



**First Nations Environmental
Contaminants Program**
for Communities and Organizations
south of 60th parallel

2026 to 2027 Call for Proposals



Indigenous Services
Canada

Services aux
Autochtones Canada

Canada

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First Nations Environmental Contaminants Program for communities and organizations south of 60th parallel

The First Nations Environmental Contaminants Program (FNECP) helps First Nations communities improve their health and assess the impact of exposure to environmental contaminants.

Proposal submission deadline

Your proposal package must be received by Indigenous Services Canada (ISC) **no later than September 22, 2025 at 11:59 pm, Mountain time.**

Proposals may be submitted electronically via email to fnecp-plcepn@sac-isc.gc.ca before the deadline.

Alternatively, a hard-copy proposal submission may be sent via Canada Post or courier. Please note that proposals that are submitted exclusively by courier or Canada Post must **be postmarked by September 22, 2025.**

For additional contact information and deadline submission requirements, please see [How to submit a proposal](#).

Important

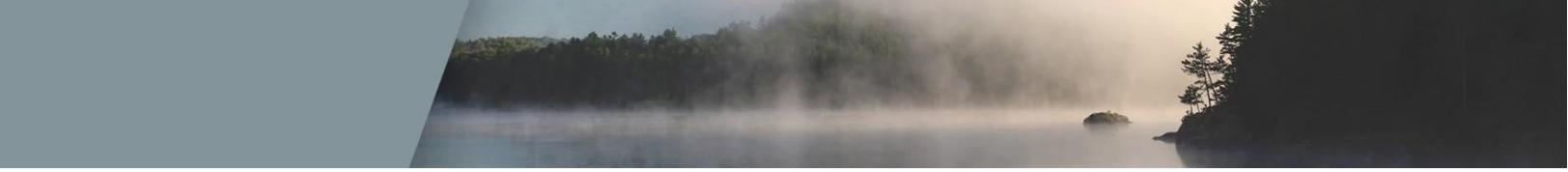
This call for proposals has been revised. Please read through it carefully for changes such as the funding stream, length of agreements, amounts of funding, and so forth.

Please send completed proposals to:

First Nations Environmental Contaminants Program
Environmental Public Health Division
Office of Population and Public Health
Population Health and Primary Care Directorate
First Nations and Inuit Health Branch
Indigenous Services Canada
A.L. 1919D
10 Wellington Street, Suite 1455,
Gatineau, QC, K1A 0H4

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What the First Nations Environmental Contaminants Program is

Indigenous Services Canada's First Nations Environmental Contaminants Program (FNECP) is helping First Nations improve their health and wellbeing by supporting their capacity to identify, investigate and characterize the potential impact of exposure to environmental contaminants on their health and environment through multi-disciplinary approaches incorporating community-based research, monitoring, risk assessment and risk communication.

Chemical monitoring and exposure assessments enable First Nations communities and First Nations organizations south of 60° parallel to gather timely and accurate information to identify and characterize human exposures to environmental contaminants. This information provides First Nations leaders with an early indication of key contaminant concerns in their community, traditional territory or traditional lands across Canada, creating a foundation for risk mitigation actions. The FNECP supports three research streams: primary research, knowledge integration and risk communication.

1. Primary research proposals should:

- a. focus on an environmental contaminant identification, investigation and characterization
- b. collect sufficient information on:
 - the level(s) of the environmental contaminant(s) of concern in different media (food, water, soil or air)
 - Human exposure routes (dietary surveys and water consumption surveys for ingestion, frequency of recreational water exposure (for example, swimming), for dermal contact and inhalation, frequency and duration that people spend at home for radon exposure assessment, and so forth.)
- c. be achievable within 2 years

Selected primary research proposals can receive up to \$150,000 per project in funding over 2 years (April 2026 to March 2028).

2. Knowledge integration proposals should:

- a. focus on secondary research using existing scientific data
- b. integrate the existing scientific data with community-based knowledge to support knowledge integration for an environmental public health issue or environmental contaminants of concern
- c. be submitted prior to and in preparation for a future primary research proposal, should knowledge integration demonstrate the need
- d. be achievable within 1 year

Selected knowledge integration proposals can receive up to \$30,000 per project in funding over 1 year (April 2026 to March 2027).

3. Risk communication proposals

This funding stream can be used for extensive and sophisticated risk communication of the results of previously completed primary research to increase First Nations' awareness of the new knowledge and its implications for human health.

Selected risk communication proposals can receive up to \$30,000 per project in funding over 1 year (April 2026 to March 2027).

Important:

1. Knowledge integration and risk communication proposals cannot be combined with a primary research proposal.
2. FNECP funded projects that are still in progress cannot apply for new or additional funding for the same or similar project until its completion. This requires the submission and approval of the final project report of the analysis and results and financial report, by the program.
3. Only one (1) proposal per First Nation/First Nation organization will be accepted per funding year.
4. No more than two (2) proposals from the same principal investigator or research team will be accepted per funding year.



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 (New Brunswick, Nova Scotia, Newfoundland and Labrador, Prince Edward Island).^{1,2}
- 2) Bands, districts, tribal councils and associations, councils, governments of self-governing First Nation communities.
- 3) Non-government and voluntary associations and organizations, including non-profit corporations that work on behalf of, or in partnership with, entities detailed in 1) and 2).

