



# COVID-19 Recovery Research Program – Call for Proposals and Instructions for Applicants

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## Introduction

Following the Call for Expressions of Interest that was issued in November 2020, the Government of Yukon, with the generous support of Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), is now issuing an Invitational Call for Proposals for research that supports our understanding of and recovery from the direct and indirect impacts of the COVID-19 pandemic.

A broad range of research, in theme, mode and method, will be considered under this program. Yukon's COVID-19 Research Recovery Program recognizes that reconciliation can be advanced through research. We acknowledge the need for Indigenous self-determination in research and support a spectrum of participation that reflects how communities choose to participate and emphasizes the importance of engaging communities at the onset of a project in order to select the Mode that best fits the project's individual needs.

## Purpose

This program aims to fund and support effective and appropriate research that will address the planning and decision-making needs of Yukon's governments, communities and institutions in recovering from direct and indirect impacts of the pandemic. More information on objectives and principles for this work is available in the accompanying **Program objectives and guiding principles** document.

## Scope

It is anticipated that research supported by this program will address medium and longer-term (e.g. 2-5+ years) information and planning needs connected to the pandemic. Funded projects will be 1-2 years in duration.

Policy research; public health studies; work reflecting Indigenous ways of knowing, doing and being; economic analyses; environmental monitoring or reviews; data analyses and implementation research are among the many (potentially overlapping) forms of study that may be appropriate.

The number of projects funded will be dependent on the collective budget requirements. Applicants may request up to \$75,000 in total funding per project.

## Research Priorities

The broad priorities for this program are:

1. Increased understanding of social, cultural, environmental and economic impacts of the pandemic (and pandemic response)



2. Increased understanding of mental and physical health impacts of the pandemic (and pandemic response)
3. Other COVID-19 recovery related research (creative, innovative ideas for relevant research that may not be identified under themes above).

## Budget

A total budget request of up to \$75,000 per project is allowable, though budget requests are expected to reflect need, and smaller amounts are encouraged, where appropriate. Projects may also seek to leverage funding from other sources, such as federal research funding agencies, where possible, although leveraged funds are not required.

## Research modes

As noted in the document on **Program objectives and guiding principles**, we value and welcome research that involves Indigenous ways of knowing, doing and being; that uses Indigenous research methods; and/or that is led by Indigenous community-based researchers. We recognize the role that research can play in advancing reconciliation, and we invite applications for research across the following three modes – Indigenous-led, Partnership-based and Researcher-led.

Evaluation criteria have been delineated by mode and applicants are encouraged to carefully review both the instructions for applicants (within this document) and the **Proposal evaluation criteria** when developing their submission. Evaluation of proposals submitted through this call will include an assessment of the appropriateness of the proposed mode of research for project in question.

## COVID-19 Considerations

With the ongoing uncertainty as to the progression of the pandemic recovery, and shifting public health and civic measures, project leads are encouraged to consider how their research will be conducted under a range of scenarios. It is recognized that shifting organizational priorities, travel restrictions, limits on in-person meetings and other factors may influence the methods and timing for some projects. Risk analysis and mitigation planning will be important at both the project and the program level.

## Instructions and process

### Eligibility

For this invitational call, eligibility is limited to applicants who have been invited to submit a proposal based on their successful Expression of Interest submission.



Project leads and team members may be independent researchers, or may be situated in any of the following organizations:

- Governments (Federal, territorial, municipal)
- Indigenous governments and organizations
- Universities and research institutes
- Businesses and industry organizations
- Non-profit organizations

Additional guidance on team composition and external supports is provided in Appendix A, while the separate Evaluation Criteria document provides insight as to how teams will be assessed. Invited applicants may have also received specific suggestions or questions on team composition that should be addressed in the full proposal.

### Submission

Applicants must submit their completed proposal submission form, descriptive project document, budget and Gantt chart (proposal, budget and Gantt templates are available on the [COVID-19 Recovery Research Program landing page](#)) and any other necessary attachments to the Government of Yukon's Office of the Science Advisor, at [osa@gov.yk.ca](mailto:osa@gov.yk.ca) by March 31, 2021, at 5pm Yukon Time.

Maximum word counts are included for most fields in the proposal template, and a maximum page count is identified for the descriptive project document (10 pages, single spaced, 12 point font). More information on the application requirements and instructions is available in Appendix A. Leads are also encouraged to refer to the separate documents on **Proposal evaluation criteria** and the **Research modes information sheet**, for more detail on relevant criteria and considerations.

We acknowledge that institutional ethics approval; knowledge or data sharing agreements; research licenses and other formal permissions may not be in place at the time of application. If your project is approved for funding, the release of funds will be contingent on ensuring all relevant approvals, agreements and licenses are in place.

