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

February 2021

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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;
- Whether the research will produce authoritative knowledge outputs (e.g. academic publications and theses, technical reports or other science outputs)

Below are a few examples of research topics that would require licensing under the Scientists Act. Please consult the Nunavut Innovation and 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



Scientific Permit for any research involving any migratory birds 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.cwspemith-nordpermiscf.ec@canada.ca

Migratory Bird Sanctuary Permit for any research activities in a Migratory Bird Sanctuary in Nunavut, 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.cwspemith-nordpermiscf.ec@canada.ca

National Wildlife Area Permit 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.cwspemith-nordpermiscf.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*.

Apart from 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;
- 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 of 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



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. 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.



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.



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



- ▶ 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
 - ▶ 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:gdjalogue@nunavut.ca) 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. NIRB 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:



- 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.



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 agencies representing Nunavummiut 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 may 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 your 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 negative 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 beyond the standard 45 day period when additional time is needed to address concerns raised by consulted agencies.

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 suite of 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



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.

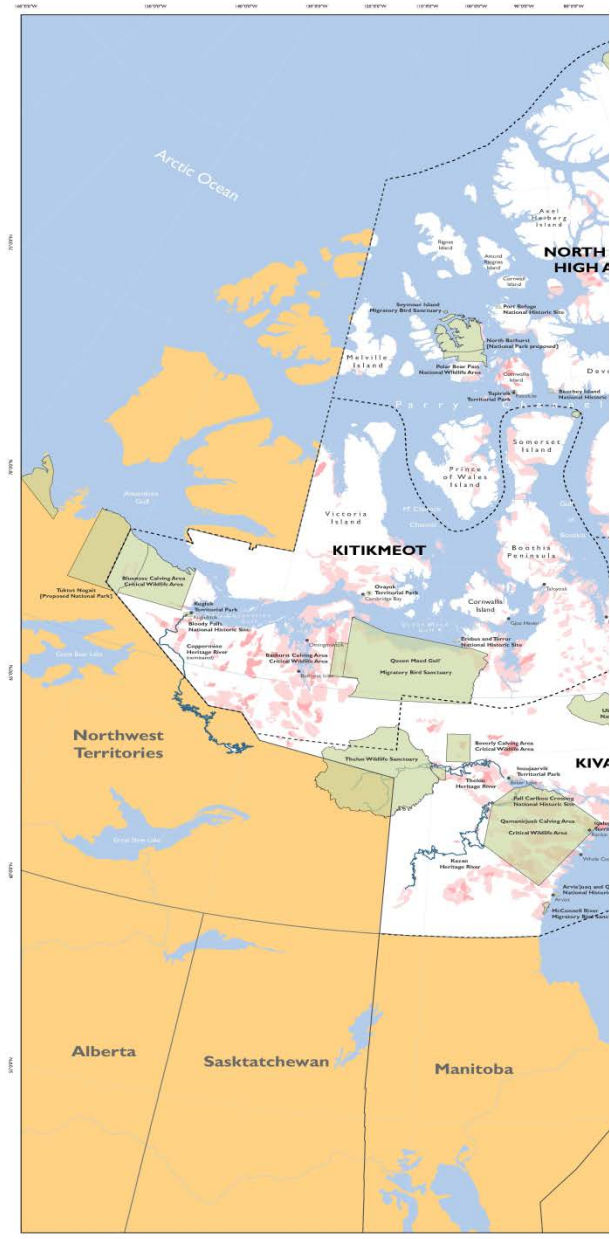
In addition to following all relevant guidelines for responsible research and adhering to the terms and conditions of your license, there are other important limitations on the scope of activity that your research license allows you to undertake.

- 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 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 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. 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: Map of the Nunavut Settlement Area



Appendix 2: Social Sciences Research License Application Form

Projection: Lambert Conformal Conic
False Easting: 500000
False Northing: 0.000000
Central Meridian: 47.000000
Standard Parallel 1: 60.000000
Standard Parallel 2: 77.000000
Latitude of Origin: 66.000000
GCS: North American 1983



Data Source:
Department of Environment, Government of Nunavut
© the People of the Queen in Right of Canada
Department of Natural Resources. All rights reserved.



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SCIENTIFIC RESEARCH LICENCE APPLICATION SOCIAL SCIENCES RESEARCH

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

- “*Obtaining a Research License under Nunavut’s Scientists Act: A Guide for Applicants*” (available at <https://www.nri.nu.ca/licensing-resources>); and
- *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

IMPORTANT

Please be advised your application cannot be processed until you submit all necessary supporting documents, including:

- confirmation of approval from your institutional research ethics board (REB);
- plain language summary and participant consent forms (translated to Inuktitut);
- full research protocol;

These attachments can be uploaded with your online application, or submitted by e-mail, 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 Research team members to be included on the license (first and last name)**



SECTION 2: AUTHORIZATION NEEDED

1. Identify all authorizations required for this research project:

	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(s)? _____

SECTION 3: PROJECT TIMELINE

Planned dates for research activities in the current calendar year:

Start date:

Day/	Month/	Year

End Date:

Day/	Month/	Year

*Please advise NRI immediately if you need to change your research field dates in the current year.

