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**FIRST NATIONS ENVIRONMENTAL
CONTAMINANTS PROGRAM FOR
COMMUNITIES AND ORGANIZATIONS
SOUTH OF 60TH PARALLEL**

> 2016/17 CALL FOR PROPOSALS

Canada 

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 to ensure our health care system serves the needs of Canadians.

PREPARED BY:

First Nations Environmental Contaminants Program (FNECP)
Environmental Public Health Division
Population Health and Primary Care Directorate
First Nations and Inuit Health Branch, Health Canada

Également disponible en français sous le titre :

Programme de lutte contre les contaminants de l'environnement chez les Premières nations pour les collectivités et les organismes au sud du 60^e parallèle

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SOUTH OF 60TH PARALLEL**

> 2016/17 CALL FOR PROPOSALS



FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM FOR COMMUNITIES AND ORGANIZATIONS SOUTH OF 60TH PARALLEL

The proposal package must be received by Health Canada no later than 11:59 p.m., Mountain Time, February 29th, 2016.

Proposals may be submitted electronically via email at **HC.FNECP_FNIHB_PHPCD-PPNPE_DGSPNI_DSPSP.SC@hc-sc.gc.ca** before this deadline. Alternatively, a hard-copy proposal submission may be sent via Canada Post, courier, or fax. Please note that proposals that are submitted exclusively by courier or Canada Post must be postmarked by February 29th, 2016. Please send completed proposals to:

First Nations Environmental Contaminants Program Coordinator
Chemical Safety of Traditional Foods
Environmental Public Health Division
Office of Population and Public Health
Population Health and Primary Care Directorate
First Nations and Inuit Health Branch
Room 2000A, Jeanne Mance Bldg., A.L. 1920A
Tunney's Pasture, Ottawa, ON K1A 0K9



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IMPORTANT: This Call for Proposals has been revised so please read through it carefully as there have been many changes regarding the funding stream, length of agreements, amounts of funding, etc.



1 —

WHAT IS THE **FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM?**

Health Canada's First Nations Environmental Contaminants Program (FNECP) is helping First Nations improve their health and wellbeing by supporting their capacity to identify, understand and whenever possible reduce the impact of exposure to environmental hazards through community-based surveillance, monitoring, research, risk assessment, education and communication planning.

This Program supports projects for the maximum length of nine months (July 2016 to March 2017) and there is only ONE stream in 2016/17: **EXPOSURE ASSESSMENT & HUMAN BIOMONITORING**

See the **Appendix** for information



2 —

WHAT ARE THE CHEMICALS OF PRIMARY CONCERN?

List of contaminants that are included as focus areas for the First Nations Environmental Contaminants Program (FNECP), and that MAY be part of research projects under the FNECP:

- Persistent organic pollutants monitored under the Stockholm Convention on Persistent Organic Pollutants (2004).
 - > Aldrin
 - > Chlordane
 - > Chlordecone
 - > Dieldrin
 - > Endrin
 - > Heptachlor
 - > Hexabromobiphenyl
 - > Hexabromodiphenyl ether and heptabromodiphenyl ether
 - > Hexachlorobenzene (HCB)
 - > Alpha hexachlorocyclohexane
 - > Beta hexachlorocyclohexane
 - > Lindane
 - > Mirex
 - > Pentachlorobenzene
 - > Polychlorinated biphenyls (PCB)
 - > Technical endosulfan and its related isomers
 - > Tetrabromodiphenyl ether and pentabromodiphenyl ether
 - > Toxaphene
 - > DDT
 - > Perfluorooctane sulfonic acid, its salts and perfluorooctane sulfonyl fluoride
 - > Polychlorinated dibenzo-p-dioxins (PCDD)
 - > Polychlorinated dibenzofurans (PCDF)
- Heavy metals monitored under the Convention on Long-range Trans-boundary Air Pollution Protocol on Heavy Metals (1998–2012) (Cadmium, Lead and Mercury) as well as Arsenic.
- Radon (a radioactive, colourless, odorless gas occurring naturally as an indirect decay product of uranium or thorium).

Contaminants that will NOT render your proposal eligible for review:

- Biological contaminants (living organisms such as bacteria, enzymes, fungi, viruses, dust mites, moulds).

