for all researchers, including government agencies and NWT organizations. It is **your** responsibility to receive the necessary permits, licenses and permissions before your project begins or continues.

Research licensing in the NWT involves authorities at local, territorial, and federal levels. The number and types of permits that you must apply for vary depending on the scope, methods, and location of your research. Review [Doing Research in the Northwest Territories Guide](#) to determine what the licensing requirements will be for your project.

The Scientific Services Office advises you to submit your licensing application(s) and related documents at least three months prior to the planned start date of fieldwork, to ensure adequate time for review and feedback by NWT community organizations, and for you to address any questions or concerns raised during the review process.

For more information on the Scientific Services Office and licensing requirements in the NWT visit: <https://www.ece.gov.nt.ca/en/research-licensing>

#### *Submit a Data Management Plan*

You must submit a Data Management Plan with your first Interim Report and updated annually as needed. 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 F](#) for more information on our Data Management Policy.

#### *Submit a Traditional Knowledge Data Sharing Agreement*

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

### 5.2 HOW ARE FUNDS PROVIDED?

We will provide you with a Contribution Agreement with ECC, 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?

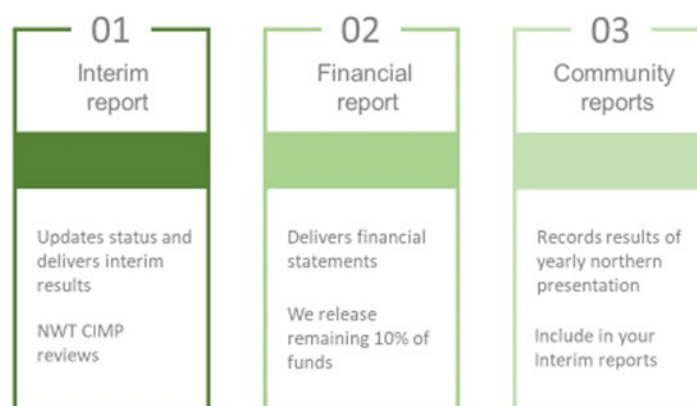
---

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

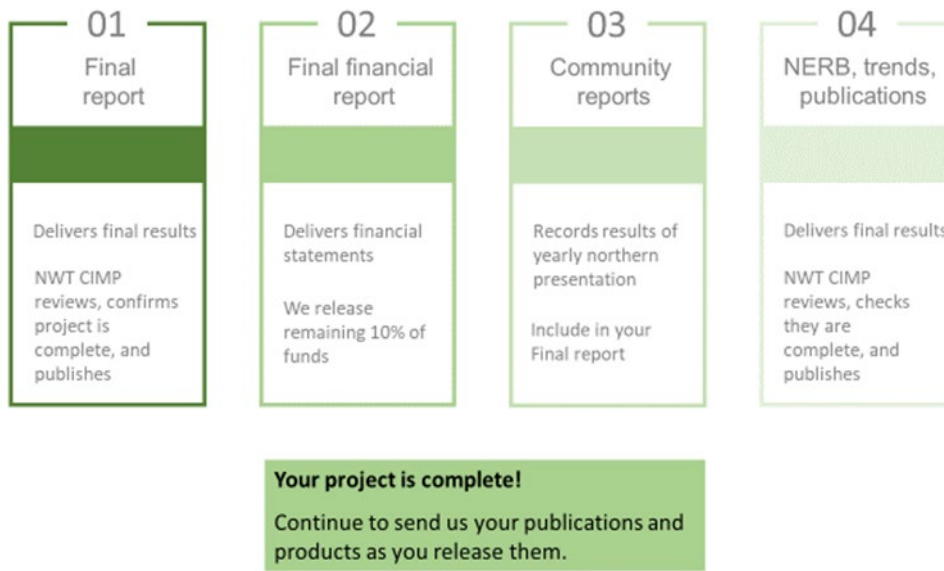
- **Send reports to NWT CIMP**—We use these reports to communicate regularly with communities, northern decision-makers, and the public about key results.
- **Report your results to communities**—You must send your results to the communities you are working with and keep them up to date.

