

Gwich'in Renewable Resources Board Wildlife Studies Fund

PROJECT SUBMISSION GUIDELINES

For projects taking place between
April 1st and March 31st of the following year



1 General Information

The Gwich'in Renewable Resources Board (GRRB) is a co-management board established under the Gwich'in Comprehensive Land Claim Agreement. The GRRB is the main instrument of wildlife, fish, and forest management in the Gwich'in Settlement Area (GSA). One of the GRRB's functions is to coordinate the management of renewable resources in the GSA. Through the **Wildlife Studies Fund**, the GRRB provides financial support to projects that contribute to the management of renewable resources in the GSA. Support may be extended to Gwich'in organizations, government agencies, universities, and other research or management organizations. The GRRB also provides in-kind support (e.g., office space, administrative support, logistical support, staff, vehicles, and equipment). The GRRB supports projects that focus on renewable resources in the GSA, particularly those that address GRRB priorities. Priority funding will be given to projects that involve communities, youth, and have substantial co-funding from other partners.

2 Application Procedure

We recommend that you visit the community/communities that is/are affected by your project. Gwich'in beneficiaries can provide you with information that will improve your work. Applicants seeking funds from the GRRB are required to submit a completed application form (**GRRB Wildlife Studies Fund – Application For Funding**) to the affected Renewable Resources Councils (RRCs) for their approval before submitting it to the GRRB (Figure 1). Provide your application to the RRCs well in advance as they meet only once per month. Contact information for all RRCs and the GRRB is listed below. Applications should completely describe the proposed research using non-technical language. Feel free to contact GRRB staff for assistance in the planning of renewable resources projects or in the completion of this application. Project applications must be received by the GRRB by **February 6, 2017 at 1:00PM MST**. Proof of RRC approval must be submitted to the GRRB before funds are dispensed.

3 Approvals, Permits, and Licenses

In addition to community consultation and approval, researchers require permits and licences from several agencies/organizations. Applicants are responsible for ensuring that they have obtained all of the required permits, licences, and approvals. Some of the permits and licences that researchers should be aware of are:

ALL RESEARCH

Gwich'in Land Access

If you plan to work on Gwich'in Private Land, you must obtain a *Gwich'in Land Access Permit*. If you work on Crown Land in the GSA you do not need a *Gwich'in Land Access Permit*. Contact the Gwich'in Land Administration (at the Gwich'in Tribal Council) for more information.

NWT Scientific Research License

The *NWT Scientists Act* requires that all research in the NWT must be licensed. The Aurora Research Institute (ARI) is responsible for issuing these licenses in the Western NWT (see *Doing Research in the Northwest Territories - A Guide for Researchers* <http://www.nwtresearch.com>). Contact the ARI for more information about the *Scientific Research Licence*.

WILDLIFE RESEARCH

Wildlife Research Permit

To conduct research on land animals or wildlife habitat, you must have a *Wildlife Research Permit*. Permit requests are made to the Department of Environment and Natural Resources (ENR, formerly RWED). Letters of community (RRC) and co-management board support for the project are necessary to receive this permit.

FISHERIES RESEARCH

DFO Animal Use Protocol AND Scientific License

If your research involves finfish, shellfish, crustaceans, marine animals, or their eggs, spawn, spat, or juvenile stages, you may be required to complete an *Animal Use Protocol* and apply for a *License for Scientific Research*. For more information, contact the Department of Fisheries and Oceans Canada.

TRADITIONAL KNOWLEDGE RESEARCH

All research that involves interviews (e.g., traditional knowledge studies) or work on social and cultural aspects requires an ethics review. An ethics review, conducted by the Gwich'in Social and Cultural Institute (GSCI), is required to obtain an ARI licence. When submitting a proposal for an ethics review, researchers should include the questionnaires and consent form that they plan to use. The Gwich'in Tribal Council has produced a *Traditional Knowledge Policy* (2004) that has some excellent guidelines for these forms and more general guidelines for TK. Contact the GTC, GSCI, or GRRB for a copy.

4 GRRB Approval

- 4.1 The GRRB will review research applications during the winter Board meeting, which usually takes place in February.
- 4.2 Applicants should plan on presenting their proposed projects to the Board during this meeting (an in-person presentation is strongly encouraged).
- 4.3 Applications that have not yet been approved by the RRC may be submitted to the GRRB for consideration, and may be conditionally approved for funding, pending RRC approval.
- 4.4 Applications that have been rejected by the RRCs may still be submitted to the GRRB for consideration.
- 4.5 Applicants will be advised of the status of their funding request by the end of February.