### Reporting and data-sharing

Project teams receiving funding from this program will be expected to share the results of their work. At a minimum, recipients will be required to provide a plain-language summary of the research and results on completion of the project. Intellectual property rights and protection of sensitive or confidential information, including Indigenous knowledge (if applicable) will be respected, though teams are encouraged to share as much useful information as possible in



this summary. Summaries for all funded projects will be included in a final program report, which will be publically released at the conclusion of the program.

As noted in the **Program objectives and guiding principles**, project teams are also asked to ensure the data collected for their research is open and available to support other research (where not prevented by privacy, confidentiality, proprietary or other considerations). Where appropriate, research teams are encouraged to ensure that data are managed in accordance with the [FAIR Guiding principles](#) – that the data are Findable; Accessible; Interoperable and Reusable, to support future research and analysis – and that they are posted in a publically available location such as the Government of Yukon [Open Data Portal](#).

Recipients will also be expected to present their research (either remotely or in-person, as appropriate) at a public form that will be organized through the Office of the Science Advisor.

### Timeline

- March 31, 2021: Proposals and attachments must be submitted by 5pm Yukon Time.
- April 30, 2021: Projected timing for notice of awards
- Spring 2023: Release of program summary report

### Background

Since the Expression of Interest was launched, the COVID-19 case count has more than tripled – from 23 cases on November 26<sup>th</sup> to 70, as of February 5<sup>th</sup>. The first (and to-date only) death of a Yukon resident from COVID-19 occurred in the weeks just prior to the program launch. In addition to the direct impacts of this illness on individuals and their families, Yukon has experienced significant and sweeping changes to our mobility, our social interactions and the way we do business over the past year, beginning with the cancellation of the Arctic Winter Games on March 7, 2020.

Public health and civic measures, both mandatory and voluntary, have reduced our opportunities for social interactions and our ability to participate in cultural and recreational activities. Business closures and requirements for reopening have had economic and operational impacts on those businesses and their employees. Travel restrictions have had serious implications for our tourism industry, as well as limiting the ability of Yukoners to travel within territory or to leave the territory for business, family reasons or leisure.

Students shifted quickly to remote learning and were distanced from their peers and educational supports, before resuming in-person learning (with some modifications) in September of 2020. Many employees, particularly in government settings, have moved fully or in part to home-based offices – putting our information and communication technology infrastructure to the test.



First Nations communities have identified a number of impacts, including implications on cultural practices, such as potlatches, and interactions with Elders in hospitals or care facilities. Pressures on traditional food and medicine sources, due to increased harvesting by non-Indigenous Yukoners, have also been noted.

Federal and territorial government supports have been introduced to mitigate some of these changes, through business grants and loans, rental subsidies, income supplements and more. Health and social service providers have adapted their delivery of services to minimize risk of exposure, while also attempting to ensure ongoing management of acute and chronic issues and conditions. These supports and shifts have impacts as well – both intended and unintended, and we may be only starting to see the positive and adverse effects of these actions and mitigations.

A number of federal and Yukon-based surveys have started to measure the effects of the pandemic on businesses, students, families and our mental and physical well being. These surveys alone, however, are unlikely to answer all the questions we might have about how we have been impacted, and about how we plan for an effective recovery. The ability to conduct additional research, using both the results of these surveys and through additional research involving people, businesses, governments, communities and the environment, will support greater understanding, more informed decision making and a stronger path forward.

## Management and oversight

The Office of the Science Advisor is the lead branch on this initiative at the operational level, and will serve as Secretariat on an ongoing basis. This will include administrative support for application and review processes, as well as for overall program evaluation.

A Leadership Team with relevant research and policy expertise from within and outside of Yukon government is guiding this program from development through to recommending funding and renewals. This team includes representatives of First Nations governments and development corporations, academia and territorial and Federal governments. As needed, additional expertise will be sought on particular methodological or subject-matter questions that arise during implementation or proposal review and renewal processes.

While consensus among Leadership Team members will be sought to the greatest extent possible, final decision making authority will sit with the Government of Yukon.

## Questions

If you have questions about this program, the process, the requirements or criteria, please reach out to Dr. Aynslie Ogden (Senior Science Advisor) or Sabrina Kinsella (Science Policy Advisor) at [osa@gov.yk.ca](mailto:osa@gov.yk.ca).



## Appendix A - Instructions for Applicants

Maximum word and page counts are offered to support brevity, and are mandatory. Text that exceeds these maximums may be excluded from the review, which may impact the overall assessment of your proposal. Applicants are encouraged to be as concise as possible, while still addressing the important elements reflected in the instructions and **Proposal evaluation criteria**.

Applicants are strongly encouraged to review the **Proposal evaluation criteria** for additional detail on how applications will be assessed.

