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

December 2018





## **Nunavut’s Scientists Act**

Nunavut’s *Scientists Act* is a territorial legislation governing scientific activity in the Nunavut Settlement Area. 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)

The Scientists Act does not apply to research on wildlife as defined under the *Nunavut Agreement*, or to the collection of specimens of wildlife as defined in the *Wildlife Act*. However, anyone who intends to conduct research in the health, social, and physical/natural sciences disciplines must first obtain a scientific research license under the Scientists Act.

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

### **Research activities 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 scientific activities they plan to conduct in Nunavut 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 in order to advance knowledge and discover or establish principles.*** Licensable research involves the collection and analysis of new (original) information and is not based only on the consolidation, review, and synthesis of existing published information. Original research can take a variety of forms (e.g. observation, experimentation), may employ qualitative and quantitative methodologies rooted in various research paradigms. Research can include both curiosity driven ‘pure science’ and applied science.

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 human biological materials (such as human blood or hair samples) taken from Nunavut residents even if such materials are stored in a facility outside of Nunavut.







## **Other Research Licenses required in Nunavut:**

Remember, 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, including:

**Wildlife Research License** 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](mailto:wildlife_research@gov.nu.ca)

**License to collect fish for scientific purposes** 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@dfo-mpo.gc.ca](mailto:XCA-NUpermit@dfo-mpo.gc.ca)

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

**Archeology and Paleontology research 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](mailto:cleypermits@gov.nu.ca)

**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](mailto:Nunavut.Research@pc.gc.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



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which includes a traditional knowledge research component, you will require both a *Nunavut wildlife research permit* and a *Nunavut scientific research license*.

Additional regulatory authorizations are required for research activities that involve fieldwork. These requirements are determined by the research methodology, as well as the 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;
- Land use permit from INAC for projects on Federal Crown Lands that exceed 100 person days of fieldwork;
- Permission from a Regional Inuit Association (RIA) to access or use Inuit Owned Lands for research purposes;
- Permission from Environment Canada to access a Migratory Bird Sanctuary or National Wildlife Area;
- Municipal development permit to build or install permanent research infrastructure on municipal lands in Nunavut communities;
- Environmental impact screening by the Nunavut Impact Review Board;
- 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 of the permits and regulatory authorizations needed to undertake your research. Certain authorizations such as the NPC review must be completed before your research license may be issued.



## *Applying for your Nunavut Scientific Research License*

NIRI's Manager of Research Liaison is responsible for research licensing and can answer any questions you may have about the research licensing process. He can be reached by e-mail at: [mosha.cote@arcticcollege.ca](mailto:mosha.cote@arcticcollege.ca) or by phone 867 979-7279. If you plan to conduct research licensable under the Scientists Act please contact the Manager of Research Liaison 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 NIRI website at: [www.nri.nu.ca](http://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 90 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 license varies depending on the nature and location of your 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 NRI website at [www.nri.nu.ca](http://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, which provides the following information:

- ▶ Project Title
- ▶ Researcher's Name and Affiliation
- ▶ Project Location
- ▶ Timeframe/duration of research
- ▶ Project Description
  - ▶ purpose
  - ▶ goals & objectives
- ▶ Methodology
  - ▶ collection protocol
  - ▶ collection mechanisms
  - ▶ indicate why specific communities or individuals were selected for your research
- ▶ Data
  - ▶ short term & long term use of data
  - ▶ other uses of data
- ▶ Reporting
  - ▶ How will the research results be communicated to the individual participants, communities, regional and Nunavut organizations?
    - ▶ protocol for communication
    - ▶ medium of communication:
      - ▶ community visit/presentation
      - ▶ radio / television
      - ▶ written reports / publications
      - ▶ video
      - ▶ other

### 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.

\*In addition to securing the institutional ethics review we strongly advise that you review the [Ethical Principles for the Conduct of Research in the North](#) published by the Association of Canadian Universities for Northern Studies, and [Negotiating Research Relationships with Inuit Communities](#) published by the Inuit Tapiriit Kanatami and the Nunavut Research Institute.

### Participant Consent Form

- ▶ Applicant must submit a copy of the actual form that will be used during the study to NRI.
- ▶ Consent forms must be in English and Inuktitut.
- ▶ 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.



