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Obtaining a Research License under Nunavut's *Scientists Act*: A Guide for Applicants

December 2021

About This Guide

This guide provides information about Nunavut's *Scientists Act* and how to obtain and renew a license under the act to conduct research in Nunavut. The guide is intended for researchers who work in the physical/natural, health, and social science research disciplines in Nunavut. The guide will explain:

- The purpose and scope of Nunavut's Scientists Act, including the types of scientific activities that must be licensed under the Act;
Scientific activities that are currently exempt from licensing under the Act;
- Other regulatory requirements for research in Nunavut;
- How to apply for and renew a research license in the social, health, and physical/natural sciences disciplines;
- The NRI's community consultation process for research license applications;
- Reporting requirements for research license holders;
- Responsible research conduct in Nunavut ;
- Frequently asked questions about the licensing process.

For further information, please contact the:

Manager, Research Liaison
Nunavut Innovation and Research Institute
PO Box 1720
Iqaluit, NU XOA OHO
Phone: 867-979-7279
Fax: 867-979-7109
Email: mosha.cote@arcticcollege.ca



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Nunavut’s Scientists Act

Nunavut’s *Scientists Act* is a territorial law that applies to scientific activity in the territory of Nunavut. The Act stipulates that:

“No person shall carry on scientific research in or based on Nunavut, or collect specimens in Nunavut for use in scientific research, unless: (a) he or she is the holder of a licence issued under this Act; or (b) the research consists solely of archaeological work for which a permit has been issued under the subsection 51(1) of the *Nunavut Act* (Canada).”

(R.S.N.W.T. 1988, c.S-4: 2)

Anyone who intends to conduct research in Nunavut in the health, social, or physical/natural sciences disciplines may be required to obtain a research license under the Act.

Nunavut’s Scientists Act is administered by Nunavut’s Science Advisor who also serves as the Director of Innovation and Research for Nunavut Arctic College in Iqaluit.

Research activities that are licensable under the Scientists Act

There is no single definition of research that is shared by all people who practice it. As a result researchers are sometimes unsure whether their scientific activities require licensing under the Act. Nunavut’s Science Advisor has defined licensable research as **the systematic collection, analysis, and interpretation of information to discover, confirm, or interpret facts about the world, to advance knowledge and discover or establish principles**. A license is required for most types of primary research involving the collection and analysis of new (original) information. Secondary research, based exclusively on the consolidation, review, and synthesis of existing published information, is not generally licensed under the Act. Licensable primary research can employ a wide range of methodologies in multiple disciplines (e.g. observation, experimentation, case studies, field sampling, remote research, etc.).

The Scientists Act explicitly applies to research in *or based on* Nunavut. Licensing under the Act is required both for research activities that take place within Nunavut, and for research about Nunavut and/or involving Nunavut residents that is conducted from outside the territory. For example, you would require a scientific research license to gather information from Nunavut residents remotely via phone interviews or online surveys if you intend to use this information in research, even if you never actually travel to Nunavut. You would also require a research license to conduct research using archived biological materials or personal information collected from Nunavut residents (such as human blood or hair samples or patient medical chart information) even if such materials are stored in a facility outside of Nunavut.



To be considered valid licensable research, a research project must meet clear standards of scientific quality (rigor) and demonstrate a high degree of ethical/responsible conduct specific to the research discipline.

In determining whether a project meets the standard for licensing the Science Advisor will consider:

- The competence, training, and experience of the applicant;
- The validity, feasibility, and appropriateness of research methodology;
- Provisions to ensure safe, responsible, and ethical research conduct;
- Whether the research will produce authoritative scientific outputs (e.g. academic publications and theses, technical reports or other peer reviewed outputs)

Below are a few examples of research topics that would require licensing under the Scientists Act. Please consult the Nunavut Research Institute's annual [compendiums of licensed research](#) (available at www.nri.nu.ca) for other examples of projects typically licensed under the Act.

Physical/Natural Science Research Topics:

- atmospheric science
- hydrology, limnology, water quality
- paleoecology
- geology, geomorphology, soil science
- environmental engineering
- oceanography, sea ice
- glaciology

Licensable Social Science Research Topics:

- anthropology, human geography, sociology
- linguistics
- education
- political science
- law
- economics

Health Research Topics:

- epidemiology, public health
- mental health, addictions
- oncology
- nutrition
- dentistry, dermatology
- clinical studies



Research activities exempt from licensing under the Scientists Act

A scientific research license is typically not required for studies and other data gathering activities that are regularly carried out by organizations to support the planning, delivery and evaluation of important programs and services. This exemption is intended to facilitate activities which are normally administered in the ordinary course of an organization's operation. Examples of exempt research activities within this category can include:

- internal program evaluations, quality assurance and quality improvement studies, audits, needs assessments, feasibility studies, employee satisfaction surveys, etc.)
- statistical censuses and surveys
- community consultations

There may be instances when licensing or registration is required for projects in this category if the Science Advisor deems that the proposed research could potentially result in harm to Nunavut residents or to the environment. The Science Advisor may also choose to register projects in this category if they will produce important scientific outputs that are valuable for decision making in Nunavut. Licensing would also be required for projects in this category that involve Academic collaborators who intend to use the information gathered through the study to produce ancillary peer-reviewed research outputs (theses, publications, etc.).