In order to be eligible for funding, First Nation communities must be recognized under the *Indian Act*.

Important:

1. The FNECP program requires that:
 - primary research projects be carried out in partnership with academically trained scientists (a MSc or PhD -level) with a strong background in chemical/radiological exposure assessment, environmental epidemiology and human biomonitoring, and with a track record of peer-reviewed publications in the field of the proposed project.
 - knowledge integration projects be carried out in partnership with a project lead with at least a bachelor's degree in environmental sciences, health sciences or education.
 - risk communication projects be carried out in partnership with academically trained experts (at least a BSc or MSc-level) with proven experience in conducting risk communication in the field of the proposed project.
2. The scientific/academic partner(s) must be identified in the proposal.

¹ First Nations in British Columbia should apply for funding under the First Nations Health Authority [Environmental Contaminants Program](#).

² First Nations north of 60° parallel, Metis and Inuit communities/organizations should apply for funding under the [Northern Contaminants Program](#)



What the areas of primary concern are

1. Chemical contaminants

Below is a list of contaminants identified as of particular concern for the FNECP. Other environmental contaminants of potential health concern to First Nations communities not outlined here may also be included in FNECP research projects if there is documented evidence of these substances being a risk to human health:

Persistent organic pollutants monitored under the Stockholm Convention on Persistent Organic Pollutants (2004-2020).

- > Aldrin
- > Chlordane
- > Chlordecone
- > Dieldrin
- > Dicofol
- > Decabromodiphenyl ether (Commercial mixture, c-DecaBDE)
- > Endrin
- > Heptachlor
- > Hexabromobiphenyl (HBB)
- > Hexabromodiphenyl ether and heptabromodiphenyl ether (c-decaBDE)
- > Hexabromocyclododecane (HBCD or HBCDD)
- > Hexachlorobenzene (HCB)
- > Hexachlorobutadiene (HCBd)
- > Alpha hexachlorocyclohexane (?-HCH)
- > Beta hexachlorocyclohexane- (?-HCH)
- > Lindane
- > Mirex
- > Pentachlorobenzene
- > Entachlorophenol and its salts and esters
- > Polychlorinated naphthalene
- > Polychlorinated biphenyls (PCB)
- > Technical endosulfan and its related isomers
- > Tetrabromodiphenyl ether and pentabromodiphenyl ether (commercial pentabromodiphenyl ether)
- > Toxaphene
- > DDT
- > Perfluorooctane sulfonic acid (PFOS) and, its salts and perfluorooctane sulfonyl fluoride (PFOSF)
- > PFHxS
- > Perfluorooctanoic acid (PFOA), its salts and PFOA-related compounds
- > Polychlorinated dibenzo-p-dioxins (PCDD)
- > Polychlorinated dibenzofurans (PCDF)
- > Short-chain chlorinated paraffins (SCCPs)

- Heavy metals monitored under the Convention on Long-range Transboundary Air Pollution Protocol on Heavy Metals (1998–2012) (cadmium, lead and mercury) as well as arsenic.
- Agricultural chemicals such as pesticides, herbicides, insecticides, fungicides, rodenticides, algicides, and fertilizers.
- Pharmaceutical residues in drinking and surface water or traditional/country foods.
- Naturally occurring toxins, such as aflatoxins, mycotoxins and marine biotoxins (in shellfish)

2. Radiological contaminants

Radon is a radioactive, colourless, odourless gas occurring naturally as an indirect decay product of uranium or thorium.

Important:

1. Primary research proposals focusing on radon exposure assessment and monitoring should provide a letter of support from the Director of Housing supporting the project and expressing a commitment to request and provide funds for radon remediation in homes with radon levels exceeding the Health Canada radon guideline (200Bq/m²).
2. Radon research proposals cannot be combined with any other types of research proposals submitted to FNECP.
3. The FNECP program generally does not accept drinking water quality research proposals because drinking water quality is monitored systematically and on an ongoing basis in all First Nations communities by First Nations communities and Indigenous Services Canada. Only very novel and innovative state-of-the-art research project proposals that aim to contribute to the publishable body of knowledge, which cannot be achieved through the existing surveillance structure, may be considered.



How to submit a proposal

Please adhere to the following format:

- Proposal should not exceed 20 pages, single spaced, not including the cover page, appendices and resumes/CVs.
- Proposal must be provided in English or French.
- Proposal must be submitted in size 12 font formatted for 8.5" x 11" size paper.
- Proposal needs to be post-dated before the deadline.

Complete proposals (electronic or hard copy) must be received by Indigenous Services Canada **no later than September 22, 2025 at 11:59 pm Mountain time.**

Proposals may be submitted electronically via email before this deadline.

Alternatively, a hard-copy submission may be sent via Canada Post or courier. 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.

Successful applicants will be notified of the funding decisions by **March 16, 2026.**

Electronic submissions can be sent to:

fnecp-plcepn@sac-isc.gc.ca

Hard/paper-copy submissions can be sent to:

First Nations Environmental Contaminants Program
Environmental Public Health Division
Office of Population and Public Health
Population Health and Primary Care Directorate
First Nations and Inuit Health Branch
Indigenous Services Canada
A.L. 1919D
10 rue Wellington, Suite 1455,
Gatineau, QC, K1A 0H4

Important: The funding recipient shall provide the minister with 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.



