

**NORTHERN  
SCIENTIFIC  
TRAINING  
PROGRAM**

**PROGRAMME de  
FORMATION  
SCIENTIFIQUE  
dans le NORD**



**STUDENT'S MANUAL  
2000-2001**

August 2000

Strategic Management and Economic Analysis Directorate  
Strategic Policy and Devolution Branch  
Department of Indian Affairs and Northern Development

**STUDENT'S MANUAL**  
**2000-2001**

August 2000

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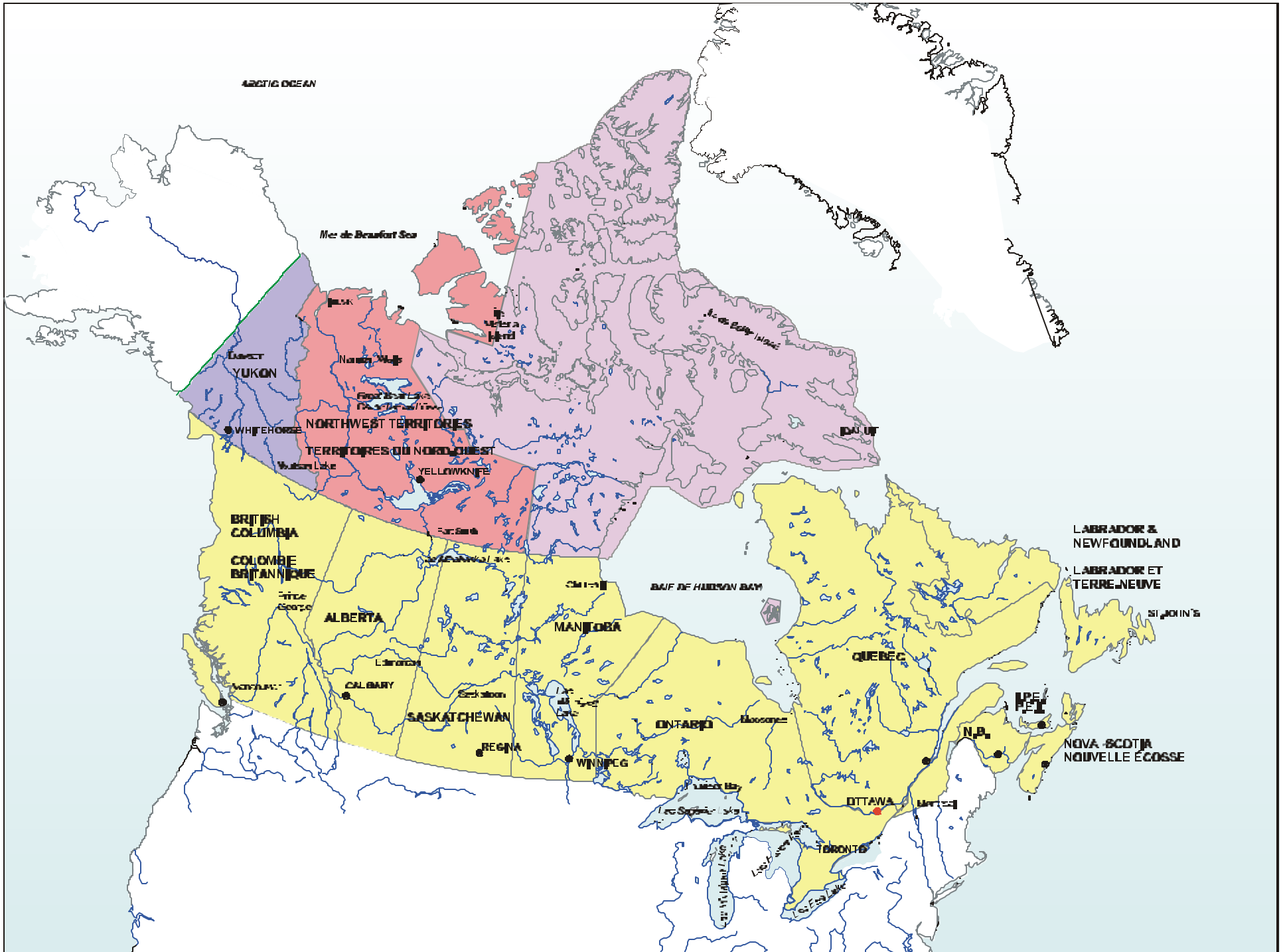
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## INTRODUCTION

The Northern Scientific Training Program (NSTP) is administered by the Strategic Management and Economic Analysis Directorate of the Department of Indian Affairs and Northern Development (DIAND).

