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## Health Canada's Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities

# 2012-2013

## Funding Application Guide



Environmental Health Research Division  
Primary Health Care and Public Health Directorate  
First Nations and Inuit Health Branch, Health Canada

Canada 



# GUIDELINES FOR PROPOSALS 2012-2013

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 First Nations and Inuit Health Branch, Health Canada  
 Ce guide est aussi disponible en français sur demande.

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# Introduction

## and Program Goals



## Introduction and Program Goals

**Call for Proposals 2012-2013:** The Climate Change and Health Adaptation Program is now accepting funding proposals for the 2012-2013 fiscal year.

Deadline January 23rd, 2012

Climate is rapidly changing in Canada's north. Melting sea and lake ice, melting glaciers, melting permafrost, greater storm surges, more erosion and landslides, more unpredictable weather, more freezing rain in winter, shorter winter conditions, more forest fires, and hotter summers are some of the events being observed across Canada's north. Northerners have reported that these changes to the environment are affecting the ability to travel on land and ice, to find and hunt traditional foods, to access potable water and maintain homes and communities.

The health implications resulting from a warmer and more unpredictable climate are not distributed evenly: current health status, age, genetics, gender, geography, and economics are all key variables affecting the ability of individuals and communities to reduce and/or adapt to the effects of climate change.

The expected outcomes of a warmer planet are numerous and will have direct and indirect health implications particularly for Northern communities. To help address these issues, it is important to involve communities in monitoring, researching, discussing, advocating and participating in the process of adaptation. Health Canada, as a part of the federal government's overall climate change strategy, has developed a program to fund community-centred research, where the research is to be done by community members to find culturally appropriate and locally-based human health adaptation strategies.

Health Canada's *Climate Change and Health Adaptation Program for Northern First Nation and Inuit Communities* is unique among the adaptation programs in that it focuses on northern community adaptation and human health. Its purpose is to build capacity in the development of adaptation strategies/action plans through research by funding community-based projects. Communities can develop health-related adaptation and/or action plans and communication materials that will help in adaptation decision-making at the community, regional, national and international levels with respect to human health and a changing environment.

Since the launch of the Climate Change and Health Adaptation Program in 2008, Health Canada has funded 36 community-based projects across Canada's North that focus on relevant health issues caused by a changing climate. Through these efforts, communities have increased their knowledge and understandings of the health effects related to climate change and have started to develop local adaptation strategies. Examples include: numerous films and photo-voice products that engage youth and elders; community-based ice monitoring, surveillance and communication networks; and information products such as fact sheets on land, water and ice safety, drinking water and food security and safety, and traditional medicine.

The purpose of this proposal guide is to give you a clear understanding of the application process. This guide outlines what types of projects Health Canada is able to support and describes the specific steps you need to take in order to apply. These steps are aimed at ensuring accountability and success of research projects.



