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1 INTRODUCTION

1.1. 2024-2027 Call for Proposals

The Nunavut General Monitoring Plan (NGMP) has an annual budget of \$700,000 in the form of grants and contributions to support monitoring initiatives in Nunavut. This funding is managed and administered through the NGMP Secretariat (Crown-Indigenous Relations and Northern Affairs Canada, Nunavut Regional Office). The NGMP Secretariat works under the guidance of its Steering Committee.

Multi-year projects of 5 years are being considered under this Call for Proposals.

1.2. 2024-2027 NGMP Monitoring Priorities

This section outlines the 2024-2027 NGMP monitoring priorities established by the NGMP Steering Committee. All LOIs and proposals must clearly specify which monitoring priorities they aim to address. To be considered, a LOI/proposal must focus on at least one of the following priorities and clearly identify the primary focus of the project.

If a project addresses multiple monitoring priorities through direct research efforts, please list all relevant priorities in the proposal. Secondary priorities should be listed separately. Please avoid including categories that are not central to the project (e.g., categories that are only indirectly impacted). Provided below is a table that presents themes and valued components for both eco-systemic and socio-economic monitoring priorities.

Table 1: Monitoring Priorities

Theme	Monitoring Priorities/Valued Component
Fresh Water	Water Quantity and Water Quality Monitoring
People	Food Security & Sovereignty
Transportation Infrastructure and Activities	Marine Shipping and Noise
Terrestrial Mammals	Caribou Habitat Muskox Habitat Polar bear Habitat

1.3. Timelines for Letter of Intent and Full Proposals

Table 2: Timelines for Letter of Intent and Call for Proposals

Phase	Task	Date
Phase 1	Deadline to submit Letter of Intent (LOI)	January 10, 2025 – 23:59, Pacific Time
Phase 2	Deadline to submit full proposal	To Be Notified by NGMP After Phase 1 Review Results

1.4. What is the Nunavut General Monitoring Plan?

The Nunavut General Monitoring Plan (NGMP) provides for the collection, analysis and reporting of information on the long-term conditions of Nunavut’s environment, people, communities and economy. General monitoring is a requirement under the *Nunavut Agreement*, and is founded within the Nunavut Agreement and the *Nunavut Planning and Project Assessment Act* (NuPPAA). Both stipulate that government, in cooperation with the Nunavut Planning Commission, shall develop and implement a plan for monitoring the long-term state and health of the eco-systemic and socio-economic environments of Nunavut Settlement Area.

The NGMP is managed and operated by the NGMP Secretariat and overseen and governed by the NGMP Steering Committee, consisting of representatives from the Nunavut Planning Commission (NPC), Nunavut Tunngavik Inc. (NTI), the Government of Nunavut (GN), and Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC) on behalf of the Government of Canada. The NGMP Secretariat is housed within CIRNAC.

1.4.1. Objectives of the NGMP

The overarching objective of the NGMP is to provide for the collection, analysis and dissemination of information regarding the state and health of the eco-systemic and socio-economic environments in the Nunavut Settlement Area. The NGMP will contribute towards the establishment of baseline data and the continued collection of data required to monitor environmental changes over time. Accordingly, the collection of data in support of the NGMP’s prioritized valued components (VC) key indicators is a primary objective and core function.

1.4.2. Key Activities of the NGMP

- Facilitating governance
- Collection, analysis and synthesis of data
- Information management
- Reporting and communicating