### 6.1 PROJECT REPORTING AT A GLANCE

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



## Final year of funding



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

### For 2025-26 funding



## 6.3 REPORTING DESCRIPTIONS

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

- 1. Interim 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 Interim 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.) It is shared publicly on the NWT Discovery Portal.

**Reporting requirements**—Interim 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—Interim Report Criteria**

Template Section and Criteria	Description
<b>1 – Project Information</b>	<ul style="list-style-type: none"> <li>Project title, lead, organization, location coordinates and status</li> <li>Attach two high resolution photos with captions, credits and consents.</li> </ul>
<b>2 – Project Progress</b>	<ul style="list-style-type: none"> <li>Identify whether anything changed after we approved your proposal. This includes key activities, timelines (completion dates), team members and funding arrangements.</li> <li>Explain any delays in the timelines. How will you spend funds because of these changes?</li> </ul>
<b>3 – Key Messages</b>	<ul style="list-style-type: none"> <li>List 3-5 key messages or preliminary results for the year in concise bullets.</li> </ul>
<b>4 – Key Information Needed by NWT CIMP</b>	<ul style="list-style-type: none"> <li>Identify and provide a brief explanation if any of the measures listed applied to this project for the reporting year.</li> </ul>
<b>5 – Community Engagement, Communication and Capacity- building</b>	<ul style="list-style-type: none"> <li>Describe how you involved the community(ies) in the planning and implementation of the project.</li> <li>Describe how you communicated project results to the community(ies).</li> <li>Describe how the project contributed to long-term community capacity, training, or employment opportunities.</li> </ul>
<b>6 – Deliverables</b>	<ul style="list-style-type: none"> <li>Report on the status of each deliverable you outlined in your proposal.</li> <li>Explain any changes or delays.</li> <li>Add any additional deliverables you produced.</li> <li>In Year 1, attach Data Management Plan, Project Metadata, Dataset Metadata and Traditional Knowledge Sharing Agreement (if applicable) with annual updates if needed.</li> </ul>
<b>7 – Budget (template)</b>	<ul style="list-style-type: none"> <li>Complete the provided budget spreadsheet showing how 2025-26 budget will be spent and explain any proposed revisions.</li> <li>Complete the forecast budget spreadsheet showing how 2026-27 budget will be spent and explain any proposed revisions.</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 the selected 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.

**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 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
<b>1 – Project Information</b>	<ul style="list-style-type: none"> <li>• Project title, lead, organization, type of research, valued component and location details</li> <li>• Project keywords</li> <li>• Contact information</li> <li>• Attach two high resolution photos with captions, credits and consents.</li> </ul>
<b>3 – Key messages</b>	<ul style="list-style-type: none"> <li>• List 3-5 key messages or results in concise bullets.</li> </ul>
<b>4 – Abstract</b>	<ul style="list-style-type: none"> <li>• Briefly summarize the project’s purpose, final results, and how the project results contribute to a better understanding of cumulative impacts in the NWT.</li> </ul>
<b>5 – Introduction</b>	<ul style="list-style-type: none"> <li>• Summarize the project objectives and how they contribute to our understanding of cumulative impacts.</li> <li>• Include the monitoring and research questions you investigated and why.</li> <li>• Include any relevant background information.</li> </ul>
<b>6 – Methods</b>	<ul style="list-style-type: none"> <li>• Identify and describe the study area and methods you used to collect and analyze the information/ data.</li> </ul>
<b>7 – Results</b>	<ul style="list-style-type: none"> <li>• Identify the project results.</li> <li>• Include figures, tables, maps, and photos where appropriate.</li> </ul>
<b>8 – Discussion</b>	<ul style="list-style-type: none"> <li>• Discuss your results and how they addressed the project objectives and questions you investigated.</li> <li>• Identify how project results contribute to a better understanding of cumulative impacts in the NWT.</li> </ul>