5 Community Consultation and Involvement

- 5.1 It is the responsibility of the applicant to ensure that the affected RRCs are fully aware of the project and its implications. Consultations should be conducted via presentations to the affected RRCs so that applicants can answer questions and address concerns raised by the RRCs before the project begins.
- 5.2 Priority will be given to projects that have community involvement, which could include but is not restricted to: gathering concerns and input while planning the project, hiring community members to assist with projects, and using local (preferably Gwich'in-owned) companies for goods or services.
- 5.3 The GRRB strongly encourages the use of **traditional knowledge** when planning and conducting projects. The GRRB and the Gwich'in Social and Cultural Institute (GSCI) should be contacted when inquiring about TK resources that may be available to use in your research.

6 Youth Involvement

- 6.1 The GRRB encourages researchers to involve youth in their projects.
- 6.2 Researchers should indicate on the **Application For Funding** whether or not they are willing to involve youth in their research. If researchers only want youth support (and are not applying for further assistance through the Wildlife Studies Fund), they must still fill out the relevant sections of the **Application for Funding** and submit it to the GRRB.
- 6.3 Through its **Youth Work Experience Program**, the GRRB maintains a roster of youth interested in participating in research projects and will provide all necessary co-ordination for youth to be involved with research.
- 6.4 The GRRB occasionally has funds to subsidize transportation of youth in and out of remote field camps or from their home communities to field camps.
- 6.5 The GRRB provides youth with a stipend when they are out in the field with researchers.

7 In-Kind Support

- 7.1 Besides financial support through the Wildlife Studies Fund, the GRRB may also provide in-kind support to research and management projects. Examples of in-kind support available are: office and storage space, logistics and administrative support, use of equipment and vehicle, and staff support (e.g., technical, field staff). Contact the GRRB for any questions about the details of in-kind support available.
- 7.2 An offer of in-kind support will be laid out in the cover letter accompanying the contribution agreement for project funding. All in-kind support is subject to equipment and staff availability. Final arrangements for in-kind support must be made directly with the staff member responsible and should be made well in advance.

8 Multi-Year Projects

- 8.1 Applicants who are conducting multi-year projects must complete the **Application For Funding** each year. In addition, a project update is required for each year (see Reporting Requirements).
- 8.2 Applicants should keep the RRCs informed of project progress at all times.

9 Small-Scale Projects / Funds For Hiring Local Workers

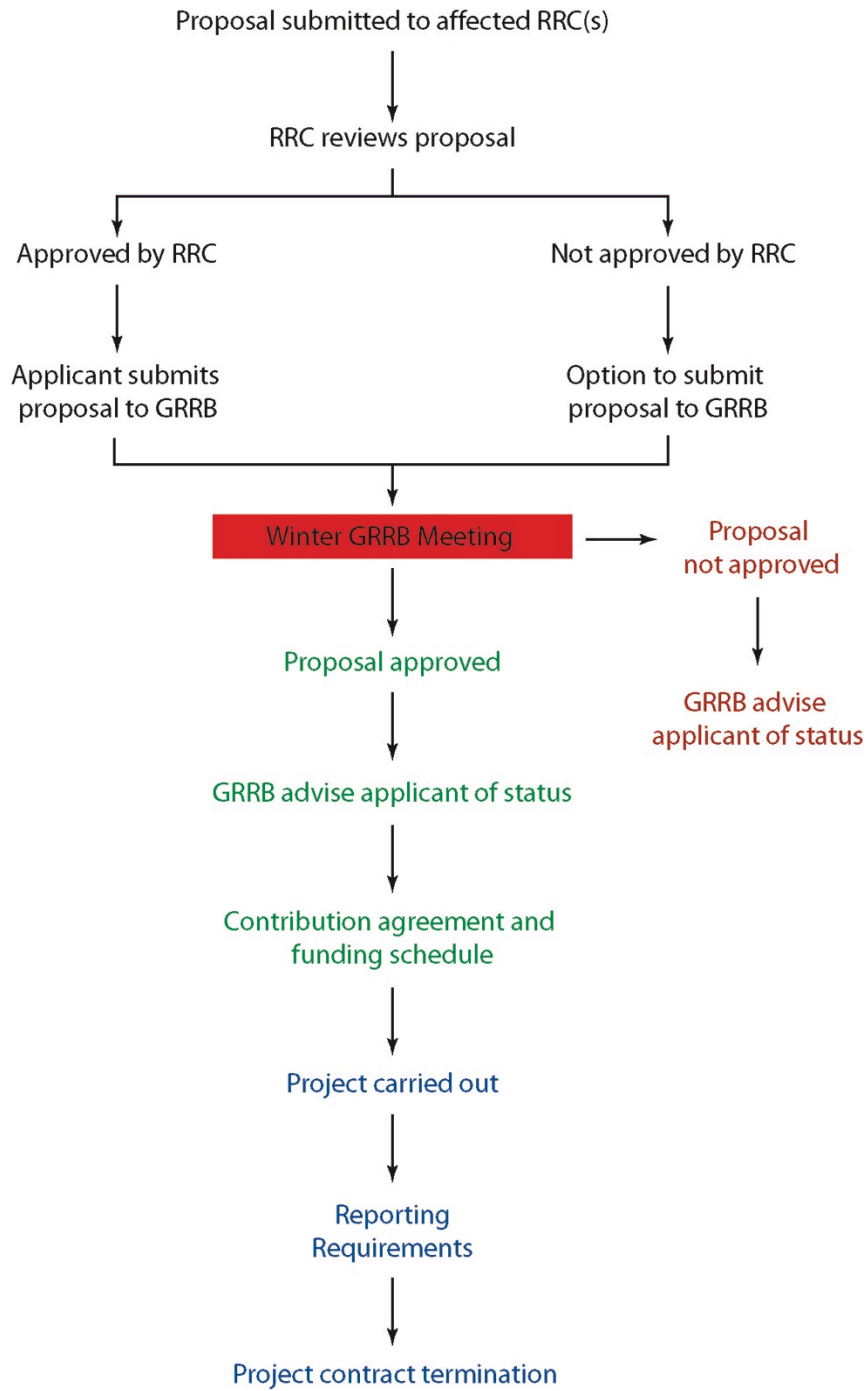
- 9.1 Applicants who seek funds for:
 - a) small-scale projects (in scope or funding needs), or
 - b) the hiring of local workers only (no other funding required)need not necessarily complete the **Application For Funding**. Please contact the GRRB for more information.
- 9.2 When hiring local workers *and* applying for additional funding, please complete the **Application For Funding**.