Who to contact for more information

For more information on the FNECP, including funding eligibility and project ideas, and previously funded projects, please visit the

[First Nations' Portal on Environmental Contaminants and Health](#).

For more information about the program or how to submit a proposal, please email the FNECP Secretariat at: fnecp-plcepn@sac-isc.gc.ca .



How eligible proposals are evaluated

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

All research proposals will undergo a mandatory criteria review, a science peer review and a community-based merit review. Proposals are evaluated based on comprehensive qualitative and quantitative assessments. Funding recommendations are made by the First Nations Selection Committee, taking into account the available funding for FNECP projects in the respective year. The First Nations Selection Committee is comprised of First Nations members from six (6) First Nations organizations from Alberta, Saskatchewan, Manitoba, Ontario, Quebec and Atlantic (including Newfoundland, Nova Scotia, New Brunswick, and Prince Edward Island)) and one representative from the Assembly of First Nations. The review and evaluation process are detailed below:

Mandatory criteria review

Indigenous Services Canada will assess the merit of each proposal against the mandatory criteria provided below. All criteria must be met in order for a proposal to proceed to the next stage of the evaluation process, such as science peer review.

- Applying First Nation community must be recognized under the *Indian Act*.
- Request for funding per proposal for a primary research project must not exceed \$150,000 over 2 years (April 2026 to March 2028).
- Knowledge integration and risk communication proposals must not exceed \$30,000 per project over 1 year (April 2026 to March 2027).
- Projects must be community-based, meaning First Nations must lead the project.
- Project proposals must include a letter of support from the leadership of the organization or the community that is applying (for example, Chief, Chief Executive Officer). If two (2) or more communities participate in the research project, each partnering community must provide a letter of support acknowledging the partnership. The letter of support must include the title of the proposal being submitted.
- Project proposals must demonstrate how the community, through its representatives, will be involved in the project design and throughout all stages of the project implementation.
- The lead of the primary research project must partner with a PhD or MSc -level scientist(s) who has a strong background in chemical/radiological exposure assessment, environmental epidemiology and human biomonitoring,³ and have a proven track record of peer-reviewed publications in the field of the proposed project.
- The lead of the knowledge integration project must have at least a Bachelor's degree in environmental sciences, health sciences or education.

³ Method of assessing human exposure to chemicals by measuring the chemicals (or their metabolites) in human tissues or specimens, such as blood or urine. ([Health Canada 2024](#)).

- The lead of the risk communication project must have or partner with an academically trained expert(s) (at least a BSc or MSc -level) with proven experience in conducting risk communication in the field of the proposed project.
- Project proposal must describe how the project outcomes are linked to the potential human health impacts or mitigation of human health impacts on community members (for example, use results to develop recommendations for health promotion and disease prevention or to support mitigation measures, such as radon remediation). This requirement applies to primary research, knowledge integration and risk communication streams.
- A project that is a continuation of a previously funded project, whether by the FNECP or another source, must include a summary of the analysis and results from the previous project(s). If applicable, the new proposal must demonstrate how it builds on the results of the previous project.
- Primary research project proposals must include conventional research methodologies recommended by Health Canada that assess human exposure and body burden of Contaminants^{4,5} through an appropriate combination of the following (knowledge integration/risk communication projects are exempt):
 - Sampling of traditional foods, water, indoor air or soil (soil and water sampling must not be related to assessments of contaminated sites, improper waste management and/or wastewater)

IN COMBINATION WITH

- An appropriate human health exposure assessment methodology that would enable the examination of a link between environmental contaminants and human exposure. For example, human exposure assessments focused on traditional foods would require dietary surveys through the administration of a 24-hour dietary recall and a food frequency questionnaire or biomonitoring where appropriate. This link is essential to assess potential impacts of environmental contaminants on human health.
- Radon assessment projects must be designed as public health intervention research projects, focusing on measuring radon levels and implementing practical measures to mitigate risks and reduce health impacts from radon exposure. This means that the project could aim to mitigate a limited number of houses with radon levels exceeding Health Canada's guideline of 200 Bq/m³. Mitigation activities should be incorporated into the project proposal. This funding could support radon mitigation in a portion of affected houses (approximately 10-20%, depending on the scope of work, number of exceedances, and other factors). See page 22.
 - Data collection must adhere to the [Health Canada Guide for Radon Measurements in Homes](#) to ensure reliable and accurate assessment procedures.

⁴ <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/contaminated-sites.html>

⁵ <https://www.canada.ca/en/services/health/publications/healthy-living.html#a2.5>

- Projects must include a questionnaire to collect baseline information about household and building characteristics. Radon risk/exposure assessment is optional.
- Primary research projects focusing on radon exposure assessment and monitoring must provide a letter of support from the Director of Housing supporting the project and expressing a commitment to request and provide funds for radon remediation in homes with radon levels exceeding the Health Canada radon guideline (200Bq/m²).
- Project proposals must state which accredited laboratory will be used to analyze samples (knowledge integration/risk communication projects are exempt from this requirement).
- Project proposals must include and describe the integration of local and traditional knowledge and youth involvement.
- Project proposals must describe how it will report on the implementation and results of the project.
- Research projects involving First Nations participants will be required to provide an approval certificate from an ethic review board prior to receiving funding and start of project work.
- Projects seeking additional funding from external sources must provide a letter of commitment from the other funding organization(s), including the expected funding amount.
- Project proposals must include all elements outlined in the [Proposal template](#).