### Project information

1. **Research need (title) (Max 25 words):** Provide a short title for the research project you are proposing.
2. **Nature of research need:**
3. Check one or more boxes that apply to the described research need. If 'Other' is selected, enter a brief description of the theme in the open text field.
4. **Research mode (Max 250 words for explanation):**
  - Please indicate into which of the three modes this research falls. Please describe why this mode is the most appropriate mode to address the research question.
  - Explain how you engaged with Yukon First Nation governments and/or other key contacts to determine which mode best fits the project's needs.
  - Refer to the two-page **Research mode information sheet** and/or contact the Office of the Science Advisor if you require more information. We recommend that you ensure a clear understanding before making your selection.
5. **Project lead(s) and contact information:**
  - For the project lead or lead(s), provide the:
    - Name
    - Contact details (including organization, if applicable)
    - And a brief description of the key experience or expertise relevant to this role (max 50 words per entry).
  - A CV or Biosketch is required for each project lead. (To be attached in word or PDF)
    - A Biosketch is a (1-2 paragraph) narrative-based description of your relevant experience and expertise. It may be used in place of a CV if preferred, but should offer sufficient information to demonstrate how the individual's background contributes to their ability to lead the project successfully.



- Special notes by mode:
  - Indigenous-led – Submissions will be evaluated based on intended team roles for community members – including Elders, youth, traditional knowledge holders and others, as appropriate. It is expected that an Indigenous researcher, knowledge holder or community representative will be in a lead role. Justification should be provided for an alternate lead. Local experience, roles and communication connections will be considered qualifications for leads and other team members, in addition to, or in place of academic / scholarly criteria.
  - Partnership-based – Inclusion of an appropriate range of participants, from experienced researchers through community representatives and decision makers will be seen as an asset. Projects involving Indigenous knowledge / research methods are expected to include Indigenous knowledge holders and/or researchers on the project team or in a substantial collaborative role.
  - Researcher-led – In addition to ensuring that the team is able to address all of the project needs and considerations, including both experienced researchers and earlier-career researchers in your team will be seen as an asset.

**6. Other project team member(s) (Max 200 words):**

- For each other team member, identify their:
  - Name / Organization
  - Project role (Brief – i.e. title; single phrase or sentence)
  - And a brief description of the key Experience or Expertise relevant to this role (max 50 words per entry).
- A CV or Biosketch for each team member may be appended (in word or PDF) but is not required. See instructions for Project Leads for additional information on CVs or Biosketches.
- All applicants – Consider the range of project activities, and who will be needed to accomplish those (type and level of expertise; number of people; opportunities for capacity building).
- All else being equal, preference will be given to teams that primarily or exclusively include Yukon-based members and leads.
- Special notes by mode:
  - Indigenous-led – Submissions will be evaluated based on intended team roles for community members – including Elders, youth, traditional knowledge holders and others, as appropriate. Local experience, roles and communication connections will be considered qualifications for



leads and other team members, in addition to, or in place of academic / scholarly criteria.

- Partnership-based – Inclusion of an appropriate range of participants, from experienced researchers through community representatives and decision makers will be seen as an asset. Projects involving Indigenous knowledge / research methods are expected to include Indigenous knowledge holders and/or researchers on the project team or in a substantial collaborative role.
- Researcher-led – In addition to ensuring that the team is able to address all of the project needs and considerations, including both experienced researchers and earlier-career researchers in your team will be seen as an asset.

**7. Does this research involve working in or with Yukon First Nations communities? (Max 250 words for explanation)**

- Indicate whether or not this work involves working in or with Yukon First Nations communities.
- If 'yes', please identify the community or communities in/with which you will be working, and in what capacity. (Refer to other sections, such as the research plan, as appropriate).
- Indicate what conversations you have had with the community or communities to-date, to confirm that you will be permitted to enter and conduct the research in question, and to initiate conversations on any requirements that may apply to your team for this to occur.
- Applicants may wish to review the licensing process under [Yukon Scientists and Explorers Act](#) and associated [Guidebook](#) for additional guidance, as there are specific requirements for permissions on research conducted on Settlement Land. While this licensing is not required at the time of proposal submission, some of the initiating steps may overlap with those for this proposal. In addition, for funded projects, all relevant approvals, licenses and agreements will need to be in place prior to the release of funds.
- Specific notes by mode:
  - Indigenous-led: If you are a representative of a Yukon First Nation, and will be working only in that community, you may not need to seek permission for entry / research. Please describe how you are authorized to lead or conduct the research (or any internal permissions that you may have secured or will need to secure before proceeding). If you will be working in / with other First Nations, you are asked to provide information on communication to-date with those communities. Letters



of support from other communities may be required, depending on the geographic parameters, the level and nature of involvement, and the requirements of that community. If letters of support are not provided for communities other than your own, provide an explanation for why they are not required.