# Guidelines

for Proposals

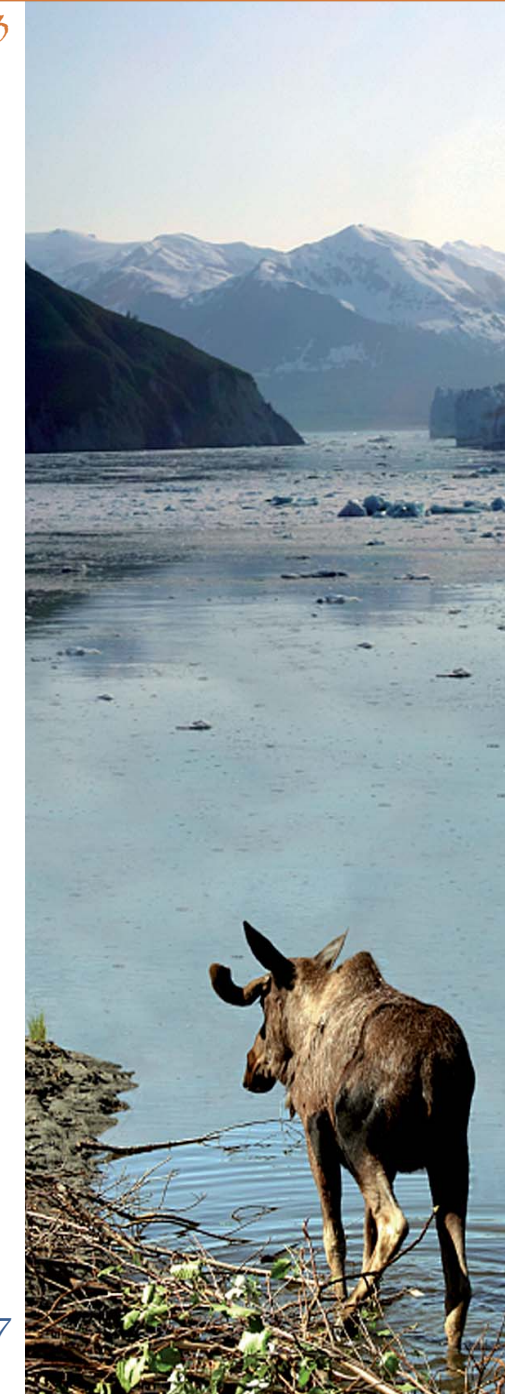


## section 1

### Potential Fields of Study

Health Canada's *Climate Change and Health Adaptation Program for Northern First Nation and Inuit Communities* will support traditional and/or innovative ways of researching the human health impacts of climate change. Some specific research areas/issues related to human health and climate change can include but are not limited to:

- warmer and more unpredictable weather patterns
- travel safety
- irregular water conditions and risk of illness
- decreased access to traditional country foods
- impacts of invasive species on wildlife and/or plants
- altered lifestyles or cultural activities
- contaminant release due to melting permafrost
- increased coastal erosion and safety
- increased UV exposure
- others.





## section II

### Project Funding and Deadline for Submission

#### Eligible candidates are as follows:

- Community project proposals must meet all requirements listed in this guide in order to be considered for funding.
  - Project funding availability per community: \$500.00 - \$200,000.00
  - Deadline for submission: Monday, January 23rd, 2012 by Midnight Pacific Standard Time.
  - Projects must be completed and all dollars spent by March 31<sup>st</sup>, 2013.
  - Health Canada can fund only one year at a time. You must re-apply the following year with no guarantees of funding.
  - This program involves a competitive proposal selection process, not all eligible proposals received may be funded.



## section III

### Proposal Submission

Proposals must be received on or before Monday, January 23rd, 2012 by Midnight PST. You will need to send a paper copy (which is post-marked) as well as an electronic copy.

Please send paper copy to:

Diane McClymont Peace  
Manager, Climate Change and Health  
Environmental Health Research Division  
First Nations and Inuit Health Branch  
Health Canada  
Jeanne Mance Bldg, AL 1919A  
Ottawa, ON, K1A 0K9

Please send electronic copy to Erin Myers at: [erin.myers@hc-sc.gc.ca](mailto:erin.myers@hc-sc.gc.ca)

#### Information Requests

For more information regarding Health Canada's Climate Change and Health Adaptation Program for Northern First Nation and Inuit Communities,

please contact Erin Myers at: [erin.myers@hc-sc.gc.ca](mailto:erin.myers@hc-sc.gc.ca)  
or by telephone at (613) 957-2490.



# Section IV

## Eligible Candidates/Communities

### Eligible Candidates/Communities

#### Eligible candidates are as follows:

- Communities or community members that apply must be Northern<sup>1</sup> First Nations or Inuit. This includes First Nations and Inuit in Canada (i.e., Communities, Bands, District, Tribal Councils and Associations, Inuit Associations, Councils and Hamlets).
- Non-governmental, voluntary associations and organizations, including non-profit, that work on behalf or in partnership with a First Nation or Inuit community are also eligible. The community must identify them as partners in the research. Only proposals that meet the requirements of this Guide will be eligible to go through Health Canada's *Climate Change and Health Adaptation Program for Northern First Nation and Inuit Communities* funding approval process.
- We encourage communities to communicate with their appropriate authorities/community representatives with regards to any approvals needed for their proposed research.
- The Program can only fund one project per community per year.