Science peer review

If the proposal passes the mandatory criteria review, it will then undergo an external science peer review, which will assess the suitability of project design, project team expertise, research methodology, timeframe, budget, and so forth.

Science peer reviewers evaluate each eligible proposal using the criteria outlined in Table 1 or Table 2.

Table 1: Criteria used by science peer reviewers to evaluate a primary research proposal

DESCRIPTION	RATING
Scientific excellence/expertise of principal investigator and team:	
• Relevant academic credentials	/20
• Relevant experience/expertise/knowledge	/20
• Relevant publication track	/10
Methodology:	
• Does the research project address the call for proposals research priority areas?	/20
• Clarity of objectives and sound methodology	/20
• Suitability of proposal design for meeting the objectives	/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?	/20
Achievable within the appropriate timeframe (2 years)?	/10
Appropriateness of budget (professional fee and services, community consultations, cost of lab analyses/equipment, stationery, community support (salary and honoraria), travel-associated expenses, etc.)	/25
Overall clarity and organization of the proposal	/25
TOTAL	/200

Table 2: Criteria used by science peer reviewers to evaluate a knowledge integration or risk communication proposal

DESCRIPTION	RATING
Scientific excellence/expertise of principal investigator and team: <ul style="list-style-type: none"> • Relevant academic credentials • Relevant experience/expertise/knowledge 	/25 /25
Methodology: <ul style="list-style-type: none"> • Does the methodology effectively address the research objectives and purpose? Clarity on search strategy and literature selection criteria 	/30 /30
Does the proposal include a knowledge translation plan?	/20
Achievable within the appropriate timeframe (1 year)?	/10
Appropriateness of budget (professional fees and services, community support (salary/scholarship/honoraria), stationery, travel-associated expenses, etc.)	/30
Overall clarity and organization of the proposal	/30
TOTAL	/200

Community-based merit review

Once the science peer review is completed, a First Nations-led selection committee with expertise in environmental monitoring, First Nations health and community issues, will assess the proposal. Their review will focus on proposal aspects such as community involvement, strengthening capacity, training, traditional knowledge, and budget.

The selection committee evaluates each eligible proposal using the criteria outlined in Table 3 or Table 4.

Table 3: Criteria used by the selection committee to evaluate a primary research proposal

Description	Rating
Does the project team include: <ul style="list-style-type: none"> • Community-based researcher(s) and community member(s), and • Principal investigator(s)/project leader with recognized skills and relevant expertise? 	/20 /20
Does the proposal follow OCAP principles*?	/20
Does the project demonstrate a rigorous approach to community engagement? <ul style="list-style-type: none"> • Does the project engage different types of knowledge and expertise (for example, fishers/hunters/trappers, environmental specialists, community planners/coordinators, health practitioners, youth, Elders and women)? • Does the project involve the community in the research project design development? • Does the project provide local training opportunities for First Nations involved? • Does the project include the hiring of community members? • Does the project support engagement of youth? Are there any beneficial activities for youth (for example, learning new skills, knowledge acquired)? 	/10 /10 /10 /10 /10
Does the project strengthen capacity in First Nations communities in other ways to drive empowerment and environmental sovereignty?	/10
Has traditional and local/community knowledge been integrated into the research? <ul style="list-style-type: none"> • Are Traditional Knowledge Keepers (for example, Elders) engaged throughout project stages (for example, project development, data collection process interpretation and communication of results)? • Are community Knowledge Keepers participating in <u>all</u> project stages (project development, data collection, data analysis, result interpretation, etc.)? 	/15
Are there plans to incorporate traditional knowledge into the project risk communication plan?	/10
Does the proposal include well-thought-out plans for communicating with the community throughout the project and sharing research results with the community when it is completed? <ul style="list-style-type: none"> • Will the project activities and results be communicated to the community throughout all project stages? • Will the results be communicated/disseminated to other interested parties and decision-makers (for example, funding organizations, other First Nation communities, governments, etc.)? • Are there plans to communicate the results regionally, nationally or internationally (for example, conferences, scientific journals, etc.)? • Are communications activities well budgeted in their proposal? 	/10 /10 /5 /10
Is there a data management plan incorporated into the proposal (for example, how to handle the data for analysis, decision-making, security and storage**)?	/5
Is the time frame for completion of the project feasible?	/10
Are the budget and resource requirements realistic and appropriate to the project (professional fee services, community consultations, cost of lab analyses/equipment and facilities, stationery, community support (salary and honoraria), travel-associated expenses, etc.)?	/10
Is the budget appropriately balanced towards the community (for example, no more than 40% towards consulting services or academic researchers)?	/10
TOTAL	/215

* First Nations Principles of OCAP: <https://fnigc.ca/ocap-training/>

** Refer to [Methodology and data collection](#)

Table 4: Criteria used by the selection committee to evaluate a knowledge integration or risk communication proposal