- **Partnership-based:** If the community is a partner in the research, a letter of support is required and will be sufficient to indicate that conversations have occurred. (As indicated previously, this letter should provide an indication of the nature of the partnership; any specific conditions; in-kind contributions etc.) For other communities, provide information on conversations to-date that will support your work moving forward. Letters of support from those communities may be required, depending on the geographic parameters, the level and nature of involvement, and the requirements of that community. If letters of support are not provided for communities that are not partnering on the research (but that will be involved), please explain why they are not required.
- **Researcher-led:** Letters of support from other communities may be required, depending on the geographic parameters, the level and nature of involvement, and the requirements of that community. If letters of support are not provided for communities listed, provide an explanation for why they are not required.

### [Descriptive Project Document](#)

You must provide a word document or PDF that answers all of the questions listed. We recommend copy-and-pasting each question into your document so that none are missed. Please ensure that this document does not exceed 10 pages (single-spaced, 12 point font), excluding attachments. Text that exceeds those parameters (excluding attachments such as completed Gantt chart and Budget templates, and Letters of Support) may be excluded from the review, which may affect the overall assessment of your proposal.

#### **1. Description of research need or question:**

- Provide 1-2 paragraphs describing the research question that will be explored if your application is successful.
- Attach letters of support from communities and/or organizations you have worked with on confirming the research question. These letters should clearly demonstrate that the supporting party has received appropriate levels of information and opportunities for meaningful input and collaboration, and is supportive of the question or questions to be addressed.



- Specific considerations for each mode include the following (see the Evaluation Criteria for additional information):
  - Indigenous-led – Indigenous-led projects are expected to reflect and/or support Indigenous ways of knowing, doing and being, and Indigenous values. The importance and value of the research to the COVID-19 recovery efforts of the Indigenous lead organization, partner(s) or community(ies); the contribution of the research to community / Indigenous government approaches and resilience; and the degree to which the applicant demonstrates that the project reflects the community's or communities' cultural, governance, and community values will be assessed.
  - Partnership-based – Originality, excellence, focus and coherence of the research question will be assessed. Applicants are expected to demonstrate how the research question aligns with the identified research priorities, and/or other identified COVID-19 recovery efforts and needs in Yukon. The proposal should explain how the research question(s) were determined in collaboration with partners and other key contacts. Submissions will also be assessed for whether / how they will reflect different ways of knowing, including Indigenous knowledge, values and perspectives, as appropriate.
  - Researcher-led –Originality, excellence focus, coherence and clarity of the research question will be assessed. Applicants are expected to demonstrate how the research question aligns with the identified research priorities, and/or other identified COVID-19 recovery efforts and needs in Yukon. The proposal should explain how key contacts were engaged in developing the research question(s).

**2. Describe the research plan, including but not limited to: steps involved (from design through analysis, interpretation and reporting); methods to be used; knowledge systems to be reflected; and requirements for external expertise.**

See **Proposal evaluation criteria** for additional guidance.

- Describe the steps involved in completing your research project. This may include steps such as (but not limited to): relationship building; training and mentorship activities; collaborative and independent work on designing and implementing research tools; data collection and analysis; interpretation and reporting of results.
- Describe the methods to be used at each stage of the project, and explain the rationale for using these methods, in sufficient detail for the reviewers to assess



their quality, suitability and feasibility. A list of bibliographic references that support the methods in question (or that support other elements of the research) may be provided in an attachment, if desired.

- Note that you will have an opportunity to describe your knowledge mobilization / sharing activities separately, and do not need to reflect them here.
- Describe whether and how Indigenous knowledge, values and perspectives will be reflected in this work.
  - If this work does not involve reflection of Indigenous knowledge, values and perspectives, please explain why not.
  - If Indigenous knowledge, values and perspectives are reflected in this project, please describe whether and how you will involve Indigenous knowledge keepers and/or researchers.
- For any experts (e.g. Indigenous knowledge holders; technical experts) not identified in the list of Project team members, provide an explanation as to how you have confirmed that this expertise will be available when needed. Written confirmation of the expert(s) willingness to contribute to the project, such as through a letter of support, may be appropriate.
- Provide letters of support for communities and/or organizations with whom you will be working, for the research plan and methods that you will be using for this project. If the community or organization is collaborating in or partnering on the research, these letters should reflect a clear understanding of and support for the nature of partnership – the roles of each party; the expectations for ongoing communication; comfort for mitigation of any community or organization-specific risks; and any in-kind contributions, if applicable. These letters may overlap with those referenced in the “Description of research need or question” and elsewhere in this application.
- In addition to the narrative description of the project plan, applicants are expected to complete the **Gantt chart template**, showing the timing for each of the project steps over the span of the project. This will inform feasibility and an understanding of the bi-annual budget requirements. See the instructions below for guidance on content and formatting.
- Specific considerations for each mode include the following:
  - Indigenous-led applicants should describe how the research methods reflect and/or support Indigenous ways of being, knowing and doing, Indigenous values (e.g. share, care, respect). If applicable, describe the role that Indigenous knowledge holders or other community members may have in interpreting the results.