3 —

HOW DO I SUBMIT A PROPOSAL?

WHAT INFORMATION IS REQUIRED IN A PROPOSAL?

- If you wish to submit a proposal, please adhere to the following format:
 - > Proposal should not exceed 20 double-sided pages, plus cover page and appendices.
 - > Proposal must be submitted in size 12 font formatted for 8.5" x 11" size paper.
 - > Proposal must be provided electronically in English or French.
 - > Proposal needs to be post-dated before the deadline.

Complete proposals (electronic or hard-copy) must be sent to Health Canada by 11:59 pm Mountain Time, February 29, 2016. Proposals may be submitted electronically via email before this deadline. Alternatively, a hard-copy submission may be sent via Canada Post, courier, or fax. Please note that proposals that are submitted exclusively by courier or Canada Post must be postmarked by the submission deadline.

Proposals arriving after the deadline will not be eligible for consideration.

Applicants can submit **draft proposals** to the program for review of the mandatory criteria. This gives applicants an opportunity to receive feedback on their application in advance of the final delivery date.

Successful applicants will be notified of the funding decisions by June 30th, 2016.

Electronic submissions can be sent to:

HC.FNECP_FNIHB_PHPCD-PPNPE_DGSPNI_DSPSP.SC@hc-sc.gc.ca

Fax Submissions can be sent to: 613-952-8639

Hard/paper-copy submissions can be sent to:

First Nations Environmental Contaminants Program
 Environmental Public Health Division—FNIHB
 Health Canada
 Jeanne Mance Bldg, A.L. 1920A
 Ottawa, ON K1A 0K9



IMPORTANT

The Funding Recipient shall provide the Minister with sixty (60) days to review any reports submitted under this Agreement which contain environmental analysis, findings or recommendations prior to any release of such reports, or disclosure of any of their findings, to the media or the public.

4 —

WHO CAN I CONTACT FOR MORE INFORMATION?

For more information on the First Nations Environmental Contaminants Program, including funding eligibility and project ideas, or to submit a proposal, please contact HC.FNECP_FNIHB_PHPCD-PPNPE_DGSPNI_DSPSP.SC@hc-sc.gc.ca



APPENDIX

EXPOSURE ASSESSMENT & HUMAN BIOMONITORING

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Chemical surveillance and monitoring enables First Nations (FN) communities (on-reserve) and FN organizations south of 60° to gather timely and accurate information to identify and define potential for, and actual human exposures to, toxic substances. This information provides FN leaders with an early indication about key chemical contaminant concerns in their community, traditional territory or traditional lands across Canada, creating a foundation for risk mitigation action.

Selected proposals can receive up to **\$100,000 over nine months** (July 2016 to March 2017) for exposure assessment and human biomonitoring* projects.

1. WHO CAN APPLY FOR FUNDING?

1. First Nations communities (on-reserve) and First Nations organizations south of 60° parallel in Alberta, Saskatchewan, Manitoba, Ontario, Québec and Atlantic Canada.
2. Bands, Districts, Tribal Councils and Associations, Councils, governments of self-governing First Nation and Inuit communities and regions.
3. Non-government and voluntary associations and organizations, including non-profit corporations that work on behalf of or in partnership with a First Nation community.

NOTE: The FNECP requires that all funded projects be carried out in partnership with academia, and must be identified as a partner in the proposal.

To assist you in finding a researcher or other environmental health stakeholders, please follow the link below to the First Nations Environmental Health Innovation Network (FNEHIN), which is a Canada-wide, web-based network that provides information to assist First Nations to participate in environmental health research and to address environmental health concerns. For more information, please visit the FNEHIN website: www.fnehin.ca

* Method of assessing human exposure to chemicals by measuring the chemicals (or their metabolites) in human tissues or specimens, such as blood or urine. (CDC 2005)

2. HOW ARE ELIGIBLE PROPOSALS EVALUATED?

This program involves a competitive selection process. As a result, not all eligible proposals that meet the mandatory criteria will receive funding.

Proposals that pass Mandatory Criteria Review (MCR) will move on to the Science Peer Review (SPR) followed by the Community-Based Merit Review (CBMR). Scores from both the SPR and CBMR will be tallied and the highest ranking proposals will be funded up to the maximum of available program funding.