Description	Rating
Does the project team include: <ul style="list-style-type: none"> ● Community-based researcher(s) and community member(s), and ● Principal investigator(s)/project leader with recognized skills and relevant expertise? 	/20 /20
Does the project demonstrate a rigorous approach to community engagement? <ul style="list-style-type: none"> ● Does the project involve the community in the project implementation? ● Does the project support engagement of youth? Are there any beneficial activities for youth (for example, learning new skills, knowledge acquired)? ● Does the project include the hiring and engagement of community members? 	/20 /20 /20
Does the project strengthen capacity in the First Nations community to develop a full research proposal?	/20
Does the project plan to solicit traditional knowledge input within the project?	/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? <ul style="list-style-type: none"> ● Will the project activities and results be communicated to the community? ● Will the results be communicated/disseminated to other interested parties and decision-makers (for example, funding organizations, other First Nation communities, governments, etc.)? ● Are there plans to communicate the results regionally, nationally or internationally (for example, conferences, workshops, publications in peer-reviewed journals)? ● Are communications activities well budgeted in their proposal? 	/10 /10 /10 /10
Is the time frame for completion of the project feasible?	/10
Are the budget and resource requirements realistic and appropriate to the project (professional fee services, community consultations, cost of lab analyses/equipment and facilities, stationery, community support (salary and honoraria), travel-associated expenses, etc.)?	/20
Total	/215

Ranking and funding recommendations

Following the review, the Selection Committee will finalize the relative proposal rankings, and will provide funding recommendations to the FNECP Secretariat of the Environmental Public Health Division (EPHD), First Nations and Inuit Health Branch (FNIHB), ISC.



Proposal template

In preparing your proposal, please use the proposal element checklist below. A list of tips and questions are also provided to help develop the proposal.

Proposal element checklist:

- Cover page
- Plain language summary (maximum 1 page)
- Table of contents
- Community background (maximum 2 pages)
- Project description:
 - Introduction
 - Literature review of the research topic, including a brief summary of analysis and results from previously funded projects by the FNECP and other sources, if applicable
 - Rationale
 - Objectives: specific and numbered objectives of the proposed project
 - Methodology and data collection
 - For primary research proposals: study design, sampling methodology, data collection strategy, exposure assessment methodology, data analysis and interpretation of results.
 - For radon assessment proposals: see additional details on page 22.
 - For knowledge integration and risk communication proposals: the literature search strategy, data bases and selection criteria.
 - Data management
 - Activities and outcomes
 - Strengthening capacity
 - Traditional knowledge
 - Youth engagement
- Workplan and timelines
- Project team and partners
- Communication and dissemination plan
- Project evaluation
- Budget
- Research Ethics Review (Knowledge integration and risk communication projects are exempt)
- Letter(s) of support from mandated authority
- References
- Resumes/CVs for each scientific project team member and the community project manager/lead/coordinator
- Appendices: any relevant project materials, such as questionnaires, laboratory quotes, consent forms, etc..

□ Cover Page

First Nations Environmental Contaminants Program

* INSERT OFFICIAL ORGANIZATION LOGO HERE

Project title:

Research stream (e.g., primary research, knowledge integration or risk communication proposal)

Applicant information

Name of community or organization:

Address:

Telephone:

E-mail:

Name of Chief:

Address:

Telephone:

E-mail:

Name of community lead/coordinator for project:

Address:

Telephone:

E-mail:

Scientific partner

Name of academic institution:

Name of principal investigator:

Address:

Telephone:

E-mail:

Date of submission:

Amount of funding requested from Indigenous Services Canada: \$

Duration of the project (e.g., one or two years):

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 (for example, 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?

Research proposal requirements

Throughout your research proposal you must:

- demonstrate a strong link between environmental contaminants and the health of First Nations People.

AND

- be clear that this project is driven by the community in the hopes that the outcomes will benefit that community.

Table of contents

Create a table of contents with page numbers. This is a list that includes all the major sections in your proposal.

Community background

(Maximum 2 pages)

This is an 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 (for example, 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 (for example, past and present industrial activities, dependence on country foods, pesticide use, etc.).
- C. How does your community's exposure to environmental contaminants potentially impact health issues in your community (for example, 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 members of your community (for example, Elders, women, children, etc.)?

Project description

Introduction

- Briefly describe the project's purpose, scope and type.

Literature review

- Provide a review of existing literature that summarizes any previous research on your topic (maximum 1-2 pages) with references. If no information exists, please indicate this. Describe any past or present projects that have been undertaken in First Nations communities. Please cite these studies.
- Indicate if this project is a continuation or extension of any prior community-based research project. Provide the names of partners and funders involved in the previous project, along with a summary of the analysis and results.
- Summarize the analysis and results from previous project(s) funded, either by the FNECP or another source. Explain how the new proposal will build on these previous findings either by addressing new questions or expanding on research that has not yet been fully explored.

Rationale

- How have environmental contaminants affected the health of your community and 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 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?

Develop a few simple objectives for your proposed research. Ask yourselves, “What do we want to accomplish with this research?” and “Can we achieve this in the 1 or 2 years?”. Make sure that your sentences use active verbs. Limit yourselves to a maximum of five (5) objectives. You must be able to measure your progress towards your objectives during the research project. Your objectives should also help you select your methodologies and form a guide to your data analysis and presentation of results.