- Partnership-based applicants are expected to reflect how the research methods reflect multiple knowledge systems and/or the values and perspectives of multiple partners. If applicable, describe the role that Indigenous knowledge holders or other community members may have in interpreting the results.
- Researcher-led applicants should ensure that the project plan includes effective steps and processes for ensuring the research is conducted respectfully and appropriately. While these research teams are not working in partnership with others, it is still a requirement to demonstrate that the research questions are collaboratively determined, and that collection and methods are supported by the relevant communities or organizations. (If an organization is not supportive of the research a strong rationale for why the research is still valuable and appropriate would be required.)

**3. Explain why the team you have identified is appropriate to designing and implementing your research plan:**

- Based on the roles you have described, and the individuals you have identified to fill those roles, explain how this team is designed to successfully completing the research – how this particular mix of roles / individuals is the best group to address the research question and implement the research plan.
- In addition to supporting the research outcomes, this may include an explanation of how these individuals will support objectives related to Indigenous ways of knowing, doing and being and reconciliation in research; and/or increased research capacity and opportunities for end-users, community members and students (such as providing or receiving mentorship from experienced researchers and others).
- If you have identified any specific gaps in your research team, explain how these will be addressed (referencing earlier comments on the involvement of external expertise and confirmation of those experts availability / willingness to contribute, if applicable).
- Special notes by mode:
  - Indigenous-led – As indicated in the instructions for question 4, Indigenous-led projects will be assessed based on the inclusion of meaningful roles for community members – including Elders, youth, traditional knowledge holders and others, as appropriate. In this section, you can provide a rationale for the specific team members you have identified – how the team members will mutually support desired research outcomes, shared learning, and other relevant outcomes.

Questions to consider may include how the members' local experience, roles and communication connections will contribute to a successful project.

- Partnership-based – Explain how the leads and team members you described earlier will work together effectively to conduct this research. Explain why these specific roles and individuals are likely to contribute to successful partnership, and to a successful research project. Describe how the specific team members may contribute to (two-way) learning opportunities; strengthened relationships among partners and/or increased understanding of Indigenous ways of knowing, doing and being.
- Researcher-led – Explain how the team you described earlier provides the appropriate combination of methodological expertise and communication and relationship-building skills to conduct a researcher-led project that is both successful and respectfully conducted. Describe how the team members will work together to maximize opportunities for learning and mentorship. If no early-career researchers (or other 'mentees') are included in your team, explain this gap.

**4. Describe characteristics of any existing data sources that will be used to support this research, and of new data to-be collected:**

- Provide a description of existing administrative, survey-based, interview transcripts, oral histories, monitoring or other data sets you will use for this research, and how you will access them. Provide an indication you have confirmed the ability to access these data.
- Provide a description of new knowledge, data and/or information that you will collect to conduct this research (e.g. transcripts, survey data, samples, etc.).
- Descriptions may include (but are not limited to) the following:
  - An indication of whether the data is quantitative, qualitative, story-based etc.
  - The population of interest (e.g. a specific demographic or client group; a specific environmental entity, a subset of businesses or organizations, etc.)
  - Characteristics to be examined (e.g. geographic distribution; presence or absence of a given marker in biological samples collected; demographics; health status; socio-economic characteristics; perspectives on relevant themes, etc.)
  - For external data sets, an indication of whether the data will be accessed at a record-level, or in aggregate tables.

- This information will guide the assessment of whether the data protections and considerations described below are sufficient, or whether suggestions or conditions on access and use are warranted.
- This information may also inform assessment of methods – such as whether the researchers are likely to get fulsome, honest, accurate responses / results, based on the methods and steps identified.
- In addition, information on data to-be-collected may be used to identify and recommend existing data sources to applicants, where there is significant overlap between intended collection activities and those existing data, and where there is a likelihood that those existing data could be accessed and analyzed by the applicants.
- Specific notes by mode:
  - Indigenous-led – It is acknowledged that the research you conduct under this mode may not result in ‘data’ that aligns with some of what is described above. If this is the case, describe in narrative form the type of knowledge or information that may be collected for this research, and/or the type of listening, witnessing or experiential learning that may be used to build knowledge and understanding (and what types of learning you expect to occur through these processes).
  - Partnership-based and Researcher-led – No mode specific guidance for this section.