This manual was designed to assist university students in understanding and preparing an NSTP research report and/or application for funds. The manual is organized by form, section and entry, and contains instructions which will enable university students to complete their forms in an efficient manner, while ensuring they comply thoroughly with NSTP Guidelines. For ease of use, the pages are either yellow or blue to correspond with the appropriate form. Students have the option of either completing the forms using a typewriter or by using the Web forms available @ [www.inac.gc.ca/nstp](http://www.inac.gc.ca/nstp)

The Student's Manual has been revised slightly and those sections which have been modified have been highlighted. A copy of this manual can also be found on the NSTP Internet site @ <http://www.inac.gc.ca/nstp>

Should you have any questions, contact your university's Northern Studies Committee Chairperson as listed at the front of this manual.



## ***I COMPLETING A STUDENT RESEARCH REPORT***

Once the student has completed the fieldwork portion of their study, he/she should contact the Chairperson of the university's Northern Studies Committee in order to obtain a Student Research Report form. Students are responsible for the completion of this form. The information should be **typed in a font no smaller than 10 pitch** and not hand-written. All the information must be contained within the spaces provided. Students may also choose to complete the Web based form and submit a hard copy of the form, duly signed. Detailed instructions for Web form completion are available from the northern studies committee at each university and also @ [www.inac.gc.ca/nstp](http://www.inac.gc.ca/nstp).



**Human Sciences**

Art  
Anthropology  
Archaeology  
Communications  
Criminology  
Economics  
Education  
History  
Human  
Geography  
Law  
Linguistics  
Literature  
Management Studies  
Music  
Philosophy  
Political Science  
Psychology  
Recreation  
Social Work  
Sociology  
Other (specify)

**Life Sciences**

Agriculture/Agronomy  
Biology  
Botany  
Environmental Sciences/  
Ecology  
Forestry

**Physical Sciences**

## **5. Role in Research Project and Research Partners:**

- a) The student should distinguish his/her role between field assistant and principal researcher. Graduate students should be listed as researchers and not field-assistants since the NSTP aims at providing scientific training that gives advanced students professional experience in the Canadian North.
- b) The student must indicate who s/he worked with in the field. Please indicate their name on the first line and the organization/university they are affiliated with on the line below. This information will assist in forming linkages for researchers working towards a common goal.

## **6. Fieldwork Location(s):**

The student must cite the primary fieldwork location, and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, or river, **and** provide the geographic coordinates (latitude and longitude). This is to ensure that the student's fieldwork location falls within the NSTP geographical boundary (see map on page ii).

**N.B.:** You will note that the NSTP southern limit has been slightly modified to reflect present realities of northern research.

## **SECTION C: RESEARCH LICENCE(S) AND/OR PERMIT(S)**

### **1. Permit/Licence Number(s):**

The student (not the supervisor) must indicate whether the applicable territorial, provincial, federal or other research permit(s)/licence(s) was obtained. Understanding of this licencing process constitutes an important component of the student's training experience in the North. Obtaining a research licence or permit to conduct research in the North is a legal obligation punishable by fines. Moreover, it helps in ensuring the research is conducted ethically and respects the cultural aspects of northern communities (see: Ethical Principles for the Conduct of Research in the North). This requirement also ensures the student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

### **2. Information for Issuer:**

The student to whom a permit and/or licence was issued, must indicate that he/she has provided the requisite information to the issuer.

## **SECTION D: PERIOD IN THE NORTH, REPORT ON FUNDS**

### **1. Number of Days in the Field:**

The student must indicate the period spent in the North by ensuring that the exact field season dates are recorded. This allows the Committee to determine the number of days the student spent in the North and whether the research falls within a summer or a winter project.