An example of a short-term objective for a research proposal: “Determine the quantity and frequency of traditional foods consumed by community members over the prior year”.

Methodology and data collection

- Primary research proposals

Describe how you will accomplish the research activities outlined in the work plan (for example, data collection methods, including population selection strategies, sampling on environmental media, community consultations, analyses of results, etc.). Data can include any of the following: interview transcripts, water samples, plant samples, animal samples, photos, videos, 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?
- Where and when will sampling take place? Why was this location and time selected?
- What steps will you take to ensure that an appropriate number of samples are collected? If you are unable to obtain the minimum required number of samples, what actions/mitigation measures will you take to address this?
- What measure will be implemented to ensure that samples are not tampered with and there is no cross-contamination?
- Who will participate in the study (for example, youth, males, females, fishermen, hunters, Elders, etc.)? What selection strategy will be used to engage community members? How many people will be selected?
- What type of survey will be administered (for example, a food frequency questionnaire, a household survey)?
- How many samples of water, sediments and types of plants, mammals or fish will be collected? What tissues of animals will be selected (muscle, skin, organ meat, etc.)?

- What chemical analysis will be conducted?
- Which accredited laboratory will be used to analyze your samples for contaminants?
- If your community has an existing protocol, please include details.
- How will the human exposure assessment be conducted? Who will be responsible for carrying out this activity?
- Who will analyze the data and interpret the results?

Please see examples of conventional methodologies that may be used in the study. You can include one or a combination of the following:

- fish, mammals, plants, water and sediment sampling along with sampling protocol pertaining to also assessing the extent of the community members' exposure to the sampled media
- hair, blood, urine and breast milk sampling along with sampling protocol
- administration of a 24-hour dietary recall or a food frequency questionnaire to the same individuals as those who supplied hair, blood, urine or breast milk samples
- administration of semi-structured interviews to the same individuals as those who supplied hair, blood, urine or breast milk samples.
- social, health and lifestyle questionnaire - see example in [Annexes](#).
- creation of a seasonal or "harvest" calendar to capture information such as harvesting periods, species, and locations of the harvest to show month-to-month variations and constraints potentially linked to environmental contamination (this calendar can also include information related to pesticide application, snowmelt, storms, industrial production peak, etc.)
- examination of secondary health data such as hospitalization records, nursing station records, etc.
- collect information on perceptions about the research issue or to capture local histories related to your research topic.

– **Radon assessment proposals**

Radon assessment projects must be designed as public health intervention research projects that aim not only to measure radon levels but also to implement practical measures to mitigate risks and reduce health impacts from radon exposure. These projects could aim to mitigate radon levels exceeding Health Canada's guideline of 200 Bq/m³ in a limited number of homes. Mitigation activities should be incorporated into the project proposal. Funding may support the mitigation of approximately 10-20% of the affected houses, depending on the scope of work, the number of exceedances, and other factors.

The project must include a household questionnaire to collect baseline information about household and building characteristics, such as: age and number of residents, smoking habits, time spent in rooms, room usage, basement conditions, type of house, and general house conditions. Radon exposure assessment is optional (e.g., conducting correlation

analysis between exposure and health effects in small-scale studies presents significant challenges).

The methodology and data collection must adhere to the [Health Canada Guide for radon measurements in homes](#) to ensure consistency, reliability, and accuracy in measurements. Projects should also refer to [C-NRPP Quality Control and Quality Assurance Manual for Radon Sampling and Analysis conducted by Radon Measurement Professionals and Laboratories](#) for guidance on quality control measures.

- What is the sampling strategy for selecting households for radon assessment?
- What criteria will be used to select the households?
- How many houses will be tested for radon?
- How will you ensure that the selection process is representative of the community and the sample size is adequate to provide statistically reliable results?
- What measures will be taken to ensure the accuracy and reliability of radon measurements throughout the project?
- How will you design and implement a household questionnaire to collect baseline information on household and building characteristics (e.g., age and number of residents, smoking habits, room usage, and house conditions)?
- How will you ensure that the questionnaire is culturally appropriate and sensitive to the community's needs and preferences?
- How will radon mitigation activities be incorporated into the project (e.g., mitigation of houses with radon exceedances)? Specifically, how many houses with radon exceedances will be supported for mitigation by this project?
- What steps will be taken to ensure that radon mitigation measures are implemented effectively and that they meet Health Canada standards?

– **Knowledge integration and Risk communication proposals**

- Describe the scope of work.
- Provide details on search strategy and types of knowledge (for example, published, verbal communications, interviews, surveys, community reports and others) and the type of publications selected (for example, peer-reviewed journal articles, books, government documents and others).
- List knowledge integration methods and other search tools (for example, databases) that will be part of the project and will be consulted to find relevant sources.
- Describe inclusion and exclusion criteria for the selection of literature.
- Outline the planned report structure for a knowledge integration or risk communication project.

Data management

- Please describe how the data will be protected and shared throughout the research project.
- Who will own the data?
- Who will be able to access the data?
- Who will have control over the data?
- Explain in detail how the First Nations' principles of ownership, control, access and possession (OCAP) will be respected.
- Consider putting in place a data-sharing agreement with the project partners.