**5. Describe considerations around data privacy, confidentiality, storage, access, use, possession and restrictions. If applicable, include a description of how the project is designed to comply with the principles of principles of [OCAP](#) (and/or local Indigenous knowledge governance protocols):**

- Provide your assessment of any privacy, sensitivity or confidentiality concerns associated with the data that you will be collecting or accessing.
- Describe any considerations around possession and ownership of the data, such as whether the data will be retained by the community or organization, or by the researcher(s), and what influences this determination.
- Describe any protections for identified data concerns or considerations, including (but not limited to):
  - Physical storage of data during collection activities and in perpetuity
  - Technological protections (e.g. encryption; password protection; network security measures)
  - De-identification procedures, if applicable

- Confidentiality / privacy rules for publication of results (e.g. suppression of small numbers; exclusion or aggregation of potentially identifiable responses) etc.
- Compliance with OCAP and/or local Indigenous knowledge governance protocols, if applicable.
- Specific notes by mode:
  - Indigenous-led and Partnership-based research – Indigenous knowledge and the perspectives of Indigenous knowledge holders, including Elders, may be sensitive and confidential, and may require ongoing collaboration to support interpretation and application. Describe any specific protections or processes you will have in place to protect this type of information and to address community and knowledge holder expectations on possession, interpretation, presentation and application. (If some or all of these protections have been described elsewhere, you may refer to that question / section.)
  - Researcher-led – no mode-specific guidance for this section.

**6. Describe ethical considerations and mitigations / approach associated with this research. If addressed elsewhere (e.g. in questions 8 or 11), please note which responses or portions thereof address potential ethical concerns and mitigations:**

- Describe any potential risks or harms to individuals (particularly participants in the research, if this research involves humans); organizations; communities; social or cultural values; and/or the environment. Examples of possible risk could include, but are not limited to:
  - Psychological or physical harm associated with data collection / sampling methods;
  - Reputational risk associated with controversial themes and perspectives and/or negative research findings;
  - Economic risk due to potential impacts on ability to earn income;
  - Risks to individual, organizational or community privacy / confidentiality;
  - Damage to relationships within an organization or community, or between organizations and/or communities;
  - Negative impacts on a species or location of cultural value, due to research activity;
  - Negative impacts on a sensitive species or location of environmental value, due to travel / research activities;
  - Etc.
- For each risk or harm identified, indicate:
  - Whether and how you will mitigate this risk;



- What level of residual risk is expected, and why this is acceptable
- If the relevant risk and mitigation have been described elsewhere (as may be the case for privacy / confidentiality, for example), please refer to that section rather than duplicating your response here.
- List any permissions or approvals that will be required for your research. These may include but are not limited to:
  - Permission to conduct research on Settlement Land for with a First Nation's citizens (obtained from the relevant First Nation)
  - Ethics approval from a host academic institution
  - Yukon Scientists and Explorers Act license
  - Data sharing agreements
  - Etc.
- Please indicate whether these permissions have been secured in advance, and if so, please provide documentation to that effect. (We understand that some permissions may be established after the proposal is submitted, however, funding will not be issued until all required permissions and approvals are in place.)

**7. Describe your organizational capacity for this research, as well as confirmed partnerships and secured external supports. Include a description of how partnerships and collaborations will be approached and managed for the duration of the project. (Attach letters of support or other formal documentation of partnerships, if applicable):**

- Provide sufficient information on your organizational capacity and that of your partners to support an assessment of whether this team has adequate resources (time; commitment; relationships; etc.) to successfully implement the research plan
- The quality of partnerships and collaborative efforts, and how they are approached will be assessed. Provide sufficient information on how you will work with partners and other contributors to support this assessment. This may include the frequency and methods for communication; the methods by which trust will be established and maintained; how perspectives will be reflected; how conflict will be addressed etc.
- As described elsewhere, letters of support (or equally firm written documentation of partnerships) from partners are required, and may address some of these considerations. Refer to the content of the letters as appropriate, and supplement with your response here.



- Letters of support may be appropriate from other contributors (such as external experts or community representatives), to confirm their availability and interest in contributing and to describe the role that they will play. If a letter of support is not provided, provide other documentation that demonstrates that these individuals or organizations will be available to contribute to the research or a strong rationale for why a letter or documentation is not required. Refer to these letters or sources of documentation as appropriate, and supplement as needed in this response.

**8. Describe recovery-related decisions this research would support:**

- Provide a description (1-2 paragraphs) of the broad or specific decision(s) this research would support. E.g. Is there an urgent need for this research to understand the economic impacts on a specific sector, to support its recovery from COVID-19? Is this research to support system-level understanding of COVID-19 impacts for government-wide recovery planning purposes?
- Please describe the timeline for the action or decision that this research would support.
- Mode specific instructions:
  - Indigenous-led applicants should clearly demonstrate the connection of this research to the Indigenous community's (or communities') COVID-19 recovery needs.
  - Partnership-based projects will be expected to address how the research will support decision making of partners (in addition to a broader community / audience, as appropriate).
  - Researcher-led applicants are expected to demonstrate that the research question is relevant and important to recovering planning and decision-making, whether at a Yukon-wide level, or for a specific community or organization.