### **2. Continuing Project from Previous Year(s):**

The student must indicate if he/she is continuing a project that has, in the previous years, received funds under the NSTP or another funding agency.

### **3. Total Cost of Fieldwork Component of the Project:**

The student must specify the total cost of the fieldwork portion of his/her project for this year, **not just the portion subsidized by NSTP funds, but total cost of fieldwork for the entire project.**

### **4. Breakdown of NSTP support for this year:**

In this section of the report, the student is required to give an account of how NSTP funds were used by providing a breakdown of expenses by transportation costs, living expenses, freight charges and interpreter fees, including total NSTP support provided for his/her project this year.

### **5. Other Funding and/or Support Received for the Fieldwork Component of the Project:**

The student should identify any other sources of funding and/or support (e.g. grant, bursary, scholarship, subsidies), the amount received and to what component of the fieldwork has this amount been applied to (e.g. transportation, equipment, field guide, etc.). Given the supplemental nature of NSTP funds, the disclosure of this information is important because it reflects the effort made by a student to obtain appropriate funding for the research project.

## **SECTION E: SUPERVISOR COMMENTS AND SIGNATURES**

### **Comments:**

The student's supervisor is responsible for the completion of this section. Comments should focus on the training component of the project, and include a synopsis of the student's previous training to demonstrate how the fieldwork relates to the student's future northern research, as well as reflect how the student has benefited from the research conducted.

In the case of a team project, the supervisor should evaluate **each** student's progress in light of the experience gained in the North. Duplication or recycling of a supervisor's comments from the previous year is contrary to the prescribed practices outlined in the NSTP Guidelines. The supervisor's comments should also be typed within the space provided and not on a separate sheet.

### **Signatures:**

Student and supervisor signatures should be clearly indicated, since they certify that the student fulfilled the obligations under the NSTP. Please ensure that the supervisor's name is also typed in this section of the report.

### **SECTION F: PUBLICATIONS/REPORTS/POSTERS/PAPERS**

Information about all publications resulting from NSTP-supported research should be referenced as well as provided in the form of photocopies (see next page for details). Citations and abstracts of reported publications will be made available for online CD-ROM searching in the Arctic Science and Technology Information System (ASTIS) database of the Arctic Institute of North America, located at the University of Calgary.

Information should only be provided about publications that have either been **formally published** (*books, theses, journal papers, magazine and newsletter articles, papers in published conference proceedings, abstracts in published conference abstracts, reports in established university or government report series, etc.*) or have been **deposited with a library** that has agreed to provide interlibrary loan access to them.

Report new publications that have appeared in the past year, as well as any NSTP-supported publications from previous years that have not already been reported. If in doubt about whether a publication has already been reported, report it anyway, as ASTIS will screen out duplicates. Publications should not be reported as "In Press". Wait until next year to report publications that are now in press, so that photocopies of the final form of the publication can be submitted.

When submitting a publication which meets one of the above criteria please follow these instructions:

#### ***a) For publications less than 30 pages:***

- Submit a photocopy or reprint of the entire publication.
- For journal papers, magazine or newsletter articles, ensure that the journal title, volume, issue, and year appear somewhere on the photocopied pages.
- For book chapters or conference papers, include a photocopy of the title page of the book or proceedings.

***b) For publications of 30 pages or more:***

- Photocopy the cover, title page, back of title page, table of contents and an abstract or summary.
- The page number of the last page in the publication should be indicated on the title page.

***c) For all publications:***

- If the photocopy does not include an abstract or summary, clearly mark a section of the introduction and/or conclusion that can serve as an abstract, or supply an abstract on a separate sheet.
- Students may also choose to submit the abstract or summary of their publication through the electronic method. This can be done by completing the appropriate page which is an appendix to the report form found on the diskette provided.
- If the publication being reported has not been **formally published**, but has been deposited with a library that has agreed to provide interlibrary loan access to the publication, on the first page of the photocopy please write the name of the library.

Your cooperation will ensure that the results of research supported by the Northern Scientific Training Program will receive the widest possible dissemination.