	<ul style="list-style-type: none"> <li>• If applicable, identify how the project has contributed to better understanding environmental trends by completing Environmental Trend Report (ETR).</li> </ul>
<b>9 – Community Engagement, Communication, and Capacity-building</b>	<ul style="list-style-type: none"> <li>• Describe how you involved the community(ies) in the planning and implementation of the project.</li> <li>• Describe how you communicated project results to the community(ies).</li> <li>• Describe how the project contributed to long-term community capacity, training, or employment opportunities.</li> </ul>
<b>10 – Key Information Needed by NWT CIMP</b>	<ul style="list-style-type: none"> <li>• Identify and provide a brief explanation if any of the measures listed applied to this project.</li> </ul>
<b>11 – Deliverables</b>	<ul style="list-style-type: none"> <li>• Report on the status of each deliverable you outlined in your proposal.</li> <li>• Explain any changes or delays.</li> <li>• Add any additional deliverables you produced. (e.g. non-peer-reviewed reports, peer-reviewed journal publications, community presentations, scientific presentations, meeting reports, websites, models, posters, videos and/or data)</li> <li>• Note that we require copies of all reports and publications resulting from NWT CIMP-funded research, even after funding is complete.</li> </ul>
<b>12 – References</b>	<ul style="list-style-type: none"> <li>• List all references cited.</li> </ul>

- 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)

***Thank you for your interest!***



# Appendix A: Traditional Knowledge Monitoring Ideas

---

NWT CIMP collects cumulative impact monitoring and research information to inform northern decision-making. The program focuses on three valued components: caribou, water and fish. Please see the monitoring and research Blueprints for each valued component's priorities. Many of NWT CIMP's funded projects are successful because they value both scientific data and Traditional Knowledge. For more information, visit our Action Plan and Funding Guides at [www.nwtcimp.ca](http://www.nwtcimp.ca).

NWT CIMP places a high priority on the use of Traditional Knowledge in environmental monitoring and research. The goal is to apply what we learn from Traditional Knowledge to inform northern decision-making. For Traditional Knowledge funded projects, communities choose the focus of projects they propose.

## **NWT CIMP's Definition**

Traditional Knowledge - Facts, information, skills, values, and beliefs which have been acquired through experience, observations or by oral means from the land or from spiritual teachings and handed down through generations. Where possible, knowledge will be referred to using the preferred terminology of the knowledge holder or community.

## **NWT CIMP's Key Principles**

NWT CIMP's principles guide us in meeting our mandate and inform project funding allocation.

Important principles for applicants to consider are:

- Traditional 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.
- Monitoring cumulative impacts that are **relevant to land and water use decisions** is a strong focus.

We encourage projects to work with communities, Indigenous organizations, Elders, and youth to:

- engage and build community-capacity.
- promote strong and self-sustaining communities.
- involve Elders and Traditional Knowledge holders in decision-making.
- help preserve and pass down Traditional Knowledge to future generations.
- encourage young people to build careers related to the environment where their work will contribute to long-term monitoring.

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

NWT CIMP supports several monitoring and research approaches including:

- Gathering and reviewing *existing* monitoring or research information.
- Collecting and analyzing *new* information and data, especially where a knowledge gap has been identified.
- Community-led collection, review and documentation of Traditional Knowledge, including people-environment relationships.

***Ideas may include:***

- Connections between caribou, water and fish and other parts of the environment.
- How large-scale human activities such as mining, affect caribou, water and fish and peoples' connections to the land.
- How relationships are affected between areas of the environment.
- Ways to incorporate Traditional Knowledge in resource development decision-making.
  
- **Caribou**
  - Caribou-people relationships and how they are changing.
  - Health, range, habitat, vegetation, predation, behaviours, how climate change is impacting these, and how they interact.
  - Information on hunting activity, camp and trail locations.
  - Establishing and expanding winter track monitoring programs.
  