1.4.3. Core Functions of the NGMP

- 1) To provide Inuit with the information needed to ensure meaningful participation in the integrated resource management system established under the *Nunavut Agreement*, and in the development of programs and policies that affect them;
- 2) To provide information for Institutions of Public Government, all levels of government, industry/business, other entities and Nunavummiut for use in decision-making, results-based management, business planning, and good governance (e.g., participation in integrated resource management processes; community profiling; investment decisions; land use planning; planning and conducting research; project screening/environmental assessment; regulation and enforcement; wildlife management; policy, project and program development; cumulative effects assessment and management; development of thresholds; contributing to meeting national and international treaties or obligations);
- 3) To collect, analyze and report current and historical information on the long-term state and health of the eco-systemic and socio-economic environments in the Nunavut Settlement Area (as per Article 12.7.6 of the *Nunavut Agreement*);
- 4) To fund and otherwise support initiatives that contribute to:
 - i. Development and implementation of community-based scientific and/or IQ-based (IQ refers to Inuit Qaujimajatuqangiit or Inuit Knowledge) monitoring;
 - ii. Development and implementation of scientific and/or IQ monitoring projects that address cumulative impact questions;
 - iii. Development, improvement and documentation of monitoring techniques;
 - iv. Development of monitoring protocols for VCs;
 - v. Identification and improved understanding of indicators that contribute to understanding of VCs and trends in Nunavut's eco-systemic and socio-economic environments (e.g., through pilot studies);

- vi. Analysis of data, including evaluating environmental trends and assessing cumulative impacts;
 - vii. Dissemination of results to scientific, regulatory and community audiences; and
 - viii. Sharing of knowledge between IQ holders and scientists.
- 5) To provide Nunavummiut with reliable baseline and long-term environmental (eco-systemic and socio-economic) monitoring information, and consistency in monitoring indicators;
 - 6) To identify and monitor uses of land and water, and other sources of effects on the environment. This information can contribute to the assessment of the cumulative effects of development activity on the environment by government or regulators;
 - 7) To identify and fill priority monitoring gaps (by providing funding);
 - 8) To help coordinate organizations conducting research or monitoring in Nunavut;
 - 9) To ensure the integration of project-specific monitoring and general monitoring activities in understanding the Nunavut environment;
 - 10) To build capacity, particularly in Nunavut communities, to better enable full and effective participation in environmental monitoring processes and activities; and
 - 11) To assist Government and other partners with evaluation of the implementation of their strategies, legislated or policy goals.

1.5. Call for Letters of Intent (First Phase)

Applicants are required to first submit a Letter of Intent (LOI) to the NGMP Secretariat in accordance with the format specified in Section 3. To be considered, all LOI must demonstrate how the planned project will meet one or more monitoring priorities established by the NGMP Steering Committee as described in Section 1.2.

Only those applicants whose LOI has been approved by the NGMP Steering Committee will be invited to submit a full proposal. Submission of an approved LOI does not guarantee project funding.

1.6. Invitation to Submit Full Proposal (Second Phase)

Upon invitation to submit a full proposal, each applicant will have a period of time to develop their proposal. Proposals will be reviewed and evaluated by the NGMP Steering Committee. Applicants are required to develop their proposal in accordance with the format specified in Section 4 , Proposal and Budget Format.

2 GUIDELINES

2.1 Criteria for Allocation

The annual allocation of funding will be subject to factors including, but not limited to: direction of the NGMP Steering Committee, the nature and number of proposals received, demonstration that other sources of funding have been explored, and the overall merit of submissions.

The funding will be made available based on the merit of the individual proposals, namely the project's support of monitoring and community capacity building activities that are applicable to the NGMP's objectives, core functions, and key activities.

Applicants, including Nunavummiut, are strongly encouraged to design and implement their monitoring projects in partnership with Nunavut communities. Scientists are expected to collaborate with community leaders, Elders, hunters & trappers, and other knowledgeable Inuit to incorporate Inuit Qaujimagajatuqangit (IQ) and Inuit Knowledge into the design and implementation of monitoring plans and programs. Community input and support are essential factors in determining project eligibility and must be clearly demonstrated in the Letters of Intent (LOI) and proposals. In alignment with the National Inuit Strategy on Research (NISR), building capacity to make such partnerships a requirement will receive funding preference.

2.2 Eligible Recipients

The following types of recipients are eligible for funding:

- Communities, local community members, NTI/Regional Inuit Associations;
- Academia;
- Institutions of Public Government;

- Territorial Government departments and agencies; and
- Non- Government Organizations.