**SECTION C: RESEARCH LICENCE(S) AND/OR PERMIT(S)**

1. INDICATE APPLICABLE PERMIT/LICENCE NUMBER(S) OBTAINED: 56 S/E (received Band Council approval)  
(e.g. N12N345)

2. HAS ISSUER RECEIVED THE REQUISITE INFORMATION ON YOUR PROJECT? Yes  No

**SECTION D: PERIOD IN THE FIELD, REPORT ON FUNDS**

1. ACTUAL NUMBER OF DAYS IN THE FIELD: 125 FROM: 20000/06/25 TO: 20000/10/28  
Y / M / D Y / M / D

2. CONTINUING PROJECT FROM PREVIOUS YEAR(S)? Yes  No   
- if yes, was project NSTP supported  , and/or otherwise supported  ?

3. TOTAL COST FOR THE FIELDWORK COMPONENT OF THE PROJECT UNDERTAKEN: \$ 7,650.00

4. BREAKDOWN OF SUPPORT RECEIVED FROM NSTP FOR THIS YEAR:

	<b>Received from NSTP</b>
Student Transportation	\$ <u>950.00</u>
Student Living Expenses	\$ <u>1,500.00</u>
Freight	\$ <u>200.00</u>
Translator/Interpreter	\$ _____
<b>TOTAL SUPPORT THIS YEAR:</b>	<b>\$ <u>2,650.00</u></b>

5. OTHER FUNDING AND/OR SUPPORT RECEIVED FOR THE FIELDWORK COMPONENT OF THE PROJECT THIS YEAR: (See Student's Manual page 6) \$ 5,000.00

Granting Agency	Amount Received	Designated towards: equipment, transportation, field guide, etc.
SSHRC	\$ 5,000.00	Transportation, living expenses

**SECTION E: SUPERVISOR COMMENTS**

**COMMENTS (must indicate how the student has benefited from the research conducted):**  
Mr. Doe's experience in the field has exposed him to life in a remote community and has given him an appreciation for cultural and economic system which is closely tied to the land and binds community members together. His research has given him skills which will have applicability in his future work. It will also add to the growing amount of documentation on the consequences and importance of Native traditional activities.

Supervisor's Signature: \_\_\_\_\_ Supervisor's Name (typed): James Turner

Student's Signature: \_\_\_\_\_

**SECTION F: PUBLICATIONS/REPORTS/POSTERS/PAPERS**

Has your NSTP funded research resulted in a publication, report, poster or paper? Yes  No

If yes, please include here proper bibliographical reference ( paper, report, article or abstract) and complete section F (refer to page 7 of the Student's Manual for further instructions): Canadian Northern Social Studies, vol. 22:286-294

**BEFORE SUBMITTING THIS REPORT HAVE YOU:**

- completed all sections,
- obtained your supervisor's signature, and
- signed the report?

## II COMPLETING A STUDENT APPLICATION FOR FUNDS

Students are responsible for completing this form. The information should be **typed in a font no smaller than 10 pitch and not hand-written**. All the information must be contained within the spaces provided. Students may also choose to complete the Web based form and submit a hard copy of the form, duly signed. Detailed instructions for Web form completion are available from the northern studies committee at each university and also @ [www.inac.gc.ca/nstp](http://www.inac.gc.ca/nstp).

The name of the university and the name of the student must be indicated in the space provided.

### SECTION A: STUDENT INFORMATION

#### 1. Status:

Students supported by training funds must be **Canadian Citizens** or have the legal right of a **Permanent Resident** in Canada. Students on student or visitor visas or any other kind of visa are ineligible.

#### 2. Academic Level:

The student must indicate the degree and the year **at the time the proposed research will be conducted**. For fieldwork done in the summer, the year **just completed** before the research should be marked.

If a student is applying from a Community College he/she must have completed two full years of an academic program. The student must also include a separate sheet demonstrating an intention to go on to a university education

#### 2. Are You Applying for NSTP Funding Through Another University?:

If a student has applied for NSTP funding through more than one university because they are awaiting acceptance to a new program of study, the other university(s) applied through must be indicated in the space provided.

