**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 Inuktut);
* 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.

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| **SECTION 1: APPLICANT INFORMATION** |

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| **1. Project Title** |  |

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| **2.** | **Applicant’s full name and mailing address:** |  |  |
|  |  | Phone: |  |
|  | Fax: |  |
|  | Email: |  |
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| **3.** | **Field Supervisor’s name and mailing address:** |  |  |
|  |  | Phone: |  |
|  | Fax: |  |
|  | Email: |  |
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**4. Other Research team members to be included on the license (first and last name)**

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| **SECTION 2: AUTHORIZATION NEEDED** |

**1.** **Identify all authorizations required for this research project:**

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| --- | --- |
|  | **Ethics Review** - by affiliated institution |
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**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)?**

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| **SECTION 3: PROJECT TIMELINE** |

**Planned dates for research activities in the current calendar year:**

**Start date:**

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| --- | --- | --- |
|  |  |  |
| **Day/** | **Month/** | **Year** |

**End Date:**

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| --- | --- | --- |
|  |  |  |
| **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.**

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| --- | --- |
|  |  |
| **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**

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| **Community name(s):** |  |
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**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?

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**SECTION 5: TECHNICAL PROJECT PROPOSAL DESCRIPTION**

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

1. Objectives: Provide well-defined short-term and long-term objectives for the project.
2. 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.
3. 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.
4. 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.
5. Data management: Describe your data management plan, including where and when the data and metadata records will be stored.
6. 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.

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|  **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.

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

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

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| --- | --- | --- | --- |
| **Community** | **Name** | **Organization** | **Date Contacted** |
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**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 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
1. 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

**Applicant:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  | **Title** |  | **Date** |