For-profit organizations, such as consulting firms or industry, are eligible for funding only as part of a partnership with one or more eligible organizations as described above. Similarly, Federal Government departments and agencies are eligible as part of a partnership with one or more eligible organizations or funding recipients. In this case, a single eligible recipient must be the project applicant. To qualify for NGMP funding, the proposed project must be led by an eligible recipient. Priority will be given to projects led by Inuit organizations and institutions or those partnered with them, including organizations or institutions outside of Nunavut that collaborate with eligible recipients in Nunavut.

2.3 Eligible Projects

To be considered eligible for this Call for Proposals, projects must focus specifically on Nunavut and align with the monitoring priorities outlined in Section 1.2, as well as NGMP's core functions and objectives.

2.4 Eligible Expenses

Expenditures that are reasonable and necessary for the recipient to carry out an approved project/activity, which will lead to tangible results in the development of Nunavut's general monitoring data, gap filling, capacity building needs, and support for decision-making, are eligible.

Eligible expenditures may include:

- preparing and undertaking renovations and upgrades;
- salaries, honorariums and wages (and Northern benefits where they apply);
- travel;
- accommodation;
- transportation;
- daily living allowance;
- training/workshops;

- professional services such as legal, engineering, project management and accounting;
- site testing;
- research;
- communications;
- audit and evaluation;
- office supplies and equipment dedicated to the program;
- equipment dedicated to the program;
- printing;
- community information initiatives; and
- data collection, analysis and reporting.

2.5 Core Activities

Expenditures which are reasonable and necessary for the recipient organization to carry out approved core activities, such as:

- salaries and benefits for employees and casual workers;
- contract costs for administrative services;
- professional fees;
- rental of office and meeting space;
- communications (telephone, fax, internet, postage, courier, etc.);
- photocopying and printing;
- office equipment and supplies;
- travel, including meals and accommodations; and
- other administrative costs.

Where relevant and applicable, eligible applicants must ensure contracting is in accordance with the objective and policies of Article 24 ('Government Contracts') of the *Nunavut Agreement*.

Please note that overhead costs (administration fees) should not exceed 15% of the total direct costs to the project. Should any overhead expenditure exceed 15%, the proposal will not be accepted, and the budget will not be approved.

2.6 Ineligible Expenses

- Any costs that reasonably should/could be borne by the applicant as it relates to their operations (i.e., with emphasis on their mandated monitoring requirements and/or responsibilities). The NGMP is not intended to support long-term funding dependencies by organizations for general monitoring that should be carried out as part of their mandated responsibilities;
- Any costs not related to supporting the overall objectives, key activities and core functions of the NGMP;
- Costs associated with efforts to duplicate past or present monitoring or related initiatives;
- Overhead costs (administration fees) that exceed 15% of the total project funding allocated by NGMP; and
- Capital expenditures are ineligible.

3 LETTER OF INTENT FORMAT

3.1 Template Mandated to Use for Letter of Intent

Letters of Intent will be evaluated by the NGMP Steering Committee based on recipient eligibility requirements (Section 2), monitoring priorities (Section 1.2), and description of community support. Full proposals should not be submitted unless requested by the NGMP Secretariat.

The letter of intent should be a **maximum of three pages** and must include the following information:

Project Title:

The title of the project

Program Monitoring Category:

Indicate which of the theme(s) and respective valued component(s) being monitored pursuant to the monitoring priorities identified in Section 1.5.

Project Leader, Affiliation and Contact Information:

Include mailing address, telephone, fax and e-mail address.

Proposed Project Team Members and their Affiliations:

The initial list of proposed project team members and their affiliations.

Community Support

Identify the Nunavut communities involved or to be involved in the proposed project. Describe the tangible plans and integrated approaches for engaging communities, including how the project incorporates community partnerships or is led by Nunavummiut, where applicable.

Summary of the Proposed Research:

Provide a plain language description of the proposed project (narrative or bullet-form) and how it will address some or all of the NGMP priorities outlined in Section 1.3.