**9. Describe how the results will be shared with the intended audience(s), including community members, decision-makers and others, as appropriate:**

- Describe the method(s) that will be used to communicate the results to the decision-makers and end-users, as well as to any other audiences (e.g. community members; the public.) If desired, provide references that demonstrate that the identified knowledge sharing methods are effective and appropriate for the intended purpose.
- Knowledge mobilization / sharing plans will be assessed for feasibility, appropriateness (for the audience and the intended purpose); originality / creativity.
- Mode specific instructions:

- Indigenous-led applicants should demonstrate how the research results will be shared or mobilized to address the identified recovery needs, and the context of the given community or communities. Alternate knowledge mobilization methods, such as cultural awareness and skill building activities, are valid and valued.
  - Partnership-based applicants should include a description of how partners will be involved in the dissemination planning and implementation (ensuring results reach the intended audience).
  - Researcher-led applicants should describe their plan for sharing results with relevant target audiences, including decision makers, and for any public release of results, if applicable. Include an explanation of how key contacts were engaged in advising on preferred methods and why these plans / methods are appropriate.
- Please refer to the Evaluation criteria for additional guidance.

**10. Describe any training opportunities that may be associated with conducting and/or sharing this research:**

- Please describe opportunities that members of the research team and/or the community may have to gain and/or share skills and knowledge. This may include subject-matter specific training or learning; building research skills and knowledge; increasing knowledge of how to partner with communities; relevant local and regional protocols etc.
- Mode specific guidance:
  - Indigenous-led applicants are encouraged to consider opportunities for two-way sharing and learning, with a particular emphasis on opportunities for youth learning and skill development – from Elders and knowledge holders; from researchers; from those trained in knowledge mobilization etc.
  - Partnership-based applicants may identify learning and learning and mentoring opportunities for those within and external to the research team, including opportunities for community members to share knowledge and skills with researchers, and vice versa, and for research team members to exchange knowledge and skills.
  - Researcher-led applicants are encouraged to identify opportunities for early-career researchers to learn from more experienced team members, and to gain skills through the implementation of the research plan and through work with local contributors / representatives.

**11. All projects are expected to comply with (potentially shifting) COVID-19 restrictions and guidelines, including community-specific protocols and requests that apply for**



**the duration of the project. Please explain how this research and/or the associated knowledge sharing / mobilization activities may be impacted by public health measures, travel restrictions and/or other relevant constraints, and how you would mitigate this impact:**

- Applicants are encouraged to plan research that can be conducted while public health measures and local restrictions / requirements are in place. It is acknowledged that these may shift over time, based on the level of transmission, the degree of vaccine coverage and other factors.
- Identify elements of your research or knowledge mobilization / sharing plan that may be vulnerable to specific public health restrictions or local requirements. For example, relationship building that is based on travelling to communities; in-person interviews with Indigenous knowledge holders or Elders; gatherings or other group activities.
- Describe how you would achieve the same results in the absence of the ability to conduct the work in person, in a group setting, or with other restrictions, as appropriate.

### Attachments

In addition to completing the project information form and the descriptive project document, applicants are reminded to attach:

- Completed budget template (instructions below)
- Completed Gantt chart (instructions below)
- List of reference materials (i.e. bibliography), if applicable
- CVs or biosketches for project leads (required, see above)
- CVs or biosketches for other team members (if desired, see above)
- Letters of support or other formal documentation from:
  - Partners (if applicable)
  - Contributors / collaborators (if applicable)
  - First Nations communities (if applicable)



### Budget template

- For each budget category, in each applicable six month period, provide the total project budget amount, and if applicable, the amount requested versus the amount to be contributed from **confirmed** sources.
- In the justification / explanation, identify the confirmed source for funds that exceed the funding request, if applicable.
- In addition to assessing that the budget and amount requested is appropriate for the intended purpose, this section will be used to ensure that the applicant has the committed resources needed to complete the research. Indicating that other sources are to be confirmed if the proposal is successful is not recommended.

#### **Notes by Budget Category:**

##### Personnel (salaries, benefits, wages):

- In the justification / explanation, please identify the positions included in this category, and the costs and Full-time-equivalents (or estimated hours of work over the relevant six month period) for each.
- If preferred, lines may be added to the Excel spreadsheet to show the budgeted amount for each position.
- Individuals employed and compensated by another organization for the time spent on the funded research/activities cannot be compensated from project funds. However, project funds can be used to reimburse the organization for costs incurred in compensating the individual for time spent on the funded activities. (E.g. Salary costs for a government employee who will continue to hold their position and be paid their usual salary would not be eligible for compensation with project funds. However, if that individual will be diverted to the research project (part or full-time), and costs will be incurred to hire someone to complete their usual duties, that expense may be appropriate.)

