

## GENERAL NORTHERN SCIENTIFIC TRAINING PROGRAM INFORMATION

Each year the NSTP Committee notes oversights in application packages submitted by universities. Before completing and submitting your application package, please ensure that the following areas have been adhered to:

### NORTHERN STUDIES COMMITTEE INFORMATION SHEET

The Northern Studies Committee Information Sheet is a very important component to the University submission. This provides an overview of not only the submission as a whole but also on how much importance is given to northern research at the university. Please ensure to highlight the following:

- name and disciplines of Committee members
- adjudication process (**NOTE: ranking is no longer required**)
- how northern studies is promoted at the university
- information on changes which may have occurred from the previous years' submission (replacements, cancellations)
- explanation of any anomalies within the submission (short stay, high costs)

The NSTP Management Committee suggested that it may be worthwhile to invite a student representative to sit on the Committee.

### COMMITTEE INFORMATION

Universities have the option of either completing the Northern Studies Information Sheet or providing the **same detailed information** in a covering letter to the Selection Committee.

It is very important that the information requested be provided to the NSTP Secretariat, since this will be used by Selection Committee members in their assessment of a university's application. Greater emphasis will now be placed by the Selection Committee on how each university is promoting the development of a northern studies focus at the university.

### NSTP RE-ALLOCATIONS

**The NSTP changed the Policy to allow Universities to re-allocate funds awarded to projects that end up not proceeding, for whatever reason, to students who are going north in the same year.** With this change it is expected that year-on-year balances will henceforth be minimized or nonexistent. If a student is not able to carry out their planned field work, the Committee would prefer that a replacement student is found for the project, but it is understood this is not always possible. In these cases the funds allocated to the cancelled project may be distributed among the remaining students. How funds are re-allocated is at the discretion of the university northern studies committee, and the NSTP Secretariat must be notified in advance of the re-allocation.

To replace a student or to re-allocate funding for projects that will not proceed, please

advise the NSTP Secretariat in advance with the following information:

- The names of the students and projects not proceeding, and a brief explanation of why the student, project, or both are not proceeding.
- How the funds originally allocated to a project are being re-allocated, with a brief rationale.

With this policy change, it is expected that universities will only submit proposals for projects that are likely to proceed, and will not submit proposals for projects unlikely to go forward as a way to potentially increase the total allocation to the university. Re-allocation of funds should only occur when projects do not proceed due to unforeseen circumstances.

## COMMUNITY INTERACTIONS

Please keep in mind that sharing information and building relationships of trust and friendships in the community are what's important – being open and outgoing, and looking for ways to be useful in the community and ways to build links with people. Further information can be found in the *NSTP Information Manual*. Examples have also been provided in a separate attachment.

## REPORTS

- Presentations must be given to communities where research has been conducted (verbal or written). The Northern Research Institutes are quite open to assisting students by relaying results to a community.
- Winter projects are due in April but a preliminary report **must** be submitted in December or the committed funds will be treated as unspent and carried as a university balance.
- Supervisor comments should clearly spell out the benefit of the research to the student.
- Publications/presentations references must be indicated on the report form and the section must [be](#) completed accordingly.
- Indicate the other sources of support eg. NSERC, Polar Continental Shelf Project, in kind support. Students are requested to indicate only their portion of the supervisors' overall support.

## APPLICATIONS

- Program Guidelines clearly state that universities receiving NSTP funding are responsible for ensuring that students acquire all necessary permits and licenses before they enter the field and for sending appropriate reports on their projects to the issuers of such permits/licenses. The licensing officials in the North encourage students to apply in the fall, well before entering the field. A separate file has been

included which lists licensing bodies.

The supplementary nature of the NSTP needs to be emphasized to students -- applicants must ensure that other funds are in place.

- Keep in mind that the average NSTP allocation is \$2500-\$3000. It is expected that all eligible applicants are allocated a minimum of \$1,000.
- NSTP monies cannot be used to fund field assistants, field schools or to purchase equipment.
- Regarding circumpolar projects, a direct linkage needs to be made as to how Canada benefits from the proposed research. Individual justifications are necessary.
- Approved "To Be Announced" applications must be updated and forwarded to the NSTP Secretariat for approval once a candidate is chosen. The number of "To Be Announced" applications should be kept to a minimum. These will be carefully scrutinized by the Selection Committee in the approval process.