Estimated amount of funding to be requested:

Please indicate the estimated amount of funding requested for each of the following years:

- Year 1 (2024-2025)
- Year 2 (2025-2026)
- Year 3 (2026-2027)
- Year 4 (2027-2028)
- Year 5 (2028-2029)
- Total requested amount with all the years added together

4 PROPOSAL AND BUDGET FORMAT

4.1 Templates Mandated to Use for Proposal Writing

In the event the LOI is accepted by the NGMP Steering Committee, that applicant will be invited to submit a full proposal in accordance with the requirements stated in this section. **Full proposals should not be completed unless requested by the NGMP Secretariat.**

Applicants need to adhere to the NGMP proposal formats and templates outlined below, and be aware of the evaluation criteria (Section 5.1) to ensure their proposals receive the best possible assessment. Applicants are advised to use the Proposal Preparation Checklist (Appendix 1) to ensure submissions are complete. The checklist is not required as part of the submission, it is intended as a tracking tool to assist the applicant.

Submissions must include:

- 1) The NGMP Proposal Submission Cover Sheet (Section 4.3);
- 2) The NGMP Full Proposal (Section 4.4), including budget (Section 4.6); and
- 3) The NGMP Proposal Summary Sheet (Section 4.5).

Please note that the cover sheet must be signed by an individual with authority to bind the applicant.

4.2 Microsoft Word Formatting of Templates

- The page is set up on letter paper, 8 1/2 x 11 inches (21.5 x 28cm), portrait format, with a single column.
- The text should be in black, 11 pts or larger.
- Maintain single spacing, with six lines per inch or less.
- Include the name of the Applicant Organization in the page headers.
- For multi-page attachments, sequentially number your pages

- The size of a single email electronic document must not exceed 10 MB due to email system limitations. Consider using multiple emails for supporting documents.
- A confirmation email will be dispatched within 24 hours of submission. If not received, please promptly follow up with the program.

4.3 NGMP Proposal Submission Cover Sheet

NGMP Proposal Submission Cover Sheet (see the next page)

NGMP Proposal Submission Cover Sheet

The following information should be provided by applicants wishing to have their proposal fully evaluated.

Proposal Title: _____

Proposal Date: _____

**Applicant
Organization:** _____

Address: _____

**Authorized
Representative(s):
(Print Clearly)** _____

Title/Position _____

**Authorized
Representative
Signature(s):** _____

Phone Number: _____

E-mail Address: _____

4.4 NGMP Full Proposal Template

Table 3: NGMP Full Proposal Format

NGMP Full Proposal Format	
Proposal Title	
Proposal Date	
Valued Component (VC) and associated indicator(s)	Please identify which Valued Eco-systemic Components (e.g. caribou habitat, Water Quality) and/or Valued Socio-economic Components (e.g. food security) as well as, any associated indicators that the project will monitor.
Location	Description of the region, community, latitude and longitude of the project.
Project Lead, Affiliation and Contact Information	One Principal Investigator (i.e., project lead) and one Originator (i.e., Department Head, Chair of the Hunters and Trappers Organization, Hamlet Administration – an individual with financial signing authority) are required. Provide a brief biography, description of roles and responsibilities, and Current contact information.
Project Team Members and their Affiliations	Provide brief biographies and descriptions of their roles and responsibilities.
Plain Language Summary	<p>Provide a short, 200-300 words (narrative or bullet-form) summary that describes both project relevance and a description of the proposed project. The summary should use plain language to ensure it will be understood by the non-scientific public.</p> <p>The summary should answer the following questions: What is the proposed work? What questions is it attempting to answer and why? Where and when will the work be done? How will it involve/help Inuit and other Nunavummiut? Should the project proposal be approved for funding this summary will be made available to the public via the NGMP website and other</p>