Other scientific and science related activities that are typically exempt from licensing under the Scientists Act include:

- high school and undergraduate science and research projects (excluding some honors thesis research)
- secondary research based entirely on existing publicly available information (e.g. systematic literature reviews)
- educational field schools (unless a purpose of the field school is to collect data that will be used to produce academic publications)
- adventure travel and tourism without a strong research methodology (e.g. expeditions)
- licensed prospecting and mineral exploration
- routine sampling/testing of water, soil, and air as required under regulatory authorizations (e.g. routine water sampling activities conducted by a mining company to monitor contaminant levels in mining waste effluent streams)
- journalism (including radio and print media, photojournalism or film documentaries)
- public opinion polls
- community consultations and engagement activities for the purpose of developing partnerships and designing a research program
- travel to communities to report and discuss results from a licensed research project

****Remember, Nunavut's Science Advisor has the authority to decide whether any project must be licensed under the Scientists Act. If you are unsure whether your project meets the***



requirement for licensing, please contact the [Manager of Research Liaison](#) for clarification as soon as possible.

Other Authorizations and License Required for Research in Nunavut:

The Scientists Act does not apply to all research in Nunavut. Research activities that are exempt from licensing under the Scientists Act may be subject to other licensing requirements, described below.

A Wildlife Research License is required for studies of terrestrial wildlife (including plants, insects, and animals), Polar Bears, and birds, issued by the Nunavut Department of Environment, under the *Nunavut Wildlife Act*. For more information contact:

Wildlife Research Section
Department of Environment
Box 209, Igloolik, NU, X0A 0L0
Tel: (867) 934-2178
Email: wildlife_research@gov.nu.ca

A License to collect fish for scientific purposes is required for studies of marine/freshwater mammals, fish, invertebrates and fish habitat (including aquatic plants), issued by the Department of Fisheries and Oceans, under the *Federal Fisheries Act*. For more information contact:

DFO Area Licensing Administrator for Nunavut
Telephone: (867) 979-8005
E-mail: XCA-NUpermit@df-mpo.gc.ca

A Species At Risk Act (SARA) Research license is needed for any research involving a wildlife species listed in the Species At Risk Act (SARA)

Archeology and Paleontology research requires a permit issued by Nunavut Department of Culture Elders, Language and Youth under the Archaeological Sites Regulations of the *Nunavut Act*. For more information contact:

Chief Archaeologist,
Department of Culture, Igloolik, NU
Telephone (867) 975-2046
E-mail: cleypermits@gov.nu.ca

A National Parks research permit for any research activities in a national park in Nunavut, issued by Parks Canada under the *National Parks Act*. For more information contact:



Parks Canada, Nunavut Field Unit
Email: Nunavut.Research@pc.gc.ca

Any research involving migratory birds requires a **Scientific Permit** issued under *section 4 and 19 of the Migratory Bird Regulations C.R.C. c. 1035 pursuant to section 12 of the Migratory Birds Convention Act*. For more information contact:

Canadian Wildlife Service, Northern Region
Email: ec.cwspermitnorth-nordpermisscf.ec@canada.ca

A **Migratory Bird Sanctuary Permit** is needed for any research activities in a Migratory Bird Sanctuary in Nunavut. This permit is issued by the Canadian Wildlife Service under *section 9 of the Migratory Bird Sanctuary Regulations, C.R.C., c. 1036 made pursuant to section 12 of the Migratory Birds Convention Act*. For more information contact:

Canadian Wildlife Service, Northern Region
Email: ec.cwspermitnorth-nordpermisscf.ec@canada.ca

A **National Wildlife Area Permit** is needed for any research activities in a National Wildlife Area in Nunavut, issued by the Canadian Wildlife Service under *section 4 of the Wildlife Areas Regulations, C.R.C., c. 1609 made pursuant to section 12 of the Canada Wildlife Act*. For more information contact:

Canadian Wildlife Service, Northern Region
Email: ec.cwspermitnorth-nordpermisscf.ec@canada.ca

Multi-disciplinary research projects may often require more than one research license from different licensing agencies. For example, if you are conducting a study on terrestrial mammals which includes a traditional knowledge research component, you will require both a *Nunavut wildlife research permit* and a *Nunavut scientific research license*.