## 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/inline-files/4.7\\_edu\\_-\\_research\\_in\\_nunavut\\_school\\_policy\\_02\\_18.pdf](https://www.gov.nu.ca/sites/default/files/inline-files/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.



## 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

- ▶ A 300 word, non-technical project summary must in English and Inuktitut which includes:
  - ▶ project title
  - ▶ researcher's name and affiliation
  - ▶ description of project
  - ▶ reason for research
  - ▶ project location
  - ▶ timeframe

### Participant Consent Form

- ▶ Applicant must submit a copy of the actual form that will be used during the study to NRI.
- ▶ Consent forms must be in English and Inuktitut.
- ▶ 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 require 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





## 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/](http://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:gdjalogue@nunavut.ca) at 867-979-3444 or by e-mail at: [gdjalogue@nunavut.ca](mailto: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/](http://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 to renew an existing multi-year research licence or are applying for a new research license for a project that was previously screened by NIRB, you are **not** required to submit a project proposal to the NPC portal. However, you still must complete the application for a physical/natural sciences research at [www.nri.nu.ca](http://www.nri.nu.ca). Be sure to disclose in your application the details of any new project activities that are outside the scope of activities screened by NIRB. We will renew your research license application and determine whether your proposed research





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 your project provided the details above are included.



## **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 licenses



## **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. The Annual Summary Report should be 500-1000 words, non-technical, translated into Inuktitut, and should describe the research activities undertaken in the past year, a description of the datasets collected, and a summary of any research findings. In the case of multi-year Licenses, *Annual Summary Reports* are required in the same fashion, each year over the term of the License. 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 with Nunavut agencies and community members, especially those groups/individuals that participated in your research. This will require that you develop a communication plan that identifies the target audiences for your and describes the methods that you will employ to communicate your research results to these audiences. Communication methods may include newsletters, posters, or fact sheets, radio interviews, developing video/pod casts, or in-person presentations. The appropriate suite of methods will depend on the nature of your target audience (e.g. age, background, language characteristics, and communication preferences). NRI can provide advice to help you to identify 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 the 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 identify a human health risk (to individuals, or communities) associated with diet, environmental exposure, or lifestyle. 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 to assess whether the research proposed to be carried out “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 agencies representing Nunavummiut are fully aware of your research plans in advance and have an opportunity to seek clarification, identify concerns, and offer suggestions related to your project. Consulted agencies may recommend approval or rejection of your research, and they may also stipulate license terms and conditions to mitigate potential impacts and to ensure meaningful local engagement and consultation in your research.

Licensing decisions must fully reflect the core principles and values of the Nunavut Agreement and must comply fully with Nunavut’s integrated co-management regime. For physical and natural sciences researchers, this means that any terms and conditions stipulated by Nunavut co-management agencies (such as the NIRB environmental screening or the NPC review) must be attached directly to your scientific research license. For all researchers, this requires ensuring that Inuit are meaningfully consulted and engaged in research, and that core rights conferred to Inuit under the Nunavut Agreement (for example the right to harvest wildlife) are not undermined by research activities.

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 negative impacts and disruptions identified by Inuit. Please keep in mind that the Scientists Act allows one full year for Nunavut’s Science Advisor to review a research license application before issuing a license. The Science Advisor may decide to extend the license application review period when legitimate concerns are identified about a research project. This extended consultation time allows for the research applicant to further discuss the research plans with the concerned community(ies) and make any necessary changes to the project to accommodate local concerns.

Agencies typically engaged in the consultation process for research include: District Education Authorities (DEAs), Municipal Councils, Hunters and Trappers Organizations (HTOs), community research committees, Regional Inuit Associations (RIAs), Nunavut Tunngavik Incorporated (NTI), along with various departments and agencies of the Nunavut Government,.





## *Understanding the limitations of your research license*

Your Nunavut Scientific Research License validates that your research in Nunavut has been deemed to meet high standards for scientific quality, and for ethical, safe, responsible research. As a license holder you are responsible to uphold these standards 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 guidelines for responsible research and adhering to the terms and conditions of your license, there are other important limitations on the scope of research activity that you may conduct as a scientific research license holder.