The following are the steps involved in the review process:

A) MANDATORY CRITERIA

Health Canada's role is to assess the merit of the proposal against the criteria provided below. All criteria must be met in order for proposals to move onto the next step in the evaluation process (Science Peer Review).



- Request for funding per proposal must not exceed \$100,000 over the nine months (July 2016 to March 2017).
- Project must be community-based (First Nations are the lead on the project and work in collaboration with academia).
- First Nations **MUST** partner with academia who have a strong background in **chemical exposure assessment and/or human biomonitoring**.
- This stream encourages a particular focus on persistent organic pollutants included under the international Stockholm Convention and heavy metals identified under the Convention on Long-range Trans-boundary Air Pollution, Protocol on Heavy Metals (for the list of admissible contaminants, see Call for Proposals Section 2—“*What are the chemicals of primary concern?*”).
- The project proposal includes conventional methodologies that assess human exposure and body burden of contaminants through appropriate combination of the following:
 - Sampling of traditional foods, well water, outdoor air or soil (soil sampling must not pertain to a site risk assessment).

IN COMBINATION WITH

- Dietary surveys through the administration of 24-hour dietary recall and/or Food Frequency Questionnaire.

- Project outcomes must be linked to the health of community members (e.g. use results to develop recommendations for health promotion and disease prevention).
- Project must include the integration of local and/or traditional knowledge.
- Project proposal must include all elements outlined in section 3 below "PROPOSAL TEMPLATE".
- A project that has previously received funding from the First Nations Environmental Contaminants Program must include a summary of the analysis and results from the previous project(s) and needs to clearly demonstrate how the new proposal builds on previous project results.
- Project proposal must demonstrate how it will report on the implementation and results of the project.

B) SCIENCE PEER REVIEW

If the proposal passes Mandatory Criteria, it will then undergo an external Science Peer Review which will cover suitability of project design, timeframe, budget, project team expertise, sound methodology, etc.

The Science Peer reviewers will use the following criteria to evaluate each eligible proposal.

TABLE 1: CRITERIA USED BY SCIENCE PEER REVIEWERS

DESCRIPTION	RATING
Scientific excellence/expertise of principal investigator and team: <ul style="list-style-type: none"> • relevant academic credentials • relevant experience/expertise/knowledge • relevant publications 	/20 /20 /10
Methodology: <ul style="list-style-type: none"> • Clarity and scope of objectives • Clarity, adequacy and sound methodology • Suitability of proposal design for meeting the objectives 	/20 /20 /20
Does the proposal include a review of existing literature on key topics of the proposal?	/10
Does the proposal include a knowledge translation plan?	/10
Achievable within the appropriate timeframe?	/20
Appropriateness of budget	/25
Overall clarity and organization of proposal	/25
TOTAL	/200

C) COMMUNITY-BASED MERIT REVIEW

Once the Science Peer Review is completed, a Selection Committee involving members of First Nation communities and organizations who have a strong background in environmental contaminants, First Nations health and community issues, will review and assess aspects in the proposal such as capacity building, training, traditional knowledge, etc.

Proposals will then be ranked and recommendations will be made to Health Canada.

The Selection Committee uses the following criteria to evaluate each eligible proposal.

TABLE 2: CRITERIA USED BY THE SELECTION COMMITTEE

DESCRIPTION	RATING
Does the project demonstrate a rigorous approach to community engagement?	/25
Does the project build capacity in First Nations communities? Is there training of First Nations involved?	/25
Does the project team include: <ul style="list-style-type: none"> • Community-based researcher(s) and community member(s); and, • Investigator(s)/Project Leader with recognized skills and relevant expertise? 	/20 /20
Has traditional knowledge been integrated into the research?	/25
Does the proposal include well thought out plans for communicating with the community during the project and sharing research results with the community when it is completed?	/25
Is the time frame for completion of the project feasible?	/15
Are the budget and resource requirements realistic and appropriate to the project?	/10
Has co-funding been sought with partners? (This should be discussed in section 7 "Project Team/Partners") on page 17.	/10
Does the project engage 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.	/25
TOTAL	/200

3. PROPOSAL TEMPLATE

(IN PREPARING YOUR PROPOSAL, PLEASE USE THE LIST OF TIPS AND QUESTIONS PROVIDED IN EACH SECTION BELOW)