In addition to the licenses described above, other regulatory authorizations may be required for research activities that involve fieldwork. These requirements are determined by the methodology, location, and scope of field activities and may include:

- Review by the Nunavut Planning Commission (NPC) to assess potential cumulative impacts and determine whether the project conforms to a regional land use plan;
- Environmental impact screening by the Nunavut Impact Review Board (NIRB) if deemed necessary by the Nunavut Planning Commission;
- Land use permit from INAC for projects on Federal Crown Lands that exceed 100 person days of fieldwork;



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- Permission from a Regional Inuit Association (RIA) to access or use Inuit Owned Lands for research purposes;
- Municipal development permit to build or install permanent research infrastructure on municipal lands in a Nunavut community;
- Authorization issued by the Nunavut Water Board to collect water samples or use potable water for a research camp.

**Remember: you are responsible to identify and obtain all the permits and regulatory authorizations needed to undertake your research. Certain authorizations such as the NPC review and NIRB screening must be completed before your research licenses may be issued.



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Applying for your Nunavut Scientific Research License

NRI's Manager of Research Liaison can answer any questions you may have about the research licensing process and how to apply for a permit. Before submitting an application, please contact the Manager by e-mail at: mosha.cote@arcticcollege.ca or by phone 867 979-7279 to discuss your planned research and **ensure that you fill out the correct research license application form(s)**.

License application forms and instructions for applying are available on the NRI website at: www.nri.nu.ca There is no deadline and no fee to apply for your scientific research license. We strongly recommend, however, regardless of your research discipline, that you start your application process at least 120 days prior to date on which you intend to commence field research.

If you submit a research license application and subsequently decide to postpone or cancel your project, please advise the Manager of Research Liaison immediately!

The license application process and timeline for obtaining a research license varies depending on the nature and location of your research.

Before completing this application form, please carefully review the following documents:

- *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018)* available at: https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html
- *Health Research in Nunavut: Special Considerations for Remote Data Collection* available at: nri.nu.ca
- *Inuit Tapiriit Kanatami's National Inuit Strategy on Research*



Applying for a Social Sciences Research License

To apply for a social science research license you must submit a completed [social science research application form](#) available on the NIRI website at www.nri.nu.ca. In addition to the completed application form, you must also submit the following:

Non-Technical Project Summary

This is a 500 word project summary, in English and Inuktitut (or Inuinaqtun if in Cambridge Bay or Kugluktuk), which provides the following information:

- ▶ Project Title;
- ▶ Lead Researcher's Name and Affiliation;
- ▶ What research questions does the project hope to answer?;
- ▶ What are the research objectives and why is the study needed?;
- ▶ Where, when, and for how long will the field research be undertaken?;
- ▶ What methods will be used to conduct fieldwork?;
- ▶ What impacts will the research produce to the environment, wildlife, or people?;
- ▶ How will the data generated by the research be stored and managed?;
- ▶ How will Nunavut residents be involved in the research?; and
- ▶ How, when, and to whom will the research results be shared in Nunavut?

Technical Project Proposal

Please attach a project proposal including the following detailed information:

- **Objectives:** Provide well-defined short-term and long-term objectives for the project.
- **Background and Rationale:** Provide an overview of the problem, topic, or question being investigated. Explain the significance of the project and why it is needed.
- **Progress to Date:** Describe the results of any work completed to date. This section should also include information on any progress in the areas of capacity building, communications and/or the use of Indigenous knowledge.
- **Methodology:** Describe project design, field research methodology, data analysis techniques, where and when the work will be carried out over the lifetime of the project.
- **Data management:** Describe your data management plan, including where and when the data and metadata records will be stored.
- **Research outputs:** Describe the major research outputs to be generated through the project (academic theses, publications, presentations, reports, etc.); describe specifically how and when research results will be communicated to research participants and interested organizations in Nunavut.



Ethical Review

- ▶ You must provide documented proof that your research has been reviewed by an institutional ethics review committee. This will normally be completed by your affiliated institution.
 - ▶ If your affiliated institution does not have an ethics review committee, please notify the Manager of Research Liaison immediately to determine whether an independent review is required.
- ▶ You must confirm that your research adheres to all principles outlined in the Tricouncil Policy Statement on Ethical conduct for research involving humans (esp. Chapter 9: research involving the first nations, Inuit and Metis people of Canada)
 - ▶ You should also complete an appropriate research ethics training such as the Tri Council Policy Statement's Course on Research Ethics ([TCPS CORE](#)) * pay special attention to
- ▶ You are responsible for submission of the results of an ethical review to NRI.