<sup>1</sup> "Northern" meaning that applicants *must be located north of 60°N or if south of 60°N situated in the Continuous Permafrost Zone*. This would then include Nunavik and Nunatsiavut as well as some parts British Columbia, Ontario, Manitoba, Quebec and Labrador.





**Community Projects must include the following elements:**

- 1) Community-based/centred research\* which can include one or a combination of the following:
  - (a) What are the dangers/risks to health, including to vulnerable members of the community?
  - (b) Where do these dangers/risks come from and how do they affect community?
  - (c) What can you find out about these dangers/risks?
  - (d) Can you make an assessment of these dangers/risks?
    - How is your community being exposed (source, contact with people, outcome)?
    - Can you build/use a model to explain your findings?
- 2) Suggestions for community adaptation approaches to climate change impacts which are developed out of the research/projects.
- 3) Plan for communication of results back to the affected community/communities.
- 4) Inclusion of local/traditional knowledge.

\*Please note that there needs to be a clear connection to health in the proposal in order to be considered.

Included is a list of projects that were funded in 2010-2011.

**Yukon:**

Little Salmon/ Carmacks First Nation – “Traditional Land Use Health Study”

Old Crow – “PHASE 3: Community Action on Climate Change and Food Security Adaptation”

Ross River – “Culturally Important Plants of the Ross River Dena and Associated Impacts Related to Climate”

Teslin – “Food Security and Climate Change: Teslin Tlingit Research Food Security and Climate Change Health Impacts in Our Community”

Tr’ondëk Hwëch’in – “A Multi-disciplinary Investigation of Climate Change Impacts on Yukon River Traditional Foods and the Implications for Health and Tr’ondëk Hwëch’in River Culture and Lifestyle”

White River First Nation – “To Feed Our Community Project”

**Northwest Territories:**

Jean Marie First Nation – “Impacts to the Health and Wellness of Jean Marie River First Nation in the Face of a Changing Climate”

Aklavik Hunter's and Trapper's Committee – “Aklavik Elder's Traditional Knowledge, Climate Change and Community Health”

**Nunavut:**

Clyde River – “Arnavit Project: A women’s Retreat on Climate Change and Health”

Arviat – “Determinants of Food Security among Inuit Women in Arviat, Nunavut: the role of climate change and multiple socio-economic stresses”

**Nunatsiavut:**

North West River – “Traditional Knowledge: A Blueprint for Change”

Rigolet – “Changing Climate, Changing Health, Changing Stories 2: uniting Nunatsiavut youth and Elders through stories, community-based research, and wisdom”

Nain – “The Development of an Inuit Focused Ecohealth Program in Nain, Nunatsiavut: a pilot study for building capacity while adapting for a healthy future”

**British Columbia:**

Nisga’a – “Nisga’a Women’s Health Foods, Shelter and Education in the Mountainous Permafrost”

**Ontario:**

Fort Severn First Nation – “Community Youth Researchers Survey on Polar Bear and Caribou: the changing way of life”

**Québec:**

Makivik – “Real-time Monitoring for Travel Safety and Food Security in Salluit, Nunavik”





# Section V

Review and Selection of Proposals for Funding

## Review and Selection of Proposals for Funding

Proposals will be reviewed by a Selection Committee. There will be two committees, one for First Nations and one for Inuit. These committees are made up of community, government and non-government representatives who will be evaluating each proposal and making recommendations as to funding. These members have a strong background in climate change, health and Northern community-based research.

**Candidates/communities will be notified of results before March 31st, 2012.**

The Climate Change and Health Adaptation Program will keep all proposals and refer to them if necessary throughout the year. If you would like feedback on your proposal, please contact us.





# Section VI

## Required Elements



## Required Elements

- The proposal should not exceed 20 pages double-sided including cover page and appendices.
- Font size should be 12.
- An electronic version of the proposal must be submitted on CD or emailed to Erin Myers at [erin.myers@hc-sc.gc.ca](mailto:erin.myers@hc-sc.gc.ca)
- 8.5 x 11 sheets only.
- The proposal should be unbound and capable of being photocopied.