Activities and outcomes

- Describe the activities required to achieve the project objectives, the expected outcomes, and the individuals or team members responsible for completing each activity. Ensure to describe how each activity is connected to your project objectives.
- State the expected results and project deliverables (for example, reports, publications, conferences and workshops, communication initiatives and materials such as newsletters, pamphlets, plain-language summary, videos and others).
- Please state if you plan to develop consumption recommendations from the results.

Activities are more specific and detailed statements than your objectives. You can have many activities for each one of your objectives.

Please see activities to reach the objective previously given as an example (for a research proposal only):

“Determine the quantity and frequency of traditional foods consumed by community members over the prior year” could be, for example:

Activity 1: “Using the band council list, randomly select 40 individuals of different age and gender groups to participate in the research.”

Activity 2: “Inform selected participants about the project and seek their written consent.”

Activity 3: “Administer a food frequency questionnaire to these participants.”

Strengthening capacity

- Explain how your project will contribute to capacity building, and engage your community members with new tools, knowledge and methods to increase the ability to better understand and manage the health impacts of environmental contaminants.
- Provide detailed information on how this project will support community members' engagement in research. What opportunities for local training or employment will be offered as part of this project?

Traditional knowledge

- The integration of traditional knowledge is a key component in research. Explain how your project will obtain, incorporate, transfer and protect traditional knowledge in a meaningful and culturally appropriate manner.

Youth engagement

- Please provide details as to how youth will be recruited and involved in research activities. Give examples of planned activities and how they can or will be beneficial (for example, mentorship, training, skill development, etc.). Explain how the project will foster youth interest in environmental and health-related issues, encourage intergenerational knowledge transfer, and support leadership development within the community.

□ Workplan and timelines

Prepare a table (using the example below) with a list of all activities of the project with assigned activity numbers, timelines for each activity and any factors that might affect their completion (for example seasons, availability of resources, migration patterns, etc.). Indicate a team member that will be responsible for completing each activity.

Table: Workplan and timelines

Project objective	Activity description	Timeline / dates	Factors affecting its completion	Activity #

□ Project team and partners-who will do the work?

- The workplan table (example below) should include all individuals who will be involved in the project including their name, affiliation, role within the project and the associated activity number (linked to the work plan above) in which they will be participating. Be sure to list all the partners that will be involved in this project (for example, First Nations, government, agencies, groups, associations, academics, professionals, financial contributors, etc.). All scientific project team members and the community project manager/lead/coordinator must provide their resumes or CVs along with a list of relevant publications. Resumes and CVs must highlight relevant experience and expertise for the project and should not exceed five (5) pages.

Important: Principal investigator(s) are required to be committed to complete the project. If they have to leave the project because of unforeseen reasons, they must notify the community project manager/lead/coordinator and the FNECP secretariat, find a replacement with the same expertise/experience and provide an addendum to the proposal. The replacement must be acceptable to the community.

Table: Project team and partners, their affiliation and project roles

NAME	CONTACT INFORMATION (PHONE/EMAIL)	AFFILIATION	PROJECT ROLE	ASSOCIATED ACTIVITY #

□ Communication and dissemination plan

- Describe in detail how and when the results will be communicated to the community(ies) throughout the implementation of the project, including methods (e.g., reports, presentations, workshops, community meetings), timeline, target audiences (e.g., First Nations communities, researchers, policymakers), and dissemination platforms (e.g., websites, social media, newsletters, community bulletins, etc.).
- Describe how and when the results will be communicated or disseminated to other interested parties and decision-makers (for example, funding organizations, other First Nation communities, governments, etc.).
- Describe how and when the project’s results will be communicated regionally, nationally or internationally (for example, peer-reviewed publications, presentations at conferences, etc.).

The FNECP secretariat should be informed of any upcoming scientific publications based on the results of funded projects.

All scientific publications submitted to peer-reviewed journals, as well as conference presentations, have to acknowledge Indigenous Services Canada (FNECP) as a funding program.

Important: Think of how you will report sampling results (for example, hair, blood, etc.) to research participants. This should protect the confidentiality of individuals.

□ Project evaluation

- Indicate how the project will be evaluated and by whom. Define the measures of success, including key performance indicators, milestones, and methods for assessing project impact. 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 breakdown of expected expenses, including core expenditures, salaries, travel, equipment, supplies, administrative/management costs. If applicable, list any additional funding secured from external sources for each year of the project, as well as a total budget for the duration of the project. You may want to use the guide below, feel free to remove or add budget categories based on your own needs.

Core expenditures

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 (for example, Elders) is a gratuitous payment as distinguished from compensation for service or hire and is 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 (for example, laborers, Elders), the community member should be identified in the proposal by name.

Travel, accommodations and meal costs

Include all travel, accommodation and meal costs, and indicate the purpose of travel. Please use government travel rates by visiting the Travel Directive of the Treasury Board of Canada Secretariat website, Appendix C—Meal & Incidental Rates. (Canada/USA) (www.njc-cnm.gc.ca/directive/d10/v238/s659/en).

Equipment and facilities

Specify the type of equipment that is needed to conduct your project and the extent to which it will be used by the community for public purposes after the end of the project (for example, camera, microphone, monitoring or sampling equipment). Equipment costs cannot exceed \$10,000 per primary research project.

Laboratory expenses

Provide estimates for laboratory testing and analysis (cost per sample) accompanied by official laboratory quotes.