Is this application for a new multiyear research project?

Yes

No

If Yes, please provide the anticipated completion date (month/year) for the multiyear research.

Multiyear Project Completion Date.

Month/	Year

Is this application to renew an existing multiyear research license?

Yes

No

*You must submit a full application to renew a multiyear license only if there are changes to your research locations and/or your study design. Multiyear research licenses may be renewed for two consecutive years without a full new application.



Locations of Research in Nunavut

Community name(s):

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). 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?

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 project.
- b) 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.
- 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.); describe specifically how and when research results will be communicated to research participants and interested organizations in Nunavut.

SECTION 6: 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.

SECTION 7: 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?

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



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

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

SECTION 8: 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



Appendix 3: Health Research License Application Form

**SCIENTIFIC RESEARCH LICENCE APPLICATION
HEALTH RELATED RESEARCH**

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

- “Obtaining a Research License under Nunavut’s Scientists Act: A Guide for Applicants” (available at <https://www.nri.nu.ca/licensing-resources>); and
- 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

IMPORTANT

Please be advised your application cannot be processed until you submit all necessary supporting documents, including:

- confirmation of approval from your institutional research ethics board (REB);
- plain language summary and participant consent forms (translated to Inuktitut);
- full research protocol;

These attachments can be uploaded with your online application, or submitted by e-mail, 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. Project Supervisor’s name and mailing address: _____

Phone: _____
Fax: _____
Email: _____

4. Research team members (name, position, affiliation) _____

SECTION 2: AUTHORIZATION NEEDED

Institutional Research Ethics Board Approval



Has your project been reviewed and approved by an Institutional REB?

Yes

No

If Yes, please attach the certificate of approval. If No, please attach documentation to explain why REB approval has not been obtained.

Please list any other authorizations or permits required for your project.

Authorization type:	Status:

SECTION 3: PROJECT TIMELINE

Planned dates for research activities in the current calendar year:

Start date:

Day/	Month/	Year

End Date:

Day/	Month/	Year

*Please advise NRI immediately if you need to change your research field dates in the current year.

Is this application for a new multiyear research project?

Yes

No

If Yes, please provide the anticipated completion date (month/year) for the multiyear research.

Multiyear Project Completion Date:

Month/	Year

Is this application to renew an existing multiyear research license?

Yes

No

*You must submit a full application to renew a multiyear license if there are changes to your research locations or to your study design. Multiyear research licenses may be renewed for two consecutive years without a full new application.

Locations of Research in Nunavut

Community name:



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). 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?

SECTION 5: DETAILED DESCRIPTION OF RESEARCH

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*)

SECTION 6: 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 6: COMMUNITY INVOLVEMENT & CONSULTATION

1. List the organizations and individuals in Nunavut that you have consulted with regarding this research:

Community	Name	Organization	Date Contacted

2. Describe the role Nunavut residents or local/regional organizations will play in the research project?

3. Describe any local services and/or logistic support that you will require to undertake the research (e.g. accommodations, outfitting, translation, sample collection, etc.).

4. What potential risks does the research pose for Nunavut residents and how will risks be mitigated?

5. Will your project require assistance from the Department of Health (DOH) (e.g. funds, time, facilities, data access, etc.)? If so please clearly describe the DOH's role in your research project and include confirmation of departmental support for your research.



SECTION 7: GENERAL

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:

Signature

Title

Date



Appendix 4: Physical / Natural Sciences Research License Application Form

SCIENTIFIC RESEARCH LICENCE APPLICATION Physical / Natural Sciences RESEARCH



Before completing this application form, please carefully review:

- “Obtaining a Research License under Nunavut’s Scientists Act: A Guide for Applicants” (available at <https://www.nri.nu.ca/licensing-resources>);

SECTION 1: APPLICANT INFORMATION

1a. Project Title _____

1b. Previous Scientific Research License

Is this application to renew a multiyear research license issued to you in the previous year?

Yes No

If yes, please provide your previous license number:

Has this project already been screened by the Nunavut Impact Review Board? Yes No

If yes, please provide NIRB project number(s): _____

If you applying to renew a research license for a project that was previously screened by NIRB please describe below any proposed changes to the project scope.



Examples of changes in your project scope include:

- change in research field locations (addition of new field research sites)
- alteration of the timing and methods of field research
- an increase in the total number of person days of field research
- an increase in the amount of water to be used and/or waste to be generated



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

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

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

SECTION 2: AUTHORIZATION NEEDED

1. Identify all known regulatory authorizations required for the project

		Date applied for
	Regional Inuit Association: Land Use Permit/Exemption Certificate	
	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	

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

3. 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 North Baffin, South Baffin, Kivalliq, Kitikmeot	Co-ordinates Lat (degree / minute), Long (degree / minute)	NTS Map Sheet #	Land Status 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:

Community	Name	Organization	Date Contacted

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.

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

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

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?

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). 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.