- Your research license authorizes you to conduct specific research activities which are detailed in your research application. Do not carry out unauthorized sampling activities that fall outside the scope of your license. If you are licensed, for instance, to collect water samples for a limnology study you may not also collect rock or soil samples opportunistically for a colleague to use in different research study.
- You may not share research samples or specimens with other investigators for research purposes that are outside the scope of your licensed project. 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 2: Social Sciences Research License Application Form**

**SCIENTIFIC RESEARCH LICENCE APPLICATION  
SOCIAL SCIENCES RESEARCH**

NRI strongly recommends that applicants review the following documents prior to submitting an application: *Scientific Research Licencing Guidelines* and *Negotiating Research Relationships in Inuit Communities: A Guide for Researchers*.

For more information about the Nunavut Research Institute (NRI) please visit our web site [www.nri.nu.ca](http://www.nri.nu.ca)

**IMPORTANT**

Please be advised that your application will not be processed until the application form, project summary, participant consent forms and ethical review are submitted.

**SECTION 1: APPLICANT INFORMATION**

1. Project Title \_\_\_\_\_

2. Applicant's full name and mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Field Supervisor's name and mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Other Personnel list (name, position, affiliation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 2: AUTHORIZATION NEEDED**

1. Indicate all authorizations associated with the project proposal:

	Ethics Review –by affiliated institution

2a. Have you applied for all authorizations required to conduct the project proposal activities?

YES

NO

2b. If so, what is the status of the application? \_\_\_\_\_



## SECTION 3: PROJECT PROPOSAL DESCRIPTION

### 1. Timing

Period of operation, ie. time in field: \_\_\_\_\_ to \_\_\_\_\_

Proposed term of authorization: \_\_\_\_\_ to \_\_\_\_\_

### 2. Region

Community	Region

### 3. Non-Technical Project Summary

Please submit a non-technical description of the project proposal, no more than 500 words, in English and Inuktitut (+Inuinnaqtun, if in the Kitikmeot). The project proposal will be circulated to various reviewing agencies. The project description should outline the following:

- Project Title
- Researcher's Name and Affiliation
- Project Location
- Timeframe
- Project Description
  - purpose
  - goals & objectives
- Methodology
  - collection protocol
  - collection mechanisms (*please submit survey / questionnaires in English and Inuktitut*)
  - indicate why specific communities or individuals were selected for your research
- Data
  - short term & long term use of data
  - other uses of data
- Reporting
  - How will the research results be communicated to the individual participants, communities, regional and Nunavut organizations?
  - Will the research result in a publication?



## SECTION 4: PARTICIPANT CONSENT FORM

Please must submit a copy of the actual form that will be used during the study. The Consent form 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 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.

## SECTION 5: COMMUNITY INVOLVEMENT & REGIONAL BENEFITS

1. List the community representatives that have been contacted and provide the minutes of the meetings if available:

Community	Name	Organization	Date Contacted

2. What role will Nunavut residents play in the research?

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3. What potential risks does the research pose for Nunavut residents?

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**4. Describe and attach documentation regarding community support or concerns for the proposed project:**

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**5. Is there a traditional knowledge component to this research project? If yes, please explain:**

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### SECTION 6: GENERAL QUESTION

**1. Do you give NRI permission to publish project information in the Nunavut Research Institute Annual Compendium of Research Undertaken in Nunavut?**

- YES
- NO

2. If your research is related to climate change, do you agree to share your annual summary report with the Nunavut Climate Change Centre at [climatechange@gov.nu.ca](mailto:climatechange@gov.nu.ca)?

YES  No

(Highlight or Check one)

Applicant:

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Signature

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Title

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Date

**Appendix 3: Health Research License Application Form**

**SCIENTIFIC RESEARCH LICENCE APPLICATION  
HEALTH RELATED RESEARCH**

NRI strongly recommends that applicants review the following documents prior to submitting an application: *Scientific Research Licencing Guidelines*, *Negotiating Research Relationships in Inuit Communities: A Guide for Researchers and the CIHR: Guidelines for Health Research Involving Aboriginal Peoples*.

For more information about the Nunavut Research Institute (NRI) please visit our web site [www.nri.nu.ca](http://www.nri.nu.ca)

**IMPORTANT**

Please be advised that your application will not be processed until the application form, project summary project proposal, participant consent forms and ethical review are received by NRI.

All documents should be uploaded in the following formats: MS Word, Adobe PDF or jpeg.