##### Professional fees, honoraria and services

- In the justification / explanation, outline the specific experts or supports you will enlist and compensate for this project (outside of the project team). This may include external technical support, Elders / knowledge keepers, communications support etc.
- Identify the planned contributions for each expert or support.
- “Honoraria” are payments made on a one-time or non-routine basis to an individual as a “thank you” for a service for which fees are not traditionally paid
- Honoraria expenditures must:
  - contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the project;
  - be effective and economical;



- be justifiable (e.g. not offered to those without relevant expertise, or who are being compensated for the work by their usual place of employment);
  - not result in personal gain for members of the research team;
  - respect established protocols (e.g. amount of the honoraria) of the First Nation of which the individual is a member, if applicable.
- Costs for professional fees and services must:
  - Not be used to compensate for work / time for which the individual is already compensated by their usual place of employment;
  - contribute to the direct costs of the research/activities for which the funds were awarded, with benefits directly attributable to the project;
  - not be for work and services provided by the administering institution to other research personnel, such as routine lab maintenance, security, etc.;
  - be effective and economical;
  - not result in personal gain for members of the research team

#### Materials and equipment

- In the justification / explanation, outline the materials and equipment and associated expenditures for each.
- If preferred, lines may be added to the excel template for each item.
- Materials and equipment for which project funds are used must:
  - contribute directly to the research/activities for which the funds were awarded;
  - not be already provided by the administering institution to their research personnel;
  - be effective and economical;
  - not result in personal gain for members of the research team
- Using project funds to address longer-term (not project specific) gaps in material and equipment needs for a participating organization is **not acceptable**.

#### Travel

- In the justification / explanation, outline the anticipated trips, number of persons travelling for each, and anticipated cost.
- If preferred, lines may be added to the excel template for each trip (or set of trips).
- Applicants are also advised to identify contingency plans for allocated travel funds if travel is restricted / prevented. This may be briefly addressed here, and expanded on in the COVID-19 specific question in the descriptive project document.
- Travel expenditures for which project funds are used must:
  - contribute directly to the research/activities for which the funds were awarded;
  - not be already covered by the administering institution to their personnel;



- be effective and economical;
- not result in personal gain for members of the research team

#### Events

- In the justification / explanation, outline the anticipated events, and anticipated cost for each.
- If preferred, lines may be added to the excel template for each event.
- Applicants are also advised to identify contingency plans for allocated event funds if in-person events are restricted / prohibited. This may be briefly addressed here, and expanded on in the COVID-19 specific question in the descriptive project document.
- Event expenditures for which project funds are used must:
  - contribute directly to the research/activities for which the funds were awarded;
  - not be already covered by the administering institution to their personnel;
  - be effective and economical;
  - not result in personal gain for members of the research team

#### Communications

- Costs associated with outreach, advertising, recruitment, publishing, graphic design etc. may be identified here.
- In the justification / explanation, outline the anticipated communication materials or requirements associated with the relevant project period (e.g. Advertising for recruitment; materials for knowledge mobilization etc.)
- Communications expenditures for which project funds are used must:
  - contribute directly to the research/activities for which the funds were awarded;
  - not be already covered by the administering institution to their personnel;
  - be effective and economical;
  - not result in personal gain for members of the research team

#### Other

- In the justification / explanation, outline any planned expenditures not addressed in the categories above.
- Indirect costs, including administration of funds or other administrative / overhead costs are **not** acceptable expenditures. Applicants are encouraged to identify these costs as in-kind contributions to the total project budget.
- As with all of the previous categories, Other expenditures must:
  - contribute directly to the research/activities for which the funds were awarded;
  - not be already covered by the administering institution to their personnel;
  - be effective and economical;
  - not result in personal gain for members of the research team



### Gantt chart template

Using the Example in the first worksheet as a guide, complete the Blank Gantt Chart template (on the second worksheet) by:

- Entering your project title and the project lead's name, where indicated.
- Itemizing your list of tasks (replacing the text provided and adding lines, as appropriate) in column A, beginning with Cell 7
  - Ensure all project steps outlined in the Proposal are reflected in the plan, from planning and engagement, through knowledge sharing activities.
  - The level of detail that is appropriate may vary by project and step, however, it is advisable to ensure that sufficient detail is provided to assess both feasibility of your project plan and the appropriateness of the budget. (For example, the Gantt chart may illustrate the time for which given personnel will be involved, based on the duration of the relevant task(s) for which this person is responsible.)
- Apply shading along the time continuum to reflect the period in which the task is planned to occur.
  - You are not obligated to use the colour provided in the sample, but please ensure the chart is easy to read and interpret.