PROPOSAL ELEMENT CHECKLIST:

- Cover page
- Plain language summary (maximum 1 page)
- Community background (maximum 2 pages)
- Project description
- Workplan and timelines
- Methodology and data collection
- Project Team/Partners
- Communication and/or dissemination plan
- Project evaluation
- Budget
- Research Ethics Review
- Letter(s) of support from a mandated authority
- Appendices

□ COVER PAGE

First Nations Environmental Contaminants Program

PROJECT STREAM:

✓ Exposure Assessment & Human Biomonitoring

PROJECT TITLE:

Applicant Information

Name of community or organization:

Name of community lead/coordinator for project:

Name of community financial manager:

Address:

Telephone:

Fax:

E-mail:

* INSERT OFFICIAL ORGANIZATION LOGO HERE

NAME OF PARTNERING COMMUNITIES/ORGANIZATION (IF ANY):

Name of academic institution:

Name of Principal Investigator:

Address:

Telephone:

Fax:

E-mail:

Date of submission:

Amount of Funding Requested from Health Canada: \$

PLAIN LANGUAGE SUMMARY (MAXIMUM 1 PAGE)

- Give an overview or a story that explains what you want to research.
 - Introduce the question(s) that the project will answer.
 - Why is this important to your community?
 - How is this project linked to environmental contaminants?
 - How is this project linking environmental contaminants to the health of community members?
 - How will the anticipated results of the project help your community?
- What activities are you proposing to do to answer these questions?
 - Who will be involved (e.g. youth, males, females, hunters, etc.)?
 - Where and when will the project work be done?
- What are the expected outcomes or results of the project?
- How can the information from this project be useful to others?

NOTE:

You need to demonstrate a strong link between environmental contaminants and the health of First Nations. This link needs to be evident throughout your proposal.

AND

It needs to be clear throughout the proposal that this project is driven by the community in the hopes that the outcomes will benefit that community.

□ COMMUNITY BACKGROUND (MAXIMUM 2 PAGES)

This is the opportunity to share information about the community and why this project is important. Please include the following information in this section:

- A. Some information on the history of your community (e.g. population information, main activities of community members, history of the presence of environmental contaminants, etc.).
- B. Explain what makes your community vulnerable to environmental contaminants (e.g. past and present industrial activities, dependence on country foods, pesticide use, etc.).
- C. How does your community's vulnerability to environmental contaminants impact health issues in your community (e.g. food safety, access to safe drinking well water, altered lifestyles/cultural activities, etc.)?
- D. Are environmental contaminants and their effects on health an issue for particular members of your community (e.g. Elders, women, children, etc.)?

□ PROJECT DESCRIPTION

INTRODUCTION

- Describe the project (purpose, scope, type).
- Provide a literature review that summarizes any previous research on your topic (one or two paragraphs with references). If no information exists, please indicate this.
- Describe how your project will build on previous research/projects or answer a new question that has not yet been answered or considered.
- Indicate if this project is a continuation of any other community research project including the names of any partners and funders. Include a summary of analysis and results.

RATIONALE

- How have environmental contaminants affected the health of your community and/or how might they affect your community in the future?
- Have steps been undertaken in the past to understand or solve this issue? If so, what were they, and were they effective? Why or why not?
- How will your community benefit from this project?
- How will the outcomes of the research be of direct or indirect relevance for other First Nations or Inuit communities?

OBJECTIVES

Objectives are planned outcomes that outline what you intend to achieve through your project in the short and long term. Objectives are measurable and time-sensitive so that they can be evaluated and adjusted if necessary.

- What are your short-term objectives for this project?
- What are your long-term objectives for this project?

ACTIVITIES/OUTCOMES

- Describe the research activities that will take place during your research project. Be sure to describe how each activity is connected to your project objectives.
- State the expected results and project deliverables (e.g. reports, publications, conferences/workshops, communication initiatives and/or materials such as newsletters, pamphlets, videos, etc.).
- Please state if you plan to develop consumption recommendations from the results.

CAPACITY BUILDING

- Explain how your project will provide/engage your community with new tools/ knowledge/methods to increase the ability to better understand and manage the health impacts of environmental contaminants.
- Provide detailed information of how this project will support community members' engagement in research. Will training be involved? How will people involved continue in this work when the funding ends?