### SECTION B: DISCIPLINE, PROJECT, ROLE IN RESEARCH

#### 1. Discipline:

On the basis of a review of the NSTP database, disciplines have been grouped under three general science categories. Student projects should correspond to either the **Human Sciences, Physical Sciences, or Life Sciences**. The list below each general science category, on the following page, should assist the students in selecting the discipline which corresponds with their program of study.



## 2. Program of Study:

As listed on the following page, students should indicate the Program of Study in which their research falls under. If using the term "other", please specify the program of study.

### Human Sciences

Art  
Anthropology  
Archaeology  
Communications  
Criminology  
Economics  
Education  
History  
Human  
Geography  
Law  
Linguistics  
Literature  
Management Studies  
Music  
Philosophy  
Political Science  
Psychology  
Recreation  
Social Work  
Sociology  
Other (specify)

### Life Sciences

Agriculture/Agronomy  
Biology  
Botany  
Environmental Sciences/  
Ecology  
Forestry  
Health/Medicine  
Resource Management  
Veterinary Medicine  
Zoology  
Other (specify)

### Physical Sciences

Chemistry  
Engineering  
Geology  
Mathematics  
Oceanography  
Physical  
Geography  
Physics  
Other (specify)

## 3. Title of Project:

Students should provide a descriptive title for their project.

## 4. Brief Description of Project Including: Objective, Methodology and Significance to the Student:

This is a very important part of the application since it explains the student's research project and field component. As such, the student must **clearly describe the project objective, the methodology, significance of the research to the student and an indication of where the student is in his/her research.** *The student, not the supervisor, should fill out this section.* The description should not be a duplicate of another NSTP-supported project, nor should it be a copy of a project description submitted by another student. The information should be typed in the space provided.

## **5. Role in Research Project and Research Partners:**

- a) The student should distinguish his/her role between field assistant and principal researcher. Graduate students should be listed as researchers and not field-assistants since the NSTP aims at providing scientific training that gives advanced students professional experience in the Canadian North.
- b) The student must indicate who s/he will be working with in the field. Please indicate their name on the first line and the organization/university they are affiliated with on the line below. This information will assist in forming linkages for researchers working towards a common goal.

## **6. Fieldwork Location(s):**

The student must cite the primary fieldwork location and whenever possible, note a nearby community, a settlement, a landmark such as a mountain range, lake, river, **and** provide the geographic coordinates (latitude and longitude). This is to ensure that the student's fieldwork location falls within the NSTP geographical boundary (see map on page ii).

**N.B.:** You will note that the NSTP southern limit has been slightly modified to reflect present realities of northern research.

## **SECTION C: PERIOD IN THE NORTH, FUNDS**

### **1. Estimated Number of Days in the North:**

The student must indicate the period to be spent in the North, ensuring that the exact field season dates are recorded. This allows the Committee to determine the number of days the student will spend in the North, and whether the research falls within a summer or a winter project.

### **2. Continuing Project from Previous Year(s):**

The student must also indicate whether the project is a new one, or whether it is one from the previous year(s). In the latter instance, the student must indicate whether he/she has received funding under the NSTP or another program for the same project before.

### **3. Total NSTP Support - Previous Year(s):**

If the student was previously funded by the NSTP, enter the amount that was granted.

### **4. Total Expected Cost of Fieldwork Component of Project:**

The student must specify the total expected cost of the fieldwork component of his/her project for this year.

## 5. Breakdown of NSTP Support Requested this Year:

In this section of the application the student is required to give an account of how NSTP funds will be used by providing a breakdown of expenses by transportation costs, living expenses, freight charges and interpreter fees.

## 6. Other Source(s) and Amount(s) of Funding and/or Support Applied for:

Given the supplemental nature of NSTP funds, it is important to identify other sources of funding and/or support, the amounts received, applied for and the amounts secured (e.g. grant, bursary, scholarship, subsidies). The disclosure of this information is important because it reflects the effort made by a student to obtain appropriate funding for the research project.

Moreover, students should note that they **cannot** be employed or remunerated for any portion of their research project. If they are applying for an NSTP grant, external employment or remuneration funds should not be considered a source of funding for any project.

## SECTION D: ETHICAL PRINCIPLES, RESEARCH LICENCE(S)/PERMIT(S)

Students must be acquainted with the ethical principles of doing research in the North. The student's signature confirms that he/she has read the booklet Ethical Principles for the Conduct of Research in the North and that he/she will abide by those principles.