### Proposal Contents:

#### 1. Cover Page

The cover page should contain the following information:

- Title
- Amount of funding requested
- Name of applicant or project leader, affiliation and contact information (including address, telephone and fax numbers, and e-mail address)
- Name of community and/or organization
- Date of submission

#### 2. Plain Language Summary (1 page)

The summary should answer the following questions:

- What is the proposed research?
- What question is the project attempting to answer and why?
- How is this research linked to health?
- Where and when will the work be done?
- How will this help your community? How can this information be useful to others?
- What are the expected outcomes or results?



### 3. Community Background

This is a time to teach and share some of the values and needs of your community and why, essentially, you would like to conduct this research. The background should include:

- Some information about the history of the community.
- Explain what makes your community vulnerable to a changing climate.
- What are some of the health issues that the community faces?
- Are climate change and its effects on health an issue for many members?
- What are the key concerns with regards to climate change and health for most people?
- Will the outcomes of the research be of direct or indirect relevance for other Inuit or First Nation communities?

### 4. Introduction

- State or describe the nature and scope of the project. The project should relate to one or a combination of Potential Fields of Study listed in Section 1 of this Guide.
- If research on your topic area already exists, include one or two paragraphs that summarize the findings of this research and how your project will build on that research or answer a new question that has not yet been considered and/or answered. If there is literature available with regards to your topic of interest, please include a detailed literature review.
- Indicate if the proposed project is the continuation of any other community-research project. Note the partners and those who funded the original project.

### 5. Project Description

#### Background:

- History of the topic you would like to research
- How has it affected or how might it affect the community in the future?
- Have steps been taken in the past to understand and/or solve this problem? If so, what were they, and were they effective, why or why not?
- Why did you choose this topic?

#### Objectives:

- State your short-term and long-term objectives for the project.

#### Rationale:

- Describe how your community would benefit from this project and how it is linked to human health. Why is this project important for your community?
- How might this information benefit other communities?

#### Methodology:

- Describe how you will accomplish your research project.
- Where will the work be done?
- Who will do the work?

#### Activities/Outcomes:

- Describe the research activities
- State the expected results and project “deliverables”, such as reports, publications, conferences/workshops, communication initiatives and/or materials (e.g. newsletters, pamphlets, videos).

#### Partners:

- List your partners (i.e., government departments, agencies, First Nation or Inuit groups, academics or professionals) with their corresponding contact information. As well, please mention any financial partners that are involved if applicable.

#### Capacity building (Building community ability):

- Explain how your project/research will provide/engage your community with new tools/knowledge/methods to increase the ability to understand and manage the health impacts of climate change.
- Is there training involved?

#### Traditional knowledge:

- Explain how your proposed project will incorporate traditional knowledge and culture.

### 6. Work plan and Timelines

List each activity of the project, along with its estimated time period. Present the timelines for each activity, including any factors that might affect its timing (seasons, availability of resources, migration of animals or fish, etc.).

### 7. Project Evaluation

Indicate how the project will be evaluated and by whom. How will you determine the success of your project? For suggestions on how you might structure your project evaluation please see the information at the end of Appendix A: Proposal Template on CD

### 8. Communication and/or Dissemination Plans

Describe, in detail, how the results will be communicated to the community, and other interested parties (e.g., funding organizations, other First Nation or Inuit communities).

### 9. Appendices

Enclose supporting documents, such as background information or resumes, to show that the person conducting the research and research team have the knowledge and skills required to successfully run this research project (maximum two pages per principal investigator or co-researcher).

Include other relevant project material such as consent forms, interview questions etc. if available.

### 10. Letter of support by a mandated authority (band council, hamlet, municipality, Aboriginal organization etc.) for each community.



# Section VII

## Budget Requirements



## Budget Requirements

Provide a detailed budget including core expenditures, administrative/management costs and funding/support from other sources. Feel free to remove or add budget categories based on your own needs.