Participant Consent Form

Please submit a copy of the actual form(s) that will be used during the study. The consent form(s) must be in English and Inuktitut, and must include:

- ▶ Project title;
- ▶ The principal investigator's name, address, e-mail address, and phone number;
- ▶ A description of the research being conducted, including the purpose, objectives, aims of the study at a reading comprehension level that is appropriate for the participant;
- ▶ A description of the activities/tasks that the participant will complete for the research, and an estimated time commitment for taking part, at a reading comprehension level that is appropriate for the participant;
- ▶ A clear description of any potential risks that may be associated with taking part in the research;
- ▶ Details of any financial remuneration, incentive or other compensation to be provided to the participant for taking part in the research;
- ▶ A statement of informant rights:
"I have been fully informed of the objectives of the project being conducted. I understand these objectives and consent to being interviewed for the project. I understand that steps will be undertaken to ensure that this interview will remain confidential unless I consent to being identified. I also understand that, if I wish to withdraw from the study, I may do so without any repercussions."
- ▶ Details on the type of data that will be collected from the participant and how privacy and confidentiality will be maintained;
- ▶ Conditions for release of recorded information;
- ▶ Printed name of participant, signature of participant, date of consent.



Applying for a Health Research License

Health research broadly encompasses physiological research, epidemiology, clinical studies and trials, public health research, nutrition, and other forms of inquiry, including research using archived human biological materials. To apply for a health research license you must submit a completed [health research application form](#). In addition to the completed application form, you must also submit the following:

Non-Technical Project Summary

Please attach a non-technical description of the project proposal, no more than 500 words, in English and Inuktitut (+Inuinnaqtun, if in the Kitikmeot). The project description should outline the following:

- ▶ Project Title;
- ▶ Lead Researcher's Name and Affiliation;
- ▶ What research questions does the project hope to answer?;
- ▶ What are the research objectives and why is the study needed?;
- ▶ Where, when, and for how long will the field research be undertaken?;
- ▶ What methods will be used to conduct fieldwork?;
- ▶ What impacts will the research produce to the environment, wildlife, or people?;
- ▶ How will the data generated by the research be stored and managed?;
- ▶ How will Nunavut residents be involved in the research?; and
- ▶ How, when, and to whom will the research results be shared in Nunavut?

Full Project Proposal

Please attach a full project protocol detailing the following information:

- Overall Program
 - ▶ Rationale, goals & objectives for the project
 - ▶ Will the research be undertaken in conjunction with or in support of any current health initiatives in Nunavut? If so, reference the programs and explain the relationship.
 - ▶ Explain the role of Nunavut's Department of Health (DOH) in the research and describe any support you will require from DOH staff or facilities to conduct the research
 - ▶ Identify the primary sources of funding for the research project
- Methodology



- Techniques and protocols for sample collection and analysis
- Justification for the selection of the study methodology
- If interviewing the participant is required, provide a list of questions to be posed
- Location of research and rationale for selecting specific communities or individuals for your research
- Primary data and information
 - Short & long term use of data
 - Accessibility to data
 - Short & long term storage of data
 - Disposal of data
 - Other uses of data (will data be shared with other researchers for research purposes unrelated to the current project?)
 - Intellectual property rights/ownership of data
- Biological Samples
 - Type and amount of biological materials to be taken;
 - Manner in which biological materials will be taken, and the safety and invasiveness of the procedures for acquisition;
 - Intended uses of the biological materials, including any commercial use (Note: a separate research license is required for secondary use of human biological materials originally collected for a purpose other than the current research purpose);
 - Measures employed to protect the privacy of and minimize risks to participants;
 - Length of time the biological materials will be kept, how they will be preserved, location of storage (e.g., in Canada, outside Canada), and process for disposal, if applicable;
 - Anticipated linkage of biological materials with information about the participant.
- Medical chart reviews
 - Request for a waiver of consent to use personal medical information that was collected for purposes other than the current research. (Note: refer to the guidance document: *Health Research in Nunavut: Special Considerations for Remote Data Collection*)

Participant Consent Form

Please attach a copy of the actual consent form that will be used during the proposed study. Consent forms must be in English and Inuktitut (+Inuinnaqtun, if in the Kitikmeot). Components of the participant consent form must include:

- Project title;
- The principal investigator's name, address, e-mail address, and phone number;
- A description of the research being conducted, including the purpose, objectives, aims of the study at a reading comprehension level that is appropriate for the participant;
- A description of the activities/tasks that the participant will complete for the research, and an estimated time commitment for taking part, at a reading comprehension level that is appropriate for the participant;



- ▶ A clear description of any potential risks that may be associated taking part in the research;
- ▶ Details of any financial remuneration, incentive or other compensation to be provided to the participant for taking part in the research;
- ▶ A statement of informant rights:
 - "I have been fully informed of the objectives of the project being conducted. I understand these objectives and consent to being interviewed for the project. I understand that steps will be undertaken to ensure that this interview will remain confidential unless I consent to being identified. I also understand that, if I wish to withdraw from the study, I may do so without any repercussions."*
- ▶ Details on the type of data that will be collected from the participant and how privacy and confidentiality will be maintained;
- ▶ Conditions for release of recorded information;
- ▶ Printed name of participant, signature of participant, date of consent.