- **Water**
  - Water-people relationships and how they are changing.
  - Cultural indicators of water, identification of important water bodies, how climate change is impacting these, and how these interact.
  
- **Fish**
  - Fish-people relationships and how they are changing.
  - Fish health, habitat use, distribution patterns and changes in fish species over time and with climate change, and how these interact.

# Appendix B: Influential decision-makers in the NWT

---

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/Indigenous Organizations*

Akaiicho 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 Co-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*

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

Environment and Climate Change Infrastructure  
Executive and Indigenous Affairs  
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 C: “Designing Your Project” Guide

---

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 Traditional 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?***

Analyze *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 D: What costs can I include in my budget?

---

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**

- Subcontract services for custom work e.g. laboratory analyses.
- Wages for people hired specifically for the project.
  - This does not include salaried employees for non-Indigenous or community organizations.
  - Indigenous or community organizations may request a salary replacement for employees participating in the project.
- Honoraria and stipends.

## **Equipment, materials and facilities**

- Equipment needed specifically for the project (whether bought, leased or rented).
- Field and sampling supplies and facilities.
- Hall and meeting-room rental.
- Catering for meetings.

## **Travel**

- Travel, meals and accommodation.
- Expenses for field camps.
- Vehicle, boat, snowmobile and aircraft rental.
- Gas and shipping charges.
- Expenses to attend community or northern meeting(s).

## **Overhead (excluding federal and territorial governments)**

- Maximum 15% of total approved funding provided to organization directly.
- Miscellaneous costs such as office supplies, office space and operating expenses.

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

- We encourage you to publish project results in an open access journal. Up to \$5,000 may be available to allow distribution rights to the paper. This is reviewed on a case-by-case basis.

**Contact us if you have questions about eligible costs.**

# Appendix E: Letter of Intent Submission Form

---

[Use Fillable Letter of Intent Form](#)

# Appendix F: NWT CIMP Data Management Policy

---

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)** and **Project Metadata** submitted with their first Interim Report.

## 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 Traditional 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. who is responsible for creating Project Metadata and Dataset Metadata. What methods and procedures will be used.
3. your plans for access and sharing knowledge, including how you will protect privacy, confidentiality, security, licensing, intellectual property, or other rights and requirements
4. your plans for archiving data, samples, and other research products and preserving access to them.

Please refer to the [NWT CIMP Data Management Requirements](#) to ensure all reporting is submitted.



# Appendix G: Traditional Knowledge Data-Sharing Agreement

---

Traditional 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 Traditional Knowledge projects and projects that include both Traditional Knowledge and science **must** have and submit a Traditional Knowledge Data-Sharing Agreement to receive funding unless the community organization is the funding recipient. This agreement will clarify how Traditional 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 Traditional 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 Traditional 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 Traditional Knowledge can be considered in government decisions
- that the project will use, store, and share Traditional Knowledge in a way that honours its commitments to confidentiality

Traditional 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)
- Deh Cho First Nation
  - [Deh Cho First Nation Traditional Knowledge Research Protocol \(2004\)](#)
- Government of the Northwest Territories
  - [Traditional Knowledge Policy 53.03 \(2005\)](#)
  - [Doing Research in the Northwest Territories](#)
  - [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 Land and Water Board
  - [Mackenzie Valley Land and Water Board Engagement and Consultation Policy \(2023\)](#)
- Mackenzie Valley Review Board
  - [Guidelines for incorporating Traditional Knowledge in Environmental Impact Assessment \(July 2005\)](#)
- 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 \(2013\)](#)
- Sambaa K'e Dene Band
  - [Sambaa K'e Dene Band Policy Regarding the Gathering, Use, and Distribution of Yúndíit'óh \(Traditional Knowledge\) \(2003\)](#)

**Note:** A Traditional 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.