The student must indicate what he/she has done or will do to obtain the local community's approval prior to his/her sojourn in the North, as well as which agency he/she has or will contact to obtain the requisite licence(s)/permit(s). Obtaining a research licence or permit to conduct research in the North is a legal obligation punishable by fines.

Understanding of this licencing process constitutes an important component of the student's training experience in the North. It also helps ensure that NSTP funded research will be conducted ethically, and will respect the cultural aspects of northern communities (see: Ethical Principles for the Conduct of Research in the North). The ethical principles requirement has the added benefit of ensuring each student's safety in the field, and promotes the exchange of information on northern projects among scientists and residents of the North.

The student's and the supervisor's signature confirms that the research will be conducted in accordance with the ethical principles. Student's should ensure that the supervisor's name is also typed in this section of the application.

The application form has been altered to make is easier to indicate where the student is at in the licensing process. It is important to identfv where and when the licence has been applied for as well as whether the licence has been approved or if it is pending. The disclosure of this information is important because it eliminates anv confusion that the representatives from the licensing agencies may have if the project is not indicated on their internal reports which they bring to the NSTP Allocation meeting.

***FAILURE BY A STUDENT TO THOROUGHLY COMPLETE THIS SECTION WILL RESULT IN A REJECTION OF HIS/HER APPLICATION.***

### **III RESEARCH PROJECTS IN NORTHERN REGIONS OF OTHER CIRCUMPOLAR COUNTRIES**

In the case of students applying to undertake research in other circumpolar countries, the first step is the completion of the NSTP application. International projects should meet all the criteria that presently apply to projects in the Canadian North. In addition, the student must provide the following information **on a separate sheet**:

- relevancy of the foreign study to Northern Studies in Canada - - a direct link needs to be seen on how the proposed research will benefit Northern Studies in Canada;
- relevancy of the foreign study to previous and planned work by the student in the Canadian North;
- organizational and financial support provided in the host country; and,
- reference to any authorizations and licences required to conduct research in the host country.

#### ***FAILURE TO PROVIDE INFORMATION IN ALL FOUR AREAS WILL RESULT IN A REJECTION OF THE APPLICATION.***

Note that this justification must be provided each time that a student plans to conduct international research. Therefore, even if the research is a continuation of previous years, the justification must be provided again.

In addition to the criteria listed above, the following geographic location directives should be applied:

- ! The research should be carried out in one of the seven Arctic countries as identified in the proposed Arctic Council.
- ! The southern limit of discontinuous permafrost (Brown Line) serves as the general boundary.
- ! Research projects carried out in all of Alaska, except for the "panhandle" are eligible.
- ! Consideration will be given for research carried out in all areas of Greenland (Denmark).
- ! For Iceland, eligibility will be determined on a case by case examination.
- ! For determination of eligibility of research carried out in Russia, the southern limit of discontinuous permafrost, north of the 58E latitude, will be the effective parameter. In addition, the entire territory of the Kamchatka Oblast, the Magadan Oblast and Republic of Sakha (Yakutia) will be considered eligible. Areas outside of the discontinuous permafrost zone but adjacent to the Arctic Ocean will be considered on a case by case basis.
- ! Applications for support for research in Norway, Sweden and Finland will be considered on a case by case basis ensuring that there is strong relevance to northern studies in Canada.



## 2001-2002 STUDENT APPLICATION FOR FUNDS NORTHERN SCIENTIFIC TRAINING PROGRAM

As you complete your application please follow these instructions:

- **type** the information using only the space provided in a font no smaller than 10 pitch
- complete **all** sections (incomplete applications may be refused)
- refer to **Student's Manual** for further clarification on individual sections where indicated. Manual can be found on the Internet @ [http://www.inac.gc.ca/nstp/sdnt\\_e.html](http://www.inac.gc.ca/nstp/sdnt_e.html)
- return the **original form** ensuring both you and your Supervisor have signed