Ethical Review

- ▶ You must provide documented proof that your research has been reviewed by an institutional ethics review committee. This will normally be completed by your affiliated institution.
 - ▶ If your affiliated institution does not have an ethics review committee, please notify the Manager of Research Liaison immediately to determine whether an independent review is required.
- ▶ You must confirm that your research adheres to all principles outlined in the Tricouncil Policy Statement on Ethical conduct for research involving humans, esp. Chapter 9: research involving the first nations, Inuit and Metis people of Canada, Chapter 11: Clinical Research, Chapter 12: Human biological materials, and Chapter 13: Human Genetics Research.
 - ▶ You should also complete an appropriate research ethics training such as the Tri Council Policy Statement's Course on Research Ethics ([TCPS CORE](#))
- ▶ You are responsible for submission of the results of an ethical review to NRI.

Full research proposal detailing the following information:

- Overall Program
 - ▶ purpose
 - ▶ goals & objectives
 - ▶ Will the research be undertaken in conjunction with or in support of any current health care programs in Nunavut? If so, reference the programs and explain the relationship.



- ▶ Explain the role of Nunavut’s department of health (DOH) in the research and describe any support you will required from DOH staff or facilities to conduct the research
- Methodology
 - ▶ Techniques and protocols for sample collection and analysis
 - ▶ Justification for the selection of the study methodology
 - ▶ if interviewing the participant is required, provide a list of questions to be posed.
 - ▶ location of research and rationale for selecting specific communities or individuals were selected for your research
- Primary data and information
 - ▶ short & long term use of data
 - ▶ accessibility to data
 - ▶ short & long term storage of data
 - ▶ disposal of data
 - ▶ other uses of data
 - ▶ intellectual property rights/ownership of data
- Biological Samples
 - ▶ the type and amount of biological materials to be taken;
 - ▶ the manner in which biological materials will be taken, and the safety and invasiveness of the procedures for acquisition;
 - ▶ the intended uses of the biological materials, including any commercial use (note: A separate research license is required for secondary use of human biological materials originally collected for a purpose other than the current research purpose);
 - ▶ the measures employed to protect the privacy of and minimize risks to participants;
 - ▶ the length of time the biological materials will be kept, how they will be preserved, location of storage (e.g., in Canada, outside Canada), and process for disposal, if applicable;
 - ▶ any anticipated linkage of biological materials with information about the participant;

Nunavut Medical Registration Committee Approval

- ▶ To conduct medical research in Nunavut, you must be licensed by the Medical Registration Committee of Nunavut.
- ▶ This license is required for all medical research by physicians involving physical intervention (such as the collection of blood samples)
- ▶ Governed by the Medical Professions Act, this permit is currently issued by the Government of Nunavut Department of Health and Social Services
- ▶ Contact:
 - Registrar, Professional Licensing
 - Department of Health & Social Services
 - P. O. Box 390, Kugluktuk, NU X0B 0E0
 - Phone: (867) 982-7668
 - Fax: (867) 982-3256



Email: hssnunavutregistrar@gov.nu.ca

Guidelines: <http://www.nunavut-physicians.gov.nu.ca/rlm.pdf>

Application form: <http://www.nunavut-physicians.gov.nu.ca/rl.pdf>

Applying for a License to conduct Physical and Natural Sciences Research

You require a valid Nunavut scientific research license to conduct physical and natural sciences research anywhere in the Nunavut settlement area. This requirement applies to research on any part of Nunavut's non-living environment, including geology, landforms, soils, snow/ice, glaciers, surface waters, oceans, and the atmosphere. The license is also required for research on microbes. The procedures and timeline for obtaining a physical/natural sciences research license vary depending on whether your project is a new study or has previously been screened by the Nunavut Impact Review Board (NIRB).

Applying for a license to conduct NEW physical/natural sciences research

If you plan to undertake a *new* land and water based research that has not been previously screened by the (NIRB), you must first submit a project proposal to the Nunavut Planning Commission through the [NPC Project Portal](http://lutip.nunavut.ca/portal/) at lutip.nunavut.ca/portal/

(Note: the NPC project portal is only compatible with Internet Explorer and Microsoft edge). For more information on how to submit your project proposal to the NPC please contact the NPC's [senior planner](mailto:senior_planner) at 867-979-3444 or by e-mail at: gdjalogue@nunavut.ca

The NPC will review your project to ensure that it conforms with any applicable Nunavut regional land use plan(s), and to assess whether your project will result in any potential cumulative impact concerns. NPC will complete their review within 45 working days of receiving a complete project proposal. NPC will not initiate the 45 day review until the project proposal is deemed complete. After the review is complete the NPC will refer your research proposal to the Nunavut Impact Review Board for screening to assess project specific impacts. At this time you will be contacted by NIRB and asked to submit a NIRB screening application form. NRI will be notified when the NIRB screening decision report for your project has been issued.