YOUTH

- The FNECP encourages the engagement of youth in projects. If you have chosen to do so, please explain why you think involving youth is important.
- Please provide details as to how youth will be involved. Give examples of planned activities and how they can or will be beneficial (e.g. new skills and knowledge acquired).

TRADITIONAL KNOWLEDGE

- The integration of traditional knowledge is a key component in research. Explain how your project will incorporate and protect traditional knowledge and culture.

□ METHODOLOGY & DATA COLLECTION

- Describe how you will accomplish the research activities outlined in the work plan (e.g. data collection strategies, community consultations, analyses of results, etc.). Please identify the activity number for each activity.
- Where will the work be conducted?
- How will the data be collected, analyzed, interpreted, disseminated and stored?
 - How will the data be protected and shared throughout the course of the research project?
 - Who will own the data?
 - Who will be able to access the data?
 - Who will have control over the data?
 - If your community has an existing protocol, please include details.

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

□ COMMUNICATION AND/OR DISSEMINATION PLAN

- Describe in detail how the results will be communicated to the community throughout the project (e.g. Facebook, newsletter, community bulletin, etc.).
- Describe how the results will be communicated or disseminated to other interested parties and decision-makers (e.g. funding organizations, other First Nation communities, governments, etc.).
- Describe how the project's results will be communicated regionally, nationally or internationally.

□ PROJECT EVALUATION

- Indicate how the project will be evaluated and by whom. How will you determine successes and lessons learned?
- For suggestions on how you might structure your evaluation please see the information at the end of this document *Suggestions for Developing Your Project Evaluation*.

□ BUDGET

Provide a detailed budget including core expenditures, administrative/management costs and funding/support from other sources. You should 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 (\$ per hour/day/week).

HONORARIA:

Honorarium compensation for participants (e.g. Elders) is a gratuitous payment as distinguished from compensation for service or hire and are often **used as a way to thank them for their time and knowledge**. *Honoraria should not be used as an alternative to a service contract or as a replacement for salary, wages or professional fees.*

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. For any services provided by a community member (e.g. laborers, Elders), the community member should be identified in the proposal by name.

TRAVEL, ACCOMMODATION AND MEAL COSTS:

Include all travel, accommodations and meal costs, and indicate the purpose of travel. Please use government travel rates by visiting the Travel section of the Treasury Board of Canada Secretariat website (www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage-eng.asp). To get the most up to date government travel rates select Appendix C—Meal & Incidental Rates (Canada/USA) (www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php).

EQUIPMENT AND FACILITIES:

Equipment cost. Specify the type of equipment that is needed to conduct your project and the extent to which it will be used (e.g. camera, microphone, monitoring or sampling equipment). NOTE: All equipment purchased with FNECP funding is to remain the sole property of the First Nations communities.

ADMINISTRATIVE/MANAGEMENT COSTS

First Nation and Inuit Health Branch will allow **up to 10% of the total agreement amount** for administration 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)

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.

PLEASE COMPLETE YOUR BUDGET USING THE BUDGET TABLE PROVIDED BELOW

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) = \$

TABLE: PROJECT BUDGET

EXPENSE	DESCRIPTION	HEALTH CANADA FUNDING REQUEST	FUNDING FROM OTHER SOURCES (INCLUDING IN-KIND)	COMMENTS	ASSOCIATED ACTIVITY #
Core Expenditures					
Salary					
Salary					
Salary					
Honoraria					
Benefits					
Professional services					
Translation					
Training fees					
Transportation, accommodation and meals					
Laboratory Expenses (detailed with cost per sample)					
Other					
Core Expenditures Subtotal 1					
Administrative/Management Costs (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					
Admin Subtotal 2					
Total Cost of Project (subtotal 1 plus subtotal 2)					

□ RESEARCH ETHICS REVIEW

Every human health research project involving First Nations will be required to obtain an Approval Certificate from at least one ethics review board or committee before receiving funding approval from the FNECP (e.g. Health Canada Research Ethics Board, University Research Ethics Board).

Your project team will be responsible for this part of the review.

Information on applications can be found on the Research Ethics Board section of the Health Canada website.