### Main Expenses

#### Salaries and Wages:

- Indicate the salaries paid to people specifically hired for the project, and the amount of time they will dedicate to the project (hours, days, or weeks)

#### Professional Service Fees (if appropriate):

- Indicate the estimated total value of each contract to be awarded under the project, the contractor's name (if known) and the purpose of the contract.
- In the case of contracted laboratory services, indicate the cost of each sample tested, type of test and number of samples.

#### Travel, Accommodation and Meal Costs:

- Include all travel, accommodation and meal costs, and indicate the purpose of travel.

#### Equipment and Facilities:

- Equipment cost. Specify the type of equipment that is needed to conduct your research and the extent to which it will be used. (examples: monitoring or sampling equipment).



### Administrative/Management Costs

**Operating Costs**

- Include miscellaneous operating costs (office supplies and operating expenses, telephone, printing, computer time, fax, postage)
- Supplies (including lab supplies)
- Publication costs (specify publisher and projected date of publication)
- Administration fees (if applicable)

The subtotal for **Administration/Management Costs** is not to exceed a maximum of **10 percent** of the total **Main Expenses** accepted for the project and they must be itemized (as seen in table below).

**Other Costs**

If any budget item does not clearly fit into any of the above categories of expenditure, it must be entered as **“Other”** with a brief description.

Expense	Description	Health Canada Funding Request	Funding from Other Sources (including in-kind)	Comments
<b>Core Expenditures</b>				
Salary				
Salary				
Salary				
Benefits				
Professional services				
Translation				
Training fees				
Transportation,				
Accommodation and Meals				
Equipment and facilities				
Other				
Other				
Core Expenditures				
<b>Subtotal 1</b>				

<b>Administrative/Management Costs</b> (maximum 10% of total request from Health Canada)				
Office materials/supplies				
Copier and photocopies				
Telephone and Telecommunication				
Material and equipment rental				
Maintenance and repairs				
Postage, Shipping and handling				
Accounting fees				
Human resources pay services				
Other				
Other				
<b>Admin Subtotal 2</b>				
<b>Total Cost of Project</b> (subtotal 1 plus subtotal 2)				

### Budget Summary

Total funding requested from Health Canada = \$  
 Total support from other sources, including in-kind = \$  
 Total cost of the Project (Health Canada request plus support from other sources) = \$  
 Does this project build on a previous project? If so what was the name of the previous project and who provided funding for it?

# Section VIII

## Collection and Storage of Data



## Collection and Storage of Data

The proposal needs to include a plan for managing traditional knowledge collection and the storage of the data.

You will need to include answers to the following:

- How will data be collected and stored?
- How will data be protected and shared throughout the course of the research project?
- Who will own the data?
- Who will be able to access data?
- Who will have control over each of these processes?
- If your community has a protocol already in place, please include details.

Data can include any of the following: interview transcripts, water samples, plant samples, photos, video, etc.



# Section IX

## Proposal Review and Selection Process

### Proposal Review and Selection Process

The proposal selection process has two phases. In the first phase, Health Canada will make sure all necessary parts of the proposal are in place. In order for the proposal to move to the second phase, all conditions that are outlined in this Guide must be met. Once the proposal is in the second phase, it will be reviewed and scored on its merits and on the impact it may have on the community and beyond.