Ownership of equipment purchased with FNECP funding

All equipment purchased with FNECP funding that is not returned to the Crown:

- to remain the sole property of the First Nations **communities**
- to be used for public good
- **not** be in the private ownership

The project team must submit a letter from the First Nation's financial officer stating that the equipment will continue to be used for public purposes after the end of the project.

Important: Fees for professional services offered by consultants and academics cannot exceed 40% of the total funds provided by the FNECP in order to ensure economic equity between the scientific and community partners.

Administrative and management costs

The First Nations and Inuit Health Branch will allow up to 10% of the total agreement amount for administration costs.

Operating costs

- Office materials and supplies, 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 a budget item does not fit into one of the above categories of expenditure, it must be entered as "Other" with a brief description.

Budget summary

Total funding requested from Indigenous Services Canada = \$

Total support from other sources, including in-kind = \$

The total cost of the project (Indigenous Services Canada request plus the support from other sources) = \$

Important:

- The FNECP funding as well as funding from external sources have to be used exclusively for the objectives as per the proposal.
- Please complete your budget using the budget table provided below. Use a separate table for each year, and an additional table for the overview of all years.
- Indigenous Services Canada's fiscal year runs from April 1 to March 31. Please align your budget with these dates.

Table: Project budget

EXPENSE	DESCRIPTION	INDIGENOUS SERVICES 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					
Equipment and facilities					
Laboratory expenses (detailed with cost per sample)					
Other					
Core Expenditures Subtotal 1					
Administrative/Management Costs (maximum 10% of total request from Indigenous Services 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 people will be required to obtain an approval certificate from at least one ethics review board or committee before receiving funding from the FNECP (for example, University research ethics board). Your proposal must indicate how, when and from where you will obtain a research ethics board (REB) approval certificate if your project is approved for funding. The project team will be responsible for securing a REB approval. If you do not have the appropriate connections to obtain the REB review and approval, you must indicate this in your proposal so that the FNECP Secretariat will assist in connecting you with the appropriate resources.

The research ethics review does not need to be completed at the time of application. However, if your project is selected for funding, you must provide the approval certificate to the FNECP Secretariat before any funding is released and before project work can commence.

□ Letter(s) of support from a mandated authority

- Letter(s) of support by a mandated authority (Chiefs, Chief Executive Officer of the First Nations organization or community, etc.) for each community involved in your project should be included in your submission. The letter(s) should be on official letterhead, be signed by an authorized person and include the project title.
- All successful projects are required to provide a Band Council Resolution from the community leading the project at the time of funding.
- Successful projects may be asked to provide certification documentation for their organization (for example, letter of incorporation, registration number, bylaw, audited financial statements 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.

□ References

Include reference to any documents, publications, or third-party information that you used in writing your proposal. This is a very important part of your proposal as it shows that your research would build on existing knowledge.

□ Appendices

This could include the following:

- relevant background information (if available)
- relevant project materials that you may have ready, such as interview questions, questionnaires, laboratory quotes, consent forms, etc. documents included in the appendices will not count toward the 20 page proposal limit but must be relevant and properly referenced within the proposal.

□ Resumes/CV for each project team member

- Resumes or CVs are required to show that the person conducting the research and the research team members have the knowledge and skills required to successfully run this research project.
- All scientific project team members and the community project manager/lead/coordinator must provide their resumes or CVs along with a list of relevant publications.
- Resumes and CVs must highlight an individual's relevant experience and expertise for the project, and should not exceed five (5) pages.

Annexes

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 has 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, transcriptions and images, will be used for the following purposes: **(list the purposes)**
 - 1.
 - 2.
 - 3.

PLACE
COMMUNITY
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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, transcriptions and 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

Suggestions 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 and through email or face-to-face. Surveys are easy to administer, but 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 2 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 an in-depth engagement. 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 engagement

Community engagement brings together interested people for information and discussion of an issue. Community engagement is 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 engagement, 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 (for example, 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.

Developing a project evaluation table

To structure your project evaluation, you might want to consider developing a table that includes your objectives and activities. If you want to develop a table, below are some suggestions that might be helpful.

1. Fill in the objectives and activities by copying what you have already completed in the previous sections of the proposal.
2. For each activity, include performance indicators that will be used to evaluate the activities. Performance indicators are qualitative or quantitative measures used to monitor project performance. Quantitative indicators are statistical measures such as number, frequency, percentile, ratios, variance, etc. Qualitative indicators are judgment and perception measures, such as the presence or absence of specific conditions, the extent and quality of participation or level of satisfaction.
3. For each performance indicator, describe how data will be collected and what tools will be used (some techniques are described above).
4. Include any comments (if needed) to further explain what you plan to do.

Table: Project evaluation

PROJECT OBJECTIVES	PROJECT ACTIVITIES	PERFORMANCE INDICATORS	DATA COLLECTION TECHNIQUES/TOOLS	COMMENTS

Examples of surveys and questionnaires

Examples of dietary surveys, such as a traditional food questionnaire and a 24 hour recall, as well as social, health and lifestyle questionnaires can be derived from the First Nations Food, Nutrition & Environment Study (FNFNES), and used or modified as needed. Please refer to: www.fnfnes.ca.