****In addition to submitting the NPC project proposal and NIRB screening application, you must also apply for a physical and natural sciences license. The application may be completed online at www.nri.nu.ca/**



Renewing a multi-year research license OR applying for a new license for a project previously screened by the Nunavut Impact Review Board (NIRB)

If you are applying for a new research license or license renewal for a project that was previously screened by NIRB, you are **not** required to submit a project proposal to the NPC. However, you still must complete the application for a physical/natural sciences research at www.nri.nu.ca. Be sure to describe any new research activities that were not part of the original project proposal to help us determine whether a new NIRB screening is needed. Examples of significant changes to your research that might warrant a new review by the NPC and NIRB include:

- the inclusion of new field research location(s) (where the new location(s) may result in impacts to different communities, is in a new planning region, or occurs in an area with a special designation such as park or wildlife area or Inuit Owned Lands).
- a significant increase (more than 10%) in the number of person days, and/or additional water use or waste generation that will require approval by the Nunavut Water Board.
- new research activities not previously screened by NIRB and for which NIRB has not recommended terms and conditions to mitigate potential impacts.

The, manager of research liaison, Mosha Cote (mosha.cote@arcticcollege.ca) can help you determine whether your research activities fall within the scope of activities previously screened by NIRB.

When applying for a license to conduct physical and natural sciences research please provide the following information to the Manager of Research Liaison:

Land, Freshwater & Marine Based Research Application Form

Map of research locations

- A digital map, which clearly indicates camp sites and research sites, must accompany the Research License Application.

Non-Technical Project Summary

A 500 word project summary, in English and Inuktitut, which provides following information:

- Research objectives and rationale (why is the study needed);
- Research questions the project will answer;
- Where, when, and for how long will the field research be undertaken;
- Methods that will be used to conduct fieldwork;
- Potential impacts to the environment, wildlife, or people and how the impacts will be avoided and mitigated;
- How the data generated by the research will be stored and managed;
- How Nunavut residents will be involved in the research;
- How, when, and to whom the research results will be shared in Nunavut.

A technical project proposal description.

This should include the following information:



- a) Objectives: Well-defined short-term and long-term objectives for the overall project.
- b) Rationale: Describe the rationale for the project. This should be a detailed section that clearly lays out the scientific basis for the proposed work.
- c) Progress to Date: Describe the results of any work completed to date. This section should also include information on any progress in the areas of capacity building, communications and/or the use of Indigenous knowledge.
- d) Methodology: Describe project design, field research methodology, data analysis techniques, where and when the work will be carried out over the lifetime of the project.
- e) Data management: Describe your data management plan, including where and when the data and metadata records will be stored.
- f) Research outputs: Describe the major research outputs to be generated through the project (academic theses, publications, presentations, reports, etc.)

**Note: You may forward the project summary or technical project description already submitted to the NPC or to NIRB for environmental screening and review.



Multi-Year Licensing

You can apply for a multi-year license for a project that will continue longer than a single calendar year.

Holders of multi-year licenses are required to:

- ▶ re-submit an application each year if there are significant changes to your project scope, including your field team size and composition, your research objectives, study methodology or changes in the location, timing, and duration of fieldwork.
- ▶ notify the Manager of Research Liaison of your planned research field dates in each calendar year at least 30 days prior to your anticipated field research commencement date, and provide the names of all research personnel to be involved in new research activity. This will prompt us to issue a renewal of your multi-year License for the calendar year which we will forward to agencies involved in reviewing your research application.
- ▶ submit your *Annual Summary Report* (before December 31) detailing research activities completed in the current calendar year.

Multi-year licenses can be revoked for any of the following reasons:

- ▶ the researcher violates any provision of the Scientists Act or the accompanying regulations,
- ▶ the researcher fails to submit an *Annual Summary Report*,
- ▶ the researcher breaches any term or condition set out in the License,
- ▶ the researcher fails to renew any regulatory authorization required for the continuation of the project,
- ▶ complaints with *just cause* are received concerning the project or any project team member.

Multi-year license may only be renewed for three consecutive years. A new research license application must be submitted for the fourth and any subsequent year of consecutive research activity for projects that exceed three years in duration. *Multi-year license holders who wish to travel to a Nunavut community to continue research activities which received community approval prior to the COVID-19 Pandemic should first contact local authorities to ensure that the community is still supportive of the research proceeding.



Reporting Requirements for Research license holders

Scientific Research license holders must submit an *Annual Summary Report* to the Manager of Research Liaison, one year from the date the license was issued or upon request for License renewal, whichever comes first. Your Annual Summary Report should be 500-1000 words, non-technical, translated into Inuktitut, and should clearly describe the research activities undertaken in the past year, including a description of the data collected, and a summary of any key research findings. Multi-year License holders must provide an *Annual Summary Report* at the end of each year. Submission of the annual report is required before NRI will renew a multi-year license for a subsequent year. You are also required to send to us copies of any final publications or reports (e.g. scientific journal articles, academic theses, etc.) that you generate based on your research.

