The UofA Common Application Form must be used for both the UofA Northern Research Awards and the Northern Scientific Training Program (NSTP).

Please note that if you are eligible to apply for NSTP funds (see below), you are also required to fill the online NSTP application form available at [https://nstp-pfsn.fluidreview.com/](https://nstp-pfsn.fluidreview.com/) See the Student Manual for guidance on filling the online form. It is available at [NSTP 2017-2018 Information Manual](#).

Deadline for submission of the Common Application Form and for completing the online NSTP form: Thursday, October 26, 2017

Your completed Common Application Form must be submitted along with the completed UAlberta North Internal Signature Page for Applications and Proposals.

The Signature Page is NOT for RSO - UAlberta North will coordinate the block grant with RSO after the adjudication process.

Please ask your supervisor to complete the Supervisor’s Evaluation Form. Your supervisor must send it directly to the UofA Northern Research Awards Committee by emailing northres@ualberta.ca. Please use Guidelines and Instructions included on the form.

Send electronic copy of the Common Application Form and attachments to: northres@ualberta.ca. Please state clearly in the subject line your name and common application form, e.g. John Smith - Common Application Form October 2017.

Please send One hard copy of the Common Application Form and attachments and One signed copy of the NSTP online application to:

UofA Northern Research Awards Committee
UAlberta North
Ring House 3, University of Alberta, Edmonton T6G 2E1

Enquiries: Trish Fontaine (trish.fontaine@ualberta.ca) | 780-492-5717
There are **FIVE** sections to the **Common Application Form**:

- **SECTION A: STUDENT INFORMATION**
- **SECTION B: DISCIPLINE, PROJECT, RESEARCH**
- **SECTION C: PERIOD IN THE NORTH, BUDGET, FUNDS**
- **SECTION D: NORTHERN RESEARCH LICENCE(S) / PERMIT(S) and COMMUNITY ENGAGEMENT & OUTREACH**
- **SECTION E: DECLARATION AND SIGNATURE**

Below are some explanatory notes for each section to assist you while filling out the application.

**SECTION A: STUDENT INFORMATION**

Please ensure you fill ALL the sections. Use drop down menus where provided to specify relevant information.

Please note that the collection of personal information is pursuant to Section 32-C of the *Freedom of Information and Protection of Privacy (FOIPP) Act*, for the purposes of verifying and evaluating your eligibility for and to operate and administer the UofA Northern Research Awards. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act (Alberta)* and the *Privacy Act (Canada)*.

**Eligibility for NSTP:** You must be enrolled full-time in a degree program at the University of Alberta and must be a Canadian Citizen or permanent resident. Priority is given to graduate students; but 4th year honours students intending to continue in a graduate program are also eligible.

NSTP will provide one year of funding for thesis-based research at the undergraduate level, up to two years of funding for thesis-based research at the Masters level and up to three years of funding for thesis-based research at the Doctoral level.

**Eligibility for UofA Northern Research Awards:** Open to all graduate and 4<sup>th</sup> year undergraduate students (domestic and international) enrolled full-time in a degree program at the University of Alberta.

Applicants can apply for only one UofA Northern Research Award per year to a maximum of 3 grants per Master’s and 4 grants per PhD program.

**SECTION B: DISCIPLINE, PROJECT, RESEARCH**

Both the NSTP and the UofA Northern Research Awards support projects on northern topics from **ALL** disciplines and in multidisciplinary fields.

Please devote a good amount of time developing your proposal and seek input from your supervisor(s) to strengthen it further. The adjudication committee will be looking for strong and well thought out proposals.
Definition of North: The term ‘North’ is understood to include that part of Canada which lies north of the southern limit of the discontinuous permafrost zone in Canada (arctic and subarctic).

The NSTP considers applications for research in the other circumpolar countries, as identified by the Arctic Council: Alaska (U.S.A.), Iceland, Finland, Greenland (Denmark), Norway, Russia and Sweden, considering the following:

- The general boundary for eligible research in Finland, Norway and Sweden is the southern limit of discontinuous permafrost (Brown Line) in each country.
- Research projects carried out in all of Alaska, except for the "panhandle", and in all areas of Greenland (Denmark), are eligible.
- For Iceland, eligibility will be determined on a case by case basis.
- In Russia, the general boundary is the southern limit of discontinuous permafrost. In addition, the entire territories of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) are eligible.
- Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.