NGMP Full Proposal Format	
	avenues of information sharing.
Project description	Describe the overall purpose of the project, and provide well-defined short-term and long-term objectives for the overall project. Identify what will be accomplished and demonstrate that project objectives are achievable and measurable within the project's timeframe.
i. Purpose and Objectives	<p>This section should clearly articulate the data development/gap-filling requirement and/or capacity development opportunity to support the NGMP's Monitoring Priorities (Table 1).</p>
ii. Rationale	Describe the project's rationale in relation to the objectives, key activities, and core functions of the NGMP (Section 1.1), including the project's contribution to decision making and capacity building in Nunavut. How will the project contribute to monitoring of the long-term state and health of the eco-systemic and socio-economic environments? This should be a detailed section that clearly lays out a scientific and IQ/Inuit Knowledge basis for the proposed work. It is this section that will convince reviewers that the proposed work addresses the needs of the NGMP.
iii. Progress to date (if applicable)	Describe the results of any related work completed to-date so that the project can be fully evaluated. This should include any work carried out in other NGMP supported projects as well as non-NGMP supported projects whose results are relevant to the proposed work. This section should also include information on any progress in the areas of Gap-Filling and Data Development, Capacity Building, Communications, and use of IQ/Inuit Knowledge.
iv. Project duration	State the start and end dates, as well as total duration of the project.

NGMP Full Proposal Format	
v. Proposed work plan	<p>Provide a brief description of activities including: project design, methodology, indicators, associated protocols, and schedules to be carried out over the life of the project.</p> <p>Indicate if results will be peer-reviewed prior to final submission to the NGMP.</p> <p>Annual work plans and budgets will be reviewed each year for successful applicants to ensure continued funding.</p>
vi. Clients/partners	<p>List the departments, agencies, Inuit organizations, communities, other jurisdictions in Canada (e.g., regions in Inuit Nunangat, other provinces/territories), and other countries, along with current corresponding contacts that are involved in the project and/or could make use of the results.</p> <p>Letters of support should be provided where possible, in particular letters from communities and community groups.</p>
vii. Laboratory analysis (if applicable)	<p>Describe the laboratories being used to for analysis (if applicable) by providing the name of the laboratory, the individual cost of analysis per sample, quality assurance/quality control methods, and procedures to be used.</p>
viii. Capacity building and training	<p>Specify which Nunavut community(ies) will be impacted by the project and describe their level of engagement in support of the project.</p> <p>Describe how community members will benefit from the project and how the proposed project will building capacity within the community.</p>
ix. Inuit Qaujimagatuqangit (IQ)	<p>Explain how the proposed project will incorporate IQ and Inuit Knowledge.</p>

NGMP Full Proposal Format

x. Communications and Reporting

Describe in detail any communication activities planned as part of this proposed project, including names of people and organizations that have been or will be contacted. Identify whether your project is a community priority and include letters of support from the community if available. Describe how project results will be reported to others, including local communities (e.g., public events, meetings, publications, web site).

An explanation of the approach with respect to recording and reporting the monitoring/research information must be made explicit in the proposal. Funding recipients will be required to upload and publish their project results online following NGMP instructions. NGMP may organize workshops or other forums for the recipients to report their research results to public.

Project leaders must provide the NGMP Secretariat with an advance copy of any material being developed for public communication that is related to, or results from, work supported by the NGMP.

Additionally, if successful applicants are working on health-related projects and plan to communicate public health messages, they must collaborate with relevant local and regional organizations, as well as the NGMP Secretariat, in developing those messages. Public health authorities and Designated Inuit Organizations hold the final authority to approve and release public health communications. This requirement applies not only to public health-related projects but also to projects related to food safety (e.g., country food safety, wildlife health such as zoonotic infections, water quality, etc.), where there may be a potential need for health messaging.