UNIVERSITY: University of Alberta STUDENT NAME: John Doe

### SECTION A: STUDENT INFORMATION

1. STATUS: CANADIAN CITIZEN  or PERMANENT RESIDENT
2. ACADEMIC LEVEL: (at the time the proposed research will be conducted, or if summer research, year just completed prior to research)
- | <u>Undergraduate</u> *                       | <u>Year</u> | <u>Graduate</u>                           | <u>Year</u>  |
|--|-------------|---|--------------|
| 1 <sup>st</sup> degree <input type="radio"/> | <u>    </u> | Master's <input checked="" type="radio"/> | <u>  2  </u> |
| 2 <sup>nd</sup> degree <input type="radio"/> |             | Doctoral <input type="radio"/>            |              |
- \* Please indicate if program is a 3  OR 4  YEAR PROGRAM
3. Are you applying for NSTP funding through more than one university this year?
- (See page 12 in the Student's Manual) YES  NO  if yes, University of \_\_\_\_\_

### SECTION B: DISCIPLINE, PROJECT, ROLE IN RESEARCH

1. DISCIPLINE: Human Sciences       2. PROGRAM OF STUDY: Human Geography
- Physical Sciences  (as listed in Student's Manual, page 12)
- Life Sciences
3. TITLE OF PROJECT: Valuing Traditional Activities in Northern Native Economy: The Case of Old Crow, Yukon.
4. BRIEF DESCRIPTION OF PROJECT INCLUDING: Objective, Methodology and Significance to the student (Use This Space Only):
- The project will attempt to place a value (economic and social) on the traditional pursuits of the residents of Old Crow. By repeating a survey first conducted in 1984, the researcher will be able to determine the change in the use of these activities over time which can assist in determining their cultural importance. By using replacement value methodology, monetary worth of traditional food products will be determined. These statistics along with other ethnographic survey results will assist the researcher in determining the value traditional activities hold in the lives of the residents in a small remote northern community.
5. a) ROLE IN RESEARCH PROJECT: Researcher  OR Field Assistant
- b) RESEARCH PARTNERS: 1. Joe Parker      2. \_\_\_\_\_      3. \_\_\_\_\_
- (Indicate name and university/organisation) Alberta \_\_\_\_\_
6. FIELDWORK LOCATION(S):      GEOGRAPHIC FOCUS:
- Old Crow      Labrador       Northern Québec
- 67°34'05" N, 139°50'00" W      Nunavut       N.W.T.
- \_\_\_\_\_      Yukon
- Other: \_\_\_\_\_
- PRIMARY MEANS OF TRANSPORTATION: Air
- POINT OF DEPARTURE: Vancouver      MAIN DESTINATION: Old Crow, yukon



#### **IV CHECKLIST**

Before submitting either your Research Report or your Application for Funds, please ensure that you have:

- T typed the information using only the spaces provided;
- T completed **all** sections;
- T provided the additional information required for conducting international research or if you are applying through a community college;
- T indicated your licence/permit number or stated the steps you will take to acquire the necessary permit(s)/licence(s);
- T complied with the ethical principles section;
- T obtained your supervisor's signature;
- T signed the forms; and
- T are returning the **original** form.

**NOTE:**      ***AN INCOMPLETE FORM MAY RESULT IN A REFUSAL OF APPLICATION FOR FUNDS.***



## ***V RELATED INTERNET SITES***

### List of Interesting Links

Association of Canadian Universities for Northern Studies

<http://www.uottawa.ca/associations/aucen-acuns>

Aurora Research Institute

<http://auresint.nt.ca>

Nunavut Research Institute

<http://pooka.nunanet.com/~research/>

Canadian Polar Commission - Circumpolar Research Stations

<http://polarcom.gc.ca/cpin>

National Science and Engineering Research Council of Canada

<http://www.nserc.ca>

Polar Continental Shelf Project

<http://polar.nrcan.gc.ca>

Social Science and Humanities Research Council

<http://www.sshrc.ca>

Inventory of Science and Technology Facilities in Canada's North

[http://polar.nrcan.gc.ca/NorthernFacilities\\_e.html](http://polar.nrcan.gc.ca/NorthernFacilities_e.html)

Querying Canadian Geographical Names

<http://GeoNames.NRCan.gc.ca/english/query.html>