**SECTION 1: APPLICANT INFORMATION**

1. Project Title \_\_\_\_\_

2. Applicant's full name and mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

3. Field Supervisor's name and mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

4. Other Personnel list (name, position, affiliation) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 2: AUTHORIZATION NEEDED**

1. Indicate all authorizations associated with the project proposal:

<input type="checkbox"/>	<b>Nunavut Medical Registration Committee License</b> – Government of Nunavut
<input type="checkbox"/>	<b>Ethics Review</b> –by affiliated institution
<input type="checkbox"/>	
<input type="checkbox"/>	





- ▶ 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;

#### **SECTION 4: 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.

## SECTION 5: COMMUNITY INVOLVEMENT & REGIONAL BENEFITS

**1. List the community representatives that have been contacted and provide the minutes of the meetings if available:**

Community	Name	Organization	Date Contacted

**2. How will the proposed project benefit Nunavut? Will your project provide local employment or training opportunities? Please specify.**

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**3. Please describe the nature of local services and/or logistic support that will be required from local communities, eg. Equipment, accommodations, outfitting, translations...**

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**4. What potential risks does the research pose for Nunavut residents?**

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**5. Will this research project have an impact on the Department of Health and Social Services operational staff (health centres, hospitals, etc...)? If yes, describe the impacts and how they will be mitigated:**

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**6. If any, what are the researcher's specific needs for the Department of Health and Social Services (funds, time, facilities, data access, etc...)?**

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**7. Describe and attach documentation regarding community support or concerns for the proposed project:**

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**8. Is there a traditional knowledge component to this research project? If yes, please explain:**

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**SECTION 6: GENERAL QUESTION**

**3. Do you give NRI permission to publish project information in the Nunavut Research Institute Annual Compendium of Research Undertaken in Nunavut?**

- YES
- NO

**Applicant:**

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**Signature**

**Title**

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**Date**



<b>1</b>	<b>Primary Applicant's contact information</b>	
Name:		City, Street address:
Affiliation:		Phone:
Province:		Email:

<b>2</b>	<b>Project Supervisor's contact information (if applicable)</b>	
Name:		City, Street address:
Affiliation:		Phone:
Province:		Email:

<b>3</b>	<b>Other Research Field Personnel (name, position, affiliation of all field team members)</b>	

**SECTION 2: AUTHORIZATION NEEDED**

Identify all known regulatory authorizations required for the project

	Regional Inuit Association: Land Use Permit/Exemption Certificate	Date applied for
	Nunavut Planning Commission: Review and Land Use Plan	
	Nunavut Impact Review Board Screening	
	Nunavut Water Board authorization to use water without a license	
	Aboriginal Affairs, Northern Development Canada (GOC): Land Use Permit / Fuel Cache Notification	
	Department of Fisheries and Oceans (GOC): Fisheries Research License, Marine Mammal transport license	
	Environment Canada/Canadian Wildlife Service: Migratory Bird	
	Canada/Canadian Wildlife Service: Access to National Wildlife Area	
	Parks Canada: National Parks Research Permit	
	Community and Government Services (GN): Municipal Land Lease	
	Culture and Heritage (GN): Archeology/Paleontology Research	
	Department of Environment (GN): Wildlife Research Permit	

List the active permits, licences, or other rights related to the project proposal and their expiry date:

\_\_\_\_\_

\_\_\_\_\_

**1. Have you applied for all authorizations required to conduct the project proposal activities?**

**YES**  **NO**

Total No. of personnel on site = (A) \_\_\_\_\_ Total No. of days on-site \_\_\_\_\_ = (B) \_\_\_\_\_ Total No. of Person days (A) × (B) = \_\_\_\_\_

**Timing**

Period of field research in current year: \_\_\_\_ to \_\_\_\_

Proposed term of License (for multi-year applications): \_\_\_\_\_ to \_\_\_\_\_

**Locations of Fieldwork in Nunavut**

Location Name	Region	Co-ordinates	NTS Map Sheet #	Land Status
	North Baffin, South Baffin, Kivalliq, Kitikmeot	Lat (degree / minute), Long (degree / minute)		Crown, Commissioners', Inuit Owned

If the project proposal includes a **camp**, please provide the coordinates of the camp location

Lat (degree/minute) \_\_\_\_\_ Long (degree/minute) \_\_\_\_\_

NTS Map Sheet # (if different from above) \_\_\_\_\_

**SECTION 4: NON-TECHNICAL PROJECT PROPOSAL DESCRIPTION**

Please attach a non-technical description of the project proposal, no more than 500 words, in English and Inuktitut (+Inuinnaqtun, if in the Kitikmeot). You may use the non-technical description already submitted to NIRB for your NIRB screening application. 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 impacts 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?