NGMP Full Proposal Format	
xi. Data Management Plan	All recipients are required to create a data management plan. An explanation of the approach to recording and reporting monitoring/research information must be made explicit in the proposal. Funding recipients will be required to upload and publish their project results through the NGMP's specified information management system, currently the Polar Data Catalogue but not limited to this database. Instructions will be given from the NGMP and/or NGMP delegates to funding recipients on how to upload metadata and datasets to the NGMP specified database.
xii. Related projects	List any other projects that are related to the proposed work and indicate any shared costs. Describe how your project is related to other similar projects (internal or external, clearly demonstrating collaboration).
xiii. Consultation/Engagement	Describe the specific details of the consultation that has occurred to date (e.g., with Hunters and Trappers Organizations and the community), including efforts and successes from the previous year's project (if applicable), and specific plans for future consultation (i.e., what will be discussed with whom and when).
xiv. Licensing and Permits Requirements for Proposed Research	Submit all licenses and permits required for the proposed project, along with details of efforts made or plans to obtain any necessary licensing, including from the Nunavut Research Institute, if applicable, and provide the corresponding licensing numbers.
xv. Ethics review, if applicable (i.e., human health projects)	Where applicable, indicate which Ethical Review Board has or will review the study, if appropriate.

NGMP Full Proposal Format	
Deliverables	Specify what the deliverables will be over the life of the project (if it extends beyond the funding period) and for the current year for which funding is being requested. ‘Lessons learned’ and recommendations/future plans to sustain the monitoring initiative should also be included. Include reports, data, open literature publications, workshops and items for communication initiatives.
Detailed budget	Provide detailed budget information for the specific year in which funding is being requested, as well as an estimate of the annual funding needed for the balance of the project (refer to Section 4.6.). Where there are multiple components/activities, costs should be broken down by activity. Also show funds and human resources from other sources besides this program In the event that the NGMP cannot fully support the requested budget amount, successful applicants should be prepared to adjust their work plans and supporting budgets.
References and other relevant publications/ presentations	Provide a list of publications and presentations by project team members relevant to the proposed project (maximum 2 pages).
Supportive Information on expertise	Attach resumes, organizational qualifications and experience etc. to show expertise of project lead and team members (maximum 2 pages per team member).

4.5 NGMP Proposal Summary Sheet

In conjunction with the full proposal, all applicants are mandated to complete the summary sheet provided below. It is a simplified version of the full proposal and is used for reference purposes and information sharing.

Table 4: NGMP Proposal Summary Sheet

1. Proposal Title		
2. Proposal Date		
3. Valued Component (VC) and associated indicator(s)	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ 	<ul style="list-style-type: none"> • _____ • _____ • _____ • _____
4. Location		
5. Project Lead, Affiliation and Contact Information		

6. Key Project Team Members and their Affiliations	
7. Brief Plain Language Summary	
8. Project description a) Purpose and Objectives	
b) Brief Rationale	
c) Project Duration	
d) Inuit Qaujimajatuqangit (IQ)	

e) Communica- tions and Reporting	
9. Deliverables	
10. Budget Summary	

4.6 Budget Format

Proposals submitted to the NGMP for funding must include a detailed budget request. The total amount of funding requested must be broken down by fiscal year (April 1 – March 31). The NGMP requires a detailed budget for the first year of the project, in which funding is requested (see suggested format below).

The recommended budget table format is provided below. Eligible expenses and other funding sources for carrying out core project activities must be clearly identified and adequately justified. While the table outlines common items, applicants are not limited to those listed.

Please note that the total overhead expenditure (i.e., administration fees) should not exceed 15% of the requested NGMP funding.

4.6.1 Detailed Budget Format

Please populate Column B in the Budget Table 5 using the Class of Expenditures available in Section 2.4.

Please indicate Other Funding Sources in Column D of the Budget Table 5. Other funding sources include contributions such as staff salaries, services, facilities, and operating funds as well as the estimated value, status, and source of other known or potential contributions to the project (e.g., In-Kind, ArcticNet, NSERC, other governmental departments and other sources).

As a general guideline, if any direct cost to the project is requested from the NGMP, report such expenses in Column B of Budget Table 5; all other costs related to the project and their respective sources should be detailed in Columns C and D respectively.

Additional columns should be added to represent each fiscal year of requested funding.