In addition to providing *Annual Summary* and *Final Reports to NIRI*, you are expected to share your research results directly with any community members and organizations in Nunavut that participated in or supported your research, and you should make research results available to other organizations that may have an interest in your study. This will require that you clearly identify the target audiences for your reporting and identify a suite of communication methods most effective to reach these audiences. Communication methods may include newsletters, posters, or fact sheets, radio interviews, video/pod casts, web sites, blogs, or in-person presentations. The appropriate methods will depend on the preferences and circumstances of your target audience (e.g. age, background, language characteristics, and communication preferences). Staff at the NRI can provide advice to help you to select the most effective communication and outreach strategies to share your research.

Research communication efforts must respect and protect the anonymity and confidentiality of research participants as outlined in any informed consent agreements for your project. Health researchers also obliged to consult with Nunavut's Chief Medical Officer of Health (CMOH) before making public any research findings that describe health status and health outcomes for Nunavummiut or that identify specific human health risk (to individuals, or communities). If research results indicate a potentially significant health risk, the CMOH may deem it necessary to engage Health Canada to conduct a formal Human Health Risk Assessment which may generally take 6 months to complete.



Review and Consultation Process for Research Applications

In determining whether to issue a research license, Nunavut’s Science Advisor is required by law to decide whether the proposed research “could be injurious to or unduly interfere with the natural or social environment of Nunavut”. This is accomplished through a research review process comprising two phases:

- 1) an internal review by the Science Advisor to assess the merit/quality, feasibility, safety, and ethical integrity, of the research proposed;
- 2) Consultation with select community groups, Inuit organizations, government departments, and any other representative groups that may be impacted by a proposed research project.

The consultation process ensures that the Nunavummiut and the organizations that represent them are fully aware of your research plans and have an opportunity to seek clarification, identify concerns, and offer suggestions related to your project. Consulted agencies are also asked to recommend approval or rejection of your research, and they may also recommend terms and conditions to mitigate potential impacts and to ensure meaningful local engagement in the research.

Feedback received through the consultations is relayed directly to you the applicant, and you are given an opportunity to respond as needed. Modifications to your research project (e.g. changes to the methods, location, and timing of fieldwork) may be required to avoid impacts and disruptions identified through the consultation process. Please keep in mind that the Scientists Act allows Nunavut’s Science Advisor up to one full year to review a research license application before issuing a license. The Science Advisor may decide to extend the license application review period when additional time is needed to address concerns raised during the consultation process.

The agencies which NRI typically consults with in our licensing process varies depending on the nature of the research. Examples of the agencies most often consulted includes:

- Municipal Councils;
- Hunters and Trappers Organizations (HTOs);
- District Education Authorities (DEAs),
- Regional Inuit Associations (RIAs),
- Nunavut Tunngavik Incorporated (NTI),
- Government of Nunavut Departments and Agencies
- Community Interest Groups (e.g. local research committees).

The agencies consulted for a research application is determined on a case by case basis by the Manager of Research Liaison and reflects the research discipline, location, timing, regulatory



requirements, and the likely scope of project impacts. Consulted agencies receive your research license application and supporting materials, along with the reviewer recommendation form, and are asked to provide feedback to NIRI within 30 days.

*Remember that we are not able to start the consultation process for your research license application until we receive the completed application forms and *all* necessary supporting documentation (e.g. translated project summary, institutional ethical approval, and consent forms).

At any time before applying for your research permit, and during the application process, we encourage you to reach out on your own to local and regional agencies and/or community members to present and discuss your research plans, and where appropriate, to seek letters of support and begin developing research relationships. You are free to travel to Nunavut without a research license to meet informally with community members and seek feedback on your research plans, or to conduct consultations, workshops, or other engagement activities to co-design a research project. Please include in your research license application copies of any written documentation you receive from community agencies expressing support for or interest in your research

Special approval to conduct research in Nunavut Schools

If you intend to conduct research in a school in Nunavut that will involve students or school staff, you must first obtain special approval from the Nunavut Department of Education as described in the Department of Education's Research in Nunavut Schools Policy, available at: https://www.gov.nu.ca/sites/default/files/fillpdf/4.7_edu_-_research_in_nunavut_school_policy_02_18.pdf

Please note: the Department of Education requires that applicants first obtain a scientific research license before applying for Departmental approval to undertake research in a school.



Understanding the limitations of your research license

Your Nunavut Scientific Research License validates that your research in Nunavut has been reviewed by NRI and has been deemed to meet our expectations for ethical, safe, responsible research. As a license holder you are responsible to uphold high standards of conduct at all times when conducting research in Nunavut. Undertaking research without a license or breaching the terms and conditions of your existing license are serious offences punishable by a fine and/or jail time. The Science Advisor has the power to revoke or suspend a research license at any time when valid concerns are expressed about the conduct of a licensed researcher.