How, when, and to whom will the research results be shared in Nunavut?

## SECTION 5: TECHNICAL PROJECT PROPOSAL DESCRIPTION

Please attach a technical project proposal description including the following information:

- a) Objectives: Provide 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.)

## SECTION 6: FUEL, WATER, WASTE

**Will you cache fuel on Crown or Inuit Owned Lands to undertake field research activity**

**YES      NO      (circle one)**

**If YES, please complete the table below; provide details for each planned fuel cache**

Cache Size (amount of fuel in Litres)	Fuel Type	Cache Location (UTM or Lat/Long)	Container Type/Size	Proposed Removal Date

**\*You must notify the Lands Division of INAC in advance if you intend to cache fuel on Federal Crown Lands in Nunavut! Notification is required within 30 days of establishing the cache. You must also apply in advance to the appropriate Regional Inuit Association for permission to cache fuel on Inuit Owned Lands in Nunavut.**

**Will you be accessing surface waters for potable use or research purposes? If Yes please provide the following details:**

Daily amount of water to be used (in Litres)	Proposed water retrieval methods	Proposed water retrieval (source) location

**Please note: You are permitted use up to 50 cubic meters of water per day in Nunavut without obtaining a licence from the Nunavut Water Board; however, you must apply to The Nunavut Water Board for authorization to use water without a license.**

**Any water use in excess of 50 cubic meters of water may require a Class A license from the Water Board**

**1. Will you deposit sewage to a sump?**

**YES NO (Circle One)**

**\*If yes, have you applied to the Nunavut Water Board for approval to deposit waste without a license (required for any deposit of sewage to a sump in Nunavut)**

**YES NO (Circle One)**

### **SECTION 7: COMMUNITY INVOLVEMENT & REGIONAL BENEFITS**

**1. List the community representatives that have been contacted in relation to this project and attach a summary of consultations if available:**

<b>Community</b>	<b>Name</b>	<b>Organization</b>	<b>Date Contacted</b>

**2. Please describe the role(s) Nunavut residents will play in the project and identify any employment, contracting or training opportunities for Nunavut residents that may result from the project.**

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**Please identify any potential risks to the health, safety or livelihoods of Nunavut residents that may result from the project?**

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**Describe and attach documentation regarding community support or concerns for the proposed project:**

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5. Will you be collecting traditional knowledge or undertaking other social/health research activities in Nunavut as part of this research project? **Yes No (Circle one)**

If yes, please provide details below:

Have you submitted a social sciences and/or health research application for the above described activities? **Yes No (Circle one)**

**SECTION 8: GENERAL QUESTIONS**

1. Do you give NRI permission to publish project information in the Nunavut Research Institute Annual Compendium of Research Undertaken in Nunavut?

**YES**

**NO**

2. If your research is related to climate change, do you agree to share your annual summary report with the Nunavut Climate Change Centre at [climatechange@gov.nu.ca](mailto:climatechange@gov.nu.ca)?

**Yes No (Circle one)**

3. In addition to the application form, please check that the following have been submitted to NRI:

- Project Summary** -in English and Inuktitut (+Inuinnaqtun, if in the Kitikmeot)
- NTS Maps** of the project

**Applicant:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

## **Appendix 5: 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 the research project?**

- The NRI Manager, Research Liaison and the Nunavut Science Advisor review each research license application individually and identify the key agencies that will be directly impacted by or engaged in the research proposed, or that have a vested interest in the research outcomes. These agencies are then consulted during the license application review.

### **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 to which access requires prior approval Regional Inuit Associations. 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 separate licensing under the NWT Scientists Act administered by the Aurora Research Institute ([www.nwtresearch.com](http://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 NRI is needed for the traditional knowledge component). The Manager of Research Liaison can help to identify 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 notify the manager of Research Liaison immediately. Changes in field locations 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 wish to add new locations to a research license you must request an amendment to your license. License amendments will 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 selected 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 authorized 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.