#### Proposal Evaluation Criteria:

1. Necessary parts of the proposal
2. Marking System



1. Mandatory Criteria

Block	Description	Met (yes/no)
1.1	The proposal submitted meets all conditions of Application Guide	
1.2	<p>– Are the following conditions met?</p> <p>1) Community-based/centred research which can include one or a combination of the following:</p> <p>(a) What are the dangers/risks to health, including to vulnerable members of the community?</p> <p>(b) Where do these dangers/risks come from and how do they affect community?</p> <p>(c) What can you find out about these dangers/risks?</p> <p>(d) Can you make an assessment of these dangers/risks? How is your community being exposed (source, contact with people, outcome)? Can you build/use a model to explain your findings?</p> <p>2) Suggestions for community adaptation approaches to climate change impacts.</p> <p>3) Plan for communication of results back to community/communities.</p> <p>4) Inclusion of local/traditional knowledge.</p> <p>– Within one of the above categories, does the project assess the human health effects of exposure to a changing climate which may include, amongst others:</p> <p>a. Food safety - security</p> <p>b. Contaminant release</p> <p>c. Coastal erosion</p> <p>d. UV exposure</p> <p>e. Vector-borne diseases</p> <p>f. Transportation challenges</p> <p>g. Country food availability</p> <p>h. Drinking water</p> <p>i. Marking and mapping traditional routes</p>	

2. Merits and Impacts of the Proposal (to be reviewed and marked by Selection Committees)

Block	Description	Rating
2.1	Rigorous approach: clarity, adequacy and validity of methodology	/20
2.2	Builds capacity in Inuit or First Nations communities	/25
2.3	Project team for the proposed project: Community-based researcher (s) and community member (s) The investigator possesses recognized skills and relevant expertise	/25
2.4	Traditional knowledge has been integrated into the research The research respects local norms, protocols and knowledge	/25
2.5	Is the research highly relevant to the community? Is the research proposal of direct or indirect relevance for other Inuit or First Nation communities? This should be discussed in “Community Background” Section	/20
2.6	This is the first time that the community is applying for funding from Health Canada’s Climate Change and Health Adaptation Program	/10
2.7	The proposal includes well thought out plans for communicating with the community during the project and sharing research results with the community when it is completed	/20
2.8	A review of the existing literature on key topics included (See “Introduction” in Section VI)	/05
2.9	The time frame for completion of the project is feasible	/10
2.10	The budget and resource requirements are realistic and appropriate to the project	/20
2.11	Co-funding has been sought (See “Partners” in Section VI)	/05
2.12	Has your project engaged different forms of expertise? This could include, but is not limited to, hunters and trappers, environmental specialists, health practitioners, community planners, youth, Elders, women etc.	/15
	TOTAL	/200



# Section X

Guide to Health Canada's  
Research Ethics Board Approval Process



## Guide to Health Canada's Research Ethics Board Approval Process

### REB Application Requirements

All research involving humans funded by Health Canada must be reviewed and approved by the Research Ethics Board (REB). Approval must be obtained in writing before the human health component of the research project begins.

For additional information regarding application forms, accompanying documentation forms, application categories, and detailed policies and procedures, please consult the Health Canada research Ethics Board's Website at:

[http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/index\\_e.html](http://www.hc-sc.gc.ca/sr-sr/advice-avis/reb-cer/index_e.html)



A guide to research and ethics information is also available at  
<http://www.naho.ca/inuit/e/ethics>

# Section XI

## Proposal Submission Reminder



### Proposal Submission Reminder

- The proposal addresses the four priority research/risk assessment/public health concerns as identified in the Potential Fields of Study (Section I of the Guide)
- The proposal falls under the geographic scope of the *Climate Change and Health Adaptation Program for Northern First Nations and Inuit Communities*
- The proposal package is addressed to the Program Manager and is submitted on or before Monday January 23<sup>rd</sup>, 2012 by Midnight PST.  
The proposal should:
  - Be written in accordance with Section VI
  - Have detailed budget information
  - Include letter(s) of support by mandated authority
  - Include appendices: these should consist of supporting documents, resumes or background information of those involved, and other relevant project materials that you may have already developed, such as interview questions, consent forms, etc.





CONTENTS OF CD

- Appendix A: Proposal and Budget Template*
- Appendix B: Application Guide*
- Appendix C: Consent Form Template*
- Appendix D: Calendar/Timelines*
- Appendix E: Map of Funded Communities*



Health Canada is the federal department responsible for helping the people of Canada maintain and improve their health. We assess the safety of drugs and many consumer products, help improve the safety of food, and provide information to Canadians to help them make healthy decisions. We provide health services to First Nations people and to Inuit communities. We work with the provinces and territories to ensure our health care system serves the needs of Canadians.

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