10 Reporting Requirements

- 10.1 An update for the fall GRRB Board meeting (usually September) is encouraged.
- 10.2 An update for the winter GRRB Board meeting (usually February) is required. This update can be done in person (encouraged) or can be written.
- 10.3 It is the responsibility of the funding recipient to keep informed of meeting dates. Updates must be received 30 days before the Board meeting to ensure adequate time for distribution to board members.
- 10.4 Upon final completion of a GRRB-funded project, the GRRB must be provided with a detailed report of the results. This report may be made public (e.g., held in the GRRB library and/or put on the GRRB website).
- 10.5 Research supported by the GRRB may be published or reported on elsewhere so long as it acknowledges support of the GRRB. A copy of all publications arising (agency reports, theses, posters, publications) shall be provided to the GRRB.
- 10.6 Along with technical reports, researchers are encouraged to prepare non-technical summaries for the affected communities. These can take the form of, for example, non-technical reports, posters, illustrated booklets, or community presentations.

Figure 1. Flow chart outlining the procedure of applying for and obtaining GRRB funding.

Procedures for GRRB Funding Application



Contact Information

Gwich'in Renewable Resources Board

P.O. Box 2240, Inuvik, NT
X0E 0T0
Phone: (867) 777-6600
Fax: (867) 777-6601
<http://www.grrb.nt.ca>

Aklavik RRC

Ehdiitat Gwich'in RRC
Attention: Coordinator
P.O. Box 118, Aklavik, NT
X0E 0A0
Phone: (867) 978-2336
Fax: (867) 978-2937

Tsiigehtchic RRC

Gwichya Gwich'in RRC
Attention: Coordinator
General Delivery, Tsiigehtchic, NT
X0E 0B0
Phone: (867) 953-3608
Fax: (867) 953-3603

Fort McPherson RRC

Tetlit Gwich'in RRC
Attention: Coordinator
P.O. Box 86, Fort McPherson, NT
X0E 0J0
Phone: (867) 952-2330
Fax: (867) 952-2212

Inuvik RRC

Nihtat Gwich'in RRC
Attention: Coordinator
P.O. Box 2570, Inuvik, NT
X0E 0T0
Phone: (867) 777-6652
Fax: (867) 777-6651

Gwich'in Land Administration

Gwich'in Tribal Council
Attention: Lands Manager
PO Box 1509, Inuvik, NT
X0E 0T0
Phone: (867) 777-7900
Fax: (867) 777-5336
<http://www.gwichin.nt.ca>

Aurora Research Institute

Attention: Manager, Scientific Services
191 Mackenzie Road
P.O. Box 1450, Inuvik, NT
X0E 0T0
Phone: (867) 777-3298 ext. 32
Fax: (867) 777-4264
<http://www.nwtresearch.com>

Environment and Natural Resources

Government of the Northwest Territories
Bag 1, Inuvik, NT
X0E 0T0
Phone: (867) 678-6650
Fax: (867) 678-6659
<http://www.nwtwildlife.com>

Fisheries and Oceans Canada

Inuvik Fisheries Management
P.O. Box 1871, Inuvik, NT
X0E 0T0
Attention: Inuvik Licensing Coordinator
Phone: (867) 777-7500
Fax: (867) 777-7501
E-mail: XCA-inuvikpermit@dfo-mpo.gc.ca

Gwich'in Social and Cultural Institute

P.O. Box 46, Tsiigehtchic, NT
X0E 0B0
Phone: (867) 953-3613
Fax: (867) 953-3820
<http://www.gwichin.ca>