□ LETTER(S) OF SUPPORT FROM A MANDATED AUTHORITY

- Letter(s) of support by a mandated authority (Band councils, hunters and trappers organizations, hamlet councils, municipalities, First Nations organization, etc.) for each community involved in your project should be included in your submission. The letter(s) should be on official letterhead and be signed by an authorized person.
- Successful projects might be asked to provide certification documentation for their organization (e.g. letter of incorporation, registration number, bylaw, etc.). It is therefore recommended that applicants keep these files nearby in case the project is funded.
- Communities are encouraged to communicate with their appropriate authorities/ community representatives to obtain any approvals needed for their proposed research.

□ APPENDICES

This could include the following:

- Background information or résumés to show that the person conducting the research, and the research team, have the knowledge and skills required to successfully run this research project.
- Relevant background information (if available).
- Relevant project materials that you may have ready such as interview questions, consent forms (sample to follow), etc.

PLACE
COMMUNITY
LOGO HERE

SAMPLE CONSENT FORM

Name of project: _____

Project start/end date: _____

Purpose of Project: _____

Name of Interviewee: _____

Name of Interviewer(s): _____

Place: _____ Date: _____

I, _____, hereby agree to give my consent and involvement in the **(state the name of your project)**.

1) The participants are informed that:

- i) This is an invitation for you to participate in this study,
 1. You have a right to choose to not participate at any time.
 2. You have the right to not answer any questions that you are not comfortable with, before the interview is even started or during the interview.
 3. The data/information collected is going to be permanently stored by **(state who will store the data and who will have access to it)**.
- ii) The interview recordings, whether they are audio, video, written or photographic, and the resulting translations, and /or transcriptions and/or images will be used for the following purposes: **(list the purposes)**
 - 1.
 - 2.
 - 3.

PLACE
COMMUNITY
LOGO HERE

SAMPLE CONSENT FORM

(Name your organization or community) will not use the interview recordings, whether they are audio, video, written or photographic, and the resulting translations and/or transcriptions and/or images, for any other purposes without the consent of the interviewee.

Participant Name (Print Name)

Date

Participant Signature

Date

Witness Signature

Date

(Name of organization or community) agrees to use the information according to the terms outlined above.

Signature of Interviewer

Date

Copy Provided to Participant: YES NO

SUGGESTION FOR DEVELOPING YOUR PROJECT EVALUATION (NOT MANDATORY BUT VERY USEFUL)

EVALUATION TECHNIQUES

Below please find some evaluation techniques you might want to include as part of your project evaluation:

ACTIVITY LOGS: Track regular activities and provide a running account of what happened. These can provide anecdotal information that is not usually captured in more formal surveys or consultations. Keeping an activity log is a great tool to assist in writing reports, providing regular updates on initiatives, and providing valuable qualitative data to evaluations.

SURVEYS: Surveys consist of a series of closed or open ended questions. They can be done by hand, on-line, over the telephone, through email or face-to-face. Surveys are easy to administer; however, developing questions that are easy to understand and measure can be difficult. Plan to test out survey questions on colleagues and members of your target audience ahead of time so you can modify them accordingly.

INTERVIEWS: An interview is a conversation between two or more people where questions are asked by the interviewer to obtain information from the interviewee. Interviews can be done over the telephone, on the radio or face-to-face.

FOCUS GROUPS: Focus groups provide opportunities for in-depth consultation. Traditionally they consist of between 6 to 10 participants with a particular interest, involvement or stake in the subject being discussed. During focus groups, a facilitator leads the group through a series of questions with a recorder summarizing the discussions.

COMMUNITY CONSULTATIONS: Community consultations bring together interested people for information and discussion of an issue. Community consultations are open to the public and can attract either a small or a large group based on the level of interest in the issue being discussed. During community consultations, presentations are given followed by a facilitated discussion.

AUDITS: An audit is a form of evaluation that assesses an organization, system, process, project or product. It can consist of simple inventories (e.g. how many community freezers are in a community) or be more detailed such as the assessment of how many community members have access to safe drinking water. An audit can be performed at the beginning of a project to provide a baseline for future measurements. By doing this you are able to track changes, modify activities and determine their impact.



**FIRST NATIONS ENVIRONMENTAL CONTAMINANTS PROGRAM FOR
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