Note: The Categories under that Class of Expenditures can be changed. Additional categories can also be added to better reflect your proposal.

Table 5: Example of Budget Table for NGMP Support

NGMP Funds		Other Funding Sources (including In-Kind)	
A	B	C	D
Class of Expenditures	Funds Requested from NGMP 2024-25	Specify Other Funding Sources 2024-25	Anticipated Funds from each Source
1. Professional Fees and Services • Details		<ul style="list-style-type: none"> • Source 1 • Source 2 • Source 3 	<ul style="list-style-type: none"> \$ \$ \$
Sub Total	\$		
2. Travel • Details			
Sub Total	\$		
3. Equipment • Details			
Sub Total	\$		
4. Other Eligible Expenses • Details			
Sub Total	\$		
5. Administration Costs • (0.15*total sum of above costs)			
Sub Total	\$		
Total Project Cost	\$	Total Other Sources	\$

4.7 Proposal Preparation Check List

Please use the following "Proposal Preparation Checklist" to ensure your submission is complete. This checklist is for your reference only and does not need to be submitted to the NGMP.

Table 6: Proposal Preparation Check List

<input type="checkbox"/>	1) Does your project support the NGMP Monitoring priorities outlined in Section 1.2.?
<input type="checkbox"/>	2) Does your proposed project support the mandate, objectives, key activities and core functions of the NGMP (Section 1.4.)?
<input type="checkbox"/>	3) Have you submitted a LOI (Section 1.5)?
<input type="checkbox"/>	4) Was your Letter of Intent approved by the NGMP Steering Committee (Section 1.6.)?
<input type="checkbox"/>	5) Have you been invited to submit a full proposal based on approval of your LOI (Section 1.6.)?
<input type="checkbox"/>	6) Are you an eligible recipient (Section 2.2. – Eligible Recipients)?
<input type="checkbox"/>	7) Is your project eligible for funding (Section 2.3. – Eligible Projects)?
<input type="checkbox"/>	8) Does the requested funding for your proposed project meet the eligible expenses criteria (Section 2.4.)?
<input type="checkbox"/>	9) Does your proposal follow the format outlined in Section 4.?
<input type="checkbox"/>	10) Has your Proposal Submission Cover Sheet been signed by an individual representative of the applicant with authority to bind the applicant? (Section 4.3.)?
<input type="checkbox"/>	11) Have you completed the mandatory Proposal Summary Sheet using the template (Section 4.5.)?
<input type="checkbox"/>	12) Does your proposal clearly break down all proposed budget items as per the Budget Table (Section 4.6.)?
<input type="checkbox"/>	13) If applicable, does your proposal clearly identify other sources of funding as per the Budget Table (Section 4.6.)?

5 APPLICATION AND EVALUATION PROCESS

5.1 Criteria for Evaluating Letters of Intent

Letters of Intent will be evaluated by the NGMP Steering Committee based on recipient eligibility requirements (Section 2), monitoring priorities (Section 1.2), and a description of community support.

Acceptance of a LOI does not guarantee project funding.

Full proposals should not be completed unless requested by the NGMP Secretariat.

5.2 Criteria for Evaluating Proposals

Each Steering Committee Member will review all the proposals separately, and come together to form a working group to decide what projects to fund. The NGMP Secretariat will lead this working group.

If needed, independent experts will be asked to review proposals for specific subject areas. The review will evaluate the scientific or IQ merit of the proposal, the robustness of methods and techniques and the relevance of outcomes to decision makers in Nunavut, as well as others as indicated in the following rating criteria.