Please ensure your field site is located north of the marked sporadic-discontinuous permafrost line. See map at http://www.acuns.ca/Interactive%20Map.htm and use its interactive tool to determine if your field location is within the shown boundary (same as the NSTP boundary). Below is an image of the interactive map for your reference.
For the UofA Northern Research Awards, the ‘North’ also includes the Northern Alberta Development Council (NADC) Area of Alberta (NADC map below). If you are unsure if your project falls within this area please send the coordinates of your project to trish.fontaine@ualberta.ca (in decimal degrees).

**Description of project**

This is an important section of your application form. Please spend some time crafting your description and give attention to how you present your project. Remember that the members of the adjudication committee assessing your application come from different disciplinary backgrounds, so keep your prose comprehensible and accessible to all readers.

The brief description of the project (maximum limit of 500 words) should include, in non-technical language, project objectives, methodology, and significance of the research. The description should not be a duplicate of another supported project, nor should it be a copy of a project description submitted in a previous year and/or by another student.
The detailed research proposal must be prepared in a separate document. Please print this and include it with the completed application form.

The maximum word limit for the detailed research proposal is 1500 (excluding references and schedule). Use language that can be understood by a non-specialist. Provide information on: Scope and rationale for the research; Methodology; Relevance and significance of your research; References; work schedule. Please provide information on progress of research if your project is not in its first year.

For UofA Northern Research Awards — justify the project if it falls outside the geographic area of focus; use an additional sheet if necessary;

For NSTP research projects in northern regions of other circumpolar countries — provide a separate sheet indicating: i) the relevance of foreign study to northern studies in Canada; ii) the relevance of the foreign study to previous and planned work by the student on the Canadian North; iii) the organizational and financial support provided in the host country; iv) reference to any authorizations and licenses required to conduct research in the host country.

SECTION C: PERIOD IN THE NORTH, BUDGET, FUNDS

You must provide an estimate for the total time you anticipate spending in the North for your field work. Additional boxes have been provided in case your plans include multiple visits to the field site.

Students are encouraged to spend a longer time in the field to gain better understanding and appreciation of the North. For those who spend less than 21 days in the field, please include in the space provided on the form a detailed explanation to justify a short stay.

Budget, Funds:

If you and your project qualify for NSTP funding, you MUST apply to that source as well as for a UofA Northern Research Award.

It is very important to remember that both the NSTP and UANRA are intended ‘to assist in defraying the additional costs attributable to northern research projects (i.e. transportation costs, living expenses, freight costs and interpreter fees), and are therefore supplementary in nature. You are expected to have secured or be in the process of securing other funding to support your research project. It could also be in-kind support.

The combined NSTP and UofA Northern Research Awards will not exceed $8,000. The average award for NSTP is $2,500-$3,000; and for the UofA Northern Research Awards is $3000-$4000.

The requested amount cannot exceed the maximum allowable per student ($4,000 for NSTP, and $8,000 for UofA Northern Research Awards); the combined total requested for NSTP + UofA Northern Research Awards cannot exceed the maximum of $8,000.

Note that the total project cost is the total costs to complete the project as proposed (i.e., the funds requested from this application, and expenses covered from other funding sources).
Please see table below for the maximum amount allowed for specific budget items.

<table>
<thead>
<tr>
<th>Budget items</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel</td>
<td>Eligible both awards\nIncludes taxis, car rentals, flights, train, boat rentals, ATV/snowmobile rentals</td>
</tr>
<tr>
<td>Airfare - Please see <a href="#">special northern fares offered</a>, as well as student pass programs or ask UAlberta North</td>
<td>Eligible both awards - Economy rates only - Use <a href="#">University TAP form</a> \n</td>
</tr>
<tr>
<td>Ground transportation</td>
<td>Eligible both awards\n40 cents/km\nTo and from furthest field site\n*As per University policy, private automobile cannot be\nused for business travel that will exceed 800 kilometers\nin distance (round trip). The use of the University car\nrental agreement is more cost effective, in most cases,\ndepending on the length of stay.</td>
</tr>
<tr>
<td>Subsistence</td>
<td>NSTP - $40 meal allowance/receipted groceries for one person only (awardee only).\nUANRA - $40 meal allowance/receipted groceries for a maximum of two people (if you are applying for funds for a student assistant – see below)</td>
</tr>
<tr>
<td>Accommodations</td>
<td>Eligible both awards - <a href="#">use HAP / Air Bnb</a> when possible</td>
</tr>
<tr>
<td>Freight costs (into the field and from the field)</td>
<td>Eligible both awards</td>
</tr>
<tr>
<td>Field supplies</td>
<td>Eligible UANRA only</td>
</tr>
<tr>
<td>Translator/Interpreter/Interview (in the field only)</td>
<td>Eligible both awards $35/hour or per interview</td>
</tr>
<tr>
<td>Cost of student assistants (only applicable to UofA Northern Research Awards). This will only be considered for safety in remote area research and if funding allows</td>
<td>Eligible UANRA only $1,500/month</td>
</tr>
<tr>
<td>Research license application fee</td>
<td>Eligible both awards</td>
</tr>
</tbody>
</table>
Please note that NSTP funds CANNOT be used:

- to provide employment for students;
- for research carried on outside the NSTP's geographical boundary (see attached map);
- for research which does not necessitate a sojourn in the Canadian North (e.g. archival research, data collection, laboratory analysis, production of publication, conference presentation, etc.);
- to support students going on field courses, or for the purpose of a practicum;
- for the purchase of equipment;
- as a travel subsidy for students to report back to communities;
- for field assistants accompanying the primary researcher;
- for payment of salaries other than interpreter fees in the field;
- for post-doctoral studies;

The NSTP does not fund field schools. If a group of students are working on the same general project in one geographic area, then very distinct, individual project descriptions should be written for each individual highlighting their unique research contribution to the overall project. In doing so, there will be no misunderstanding by the NSTP Committee in its interpretation of the research objectives.

SECTION D: NORTHERN RESEARCH LICENCE(S) / PERMIT(S)

All research in Yukon, NWT, Nunavut, and National Parks is subject to strict licensing requirements. Review the Research Licensing in Northern Canada — Visit Field Research Office site

Your research project may also be subject to additional licensing requirements, e.g., for work on fish or wildlife.

All certifications, permits, and research licenses (including ethics, animal care, and environmental assessments) must include the name of the project and the student. For UofA Northern Research Awards, the University of Alberta must be named as a project sponsor and for NSTP grants, Polar Knowledge Canada (PKC-NSTP) must be named as a sponsor on the approvals.

ALL licenses, permissions, approvals etc., must be obtained before leaving for the field and copies provided to the UofA Northern Research Awards Committee, Ring House 3 before research grant funds will be released.
Community engagement and outreach:

Please ensure you provide detailed information in this mandatory section of the form as it requires you to outline plans for communicating your research and its anticipated outcomes to northern communities and stakeholders. If you are conducting research in isolated locations, you may not immediately see the need for interacting with northern communities. Nonetheless, it is a requirement and it is expected that you find creative ways of communication and engagement such as through blogs, teleconference calls, or other means. If you do not know which communities to reach out to then please consult with the relevant licensing agency or UAlberta North to advise you.

SECTION E: DECLARATION AND SIGNATURE

This section comprises two parts.

The first is the student’s declaration that the proposed research is compatible with the University of Alberta’s policies on research and must comply with ACUNS Ethical Principles for the Conduct of Research in the North (http://acuns.ca/website/ethical-principles/). Any research involving study of human or animal subjects or contact with northern communities must be approved by the appropriate University Research Ethics Board (REB). See the UofA Research Ethics Office page at http://www.reo.ualberta.ca/.

The second part of this section is a declaration by both student and supervisor that the proposed research is part of the student’s thesis work, that the research is in accordance with UofA research policies and procedures, that all information is correct and accurate, and reporting obligations and deliverables associated with the grant are understood and will be met.

Remember that this is an extremely competitive grants program. There are limited funds and a large number of applications are received each year. Not all applications are successful so it is very important that your submission is well written and well supported.
CHECKLIST

☐ UofA Supplementary Signature Page
  ○ This form should be signed by you (as principal investigator), your supervisor (as co-investigator), your department chair and the dean of your faculty. This is not for RSO, but an internal signature page. UAlberta North will coordinate with RSO on the final signoff of the application.

☐ One hard copy of the Common Application Form including
  ○ Detailed research proposal
  ○ If applicable, additional sheet justifying project
    ▪ if it falls outside the geographic area of focus in the case of the UofA Northern Research Awards;
    ▪ if the project falls in the northern regions of circumpolar countries other than Canada in the case of NSTP

☐ Electronic copy of the completed Common Application form to northres@ualberta.ca.
  ➢ electronic submissions are not accepted as a complete submission.)

☐ Supervisor’s Evaluation form. Please ensure your supervisor sends the completed form directly to the Northern Research Awards Committee by emailing northres@ualberta.ca by October 26.

☐ One hard copy of the signed NSTP online application form.

Send / drop off hard copies of the completed application forms by Thursday October 26th:

UofA Northern Research Awards Committee
UAlberta North
Ring House 3, University of Alberta, Edmonton, Alberta, T6G 2E1