In addition to following all relevant guidelines for responsible research and adhering to the terms and conditions of your license, there are other important limitations on the scope of activity that your research license allows you to undertake.

- Your research license authorizes you only to conduct specific activities as detailed in your research application and listed on your license. Do not carry out unauthorized sampling activities that fall outside the scope of your license. If for example you have received a license to collect water samples for a limnology study you are not permitted under the NRI license to collect rock or soil samples opportunistically for a colleague for use in an unrelated project.
- You may not share research samples or specimens with other investigators for research purposes that are outside the scope of your licensed project unless this has been clearly authorized in the license. A new Nunavut scientific research license must be obtained for any new research/analysis using any archived samples and specimens collected under the purview of a separate license.
- Do not collect video footage of wildlife or people without first notifying the Nunavut Film Development Corporation. Video documentation of wildlife may also require permission from Nunavut's Department of Environment.



Appendix 1: Frequently asked questions

Can my license be processed in less than thirty days?

- The only circumstance where a license can be processed within or before 30 days is if the applicant has in place all required sub-Licenses and permits (including the NPC review and NIRB screening), and has provided copies of letters of endorsement from agencies who are to be impacted by or engaged in the research.
- The agencies consulted during the license application review process are given a minimum of 30 days to review projects and provide recommendation to the Science Advisor. You have the right to individually contact agencies to secure support letters for your project, but should be aware that most agencies prefer applicants to adhere to the time protocols established by Science Advisor.

Who determines which agencies may have a vested interest in my research project?

- The NRI's Manager, Research Liaison and the Nunavut Science Advisor review each research license application individually and identify the key agencies that will either be directly impacted by or engaged in the research proposed, or that have a vested interest in the research process or outcomes. These agencies then receive copies of the research license application(s) and have an opportunity to offer comments to NRI and recommend approval or rejection of the application.

What is the difference between *Nunavut Settlement Area* and *Inuit Owned Lands*?

- The Nunavut Settlement Area refers to the whole area of Nunavut. See Article 3 and Schedule 3-1 of the Nunavut Agreement for a full description.
- Inuit Owned Lands refer to specific parcels of private lands within the Nunavut Settlement Area. Access to IOLs to carry out research requires prior approval the landholding Regional Inuit Association(s). See Article 19.2.1 of the Nunavut Agreement

What do I do if part of my project is in Nunavut and part is in the western Northwest Territories?

- The Nunavut Scientists Act applies only to research conducted within the Territory of Nunavut, including Territorial waters. Research conducted in the Northwest Territories is subject to licensing separately under the NWT Scientists Act administered by the Aurora Research Institute (www.nwtresearch.com). You will need permits from both agencies for transboundary research activities.

What if my project is multi-disciplinary? For example: my research involves collecting benthic invertebrates and documenting traditional knowledge about freshwater ecology.

- If your project is multi-disciplinary, you will likely require multiple research licenses (e.g. for the example above, a fisheries research license from DFO is required for the invertebrate sampling AND a scientific research license from the NRI is needed for the traditional knowledge component). The Manager of Research Liaison can help to identify a all of the necessary authorizations you need to undertake your research, but you are responsible for applying for these authorizations.

Can I make changes to my research field locations after I have submitted my research license application and/or have already received my license?

- If you wish to make changes to field locations for a research application currently under review please notify the manager of Research Liaison immediately. Changes to field locations will likely require additional community consultation and a new review of your project by the Nunavut Planning Commission and/or re-screening by Nunavut Impact Review Board. If you wish to add new locations to an existing research license you must request an amendment to your license. License amendments will similarly require approval of the communities nearest to the proposed new field locations and may also require a new review of your project by the Nunavut Planning Commission and/or a new screening by Nunavut Impact Review Board.
- If you have identified several candidate locations for fieldwork but have not yet determined the final locations, please include all candidate locations in your research license application even if you don't anticipate being able to conduct activities at all locations. It is much easier to remove field locations from your license than it is to add new ones.

Can I make changes to my project after it is Licensed?

- It is possible to make changes to your license if you submit a written request for a license amendment.
- License amendment requests should be directed to the Manager of Research Liaison as soon as possible and should detail exactly what changes are needed to the research license and why. License amendments may require further community consultation and may also require a new review of your project by the Nunavut Planning Commission and/or a new screening by Nunavut Impact Review Board.

What happens if I apply to conduct research in partnership with multiple communities and one or more community is supportive of the project while other are opposed to my research or unwilling to participate?

- You will receive a license to proceed with research activities in the communities that have expressed support for the project.

What should I do if I decide after licensing that I must cancel my project?

- Notify the Manager of Research Liaison immediately if you intend to cancel your project. Please also immediately notify any other local groups and individuals that you have engaged to facilitate your research (translators, interpreters, outfitters, participants, etc.), with whom you have made arrangements, of your project's cancellation.