Table 7: NGMP Proposal Rating Criteria

NGMP Proposal Rating Criteria	
Eligibility of Recipient (see Section 2.2 above)	Pass/Fail
Eligibility of Project (see Sections 1.3 & 1.4 above)	Pass/Fail
Completeness / Merit of Proposal (Maximum 100 points)	100
• Description of /rationale for project (i.e. alignment with NGMP monitoring priorities 2024-2027 in section 1.4)	25
• Objectives, work plan/methodology, schedule and deliverables	20
• Partnerships and community involvement, incorporation of IQ and Inuit Knowledge	20

<ul style="list-style-type: none"> • Experience/expertise of project team members /references • Reporting and communications plan • Overall clarity and organization of proposal 	<p>10</p> <p>15</p> <p>10</p>
Budget – value for money (Maximum 10 points)	10
Total Points (/110)	110

Both ‘pass/fail’ and point-rated criteria will be used to evaluate proposals, as indicated in Table 6: Proposal Preparation Checklist. All the applicants will be notified on the approval status of their submitted proposals.

6 ADMINISTRATION AND REPORTING REQUIREMENTS

6.1 Mandatory Annual Reporting for Government Funding

All annual funding awarded through this request may carry forward if not spent by March 31 of the respective fiscal year. The maximum carry-forward period is determined by the NGMP Secretariat and will not exceed the funding cycle years.

All carry-forward requests must be submitted to NGMP staff with a valid justification and approved before March 31. If recipients foresee the need for a carry-forward, it is strongly encouraged to submit the request as early as possible, allowing NGMP staff to coordinate with funding officers, adjust previously approved project activities and milestones, and seek NGMP approval for the revised plans, including the readjustment of the amount in the Government Grants and Contribution System.

A Summary Report of Activities must be submitted to the NGMP by March 31 of each fiscal year. NGMP staff will contact the recipient and provide a Summary Report template, working with the recipient to capture the project's progress and outcomes. This is a mandatory reporting requirement under the government's Grants and Contribution System (G&Cs).

A financial report, signed by the finance authority in accordance with applicable financial regulations (e.g., the university finance manager for universities, or an accounting firm for non-profits, depending on local regulations), must also be submitted by March 31 each fiscal year. This report is required even if no funds were spent and should align with the budget format outlined in Table 5 (Section 4.6.1). Delays in submitting the financial report will cause a blockage in the Government of Canada's Grants and Contribution System (G&Cs), resulting in a delay in the release of funding for the following year.

6.2 Data and Metadata Preservation

All raw data, map data, location information, metadata, and other relevant data generated from funded projects must be preserved in the Canadian Cryospheric Information Network - Polar Data Catalogue (CCIN-PDC). If recipients maintain their own data repositories, the corresponding metadata must be submitted to CCIN-PDC.

Upon funding approval, each project leader will be required to complete and sign the NGMP Data Deposit Agreement. When possible, Global Positioning System (GPS) coordinates should be captured during data collection. Recipients are responsible for adhering to their research organization's data preservation policies, and for contributing raw data in electronic formats

along with complete descriptive documentation to CCIN-PDC, as instructed by NGMP or CCIN-PDC staff.

6.3 Publication Sharing with NGMP

Reports, presentations, decks, posters, awards, journal articles, workshop announcements, periodic reports, and other relevant materials must be shared with NGMP. This allows NGMP to track and disseminate results to Nunavummiut, particularly decision-makers, stakeholders, and the public. Sharing these materials enhances the recipient's visibility and performance, increasing the likelihood of future funding opportunities.

When applicable, NGMP funding support should be acknowledged on conference presentations, posters, and other relevant activities and publications. This helps make NGMP more visible and properly recognizes its contribution to the monitoring funding support and coordination efforts.

7 NGMP SECRETARIAT CONTACT INFORMATION

For inquiries or assistance in developing LI or proposals, applicants are encouraged to contact the NGMP Secretariat.

Primary Contact (Email):

 ngmp-psgn@rcaanc-cirnac.gc.ca

Proposals can be submitted via email, fax, or regular mail/courier. Applicants sending proposals by fax or mail are advised to confirm receipt with the Secretariat.

Mailing Address:

Nunavut General Monitoring Plan (NGMP) Secretariat
Crown-Indigenous Relations and Northern Affairs Canada
Nunavut Regional Office
969 Sivumugiaq St., Iqaluit, NU X0A 3H0

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