

Instructions for students and their supervisors when filling out NSTP Applications

It is important to keep in mind that this agency is providing funds to encourage:

1. The work of junior researchers in the north.
2. Continued research by these junior scholars in the north in the future. Indeed, to make their career centered on northern research.
3. Good relationships between researchers in the north and the residents of the north, particularly Indigenous populations. This recognizes that community members have felt excluded from any dialogue, knowledge and participation in research. This is understood to be detrimental to those communities and ultimately to the progress of research.

YOUR APPLICATION SHOULD REFLECT YOUR UNDERSTANDING AND AGREEMENT WITH THESE PRINCIPLES.

- Read all the sections carefully and address the specific questions being asked. This seems obvious, but if they ask about your research and then want to know how working in the north will benefit it, they are asking two questions, both of which need to be addressed.
- NSTP wants you to stay in the north for at least 21 days which they feel is the minimum for gaining a meaningful understanding of the region. Whenever possible arrange your stay for at least 21 days. Under some circumstances, a shorter period is all that is required to meet your research goals. Please be sure to justify shorter stays in your proposal, clarifying what skills and experience you will gain, and why you will be able to collect your thesis data in less than 21 days. Also, please be sure to indicate **ONLY THE PERIOD THAT YOU WILL BE IN THE NORTH**, regardless of the duration of the larger project in which you are participating.
- If you are a grad student with a project that is within the overall aims of your supervisor's project, you are still a **RESEARCHER**, and that means your supervisor is **NOT** a research partner. They are a partner if you are a field assistant.
- Be aware that NSTP should **NOT** be considered the main contributor to your research budget. It should supplement funds you will seek or receive from elsewhere. This needs to be reflected in your budget. The funds you request from NSTP should comprise **LESS THAN HALF** of the total budget for your project.
- Your budget must balance. That means: If your total required funds are \$10,000 and you request \$3000 from NSTP for travel, you should indicate where you plan to get the remaining \$7000 to conduct your research. Often, students indicate that they already have all the funds in place to cover their expenses, for example a student might indicate they need \$10,000 in total, are applying for \$3,000 from NSTP and have a total of \$22,000 committed to them from NSERC or other agencies. The \$22,000 more than covers their 10,000 budget, so they would not need NSTP funds. This is **NOT** a balanced budget. If committed funds come from a supervisor's grant, be sure to only indicate the funds committed for **YOUR PORTION** of the larger project.
- It is unacceptable to answer N/A in any section of your application. If something is not applicable then the reasons why must be provided in detail. This is particularly true when answering questions about licenses, permits and, importantly, the section that asks about your plans to involve the community in your research. Every effort should be made to consult with local communities, inform them of plans in advance, provide them with information upon request and provide them with the results of work. This can be done in

a variety of ways (for example through community presentations, research posters, plain language reports, websites or social media). Providing plain language information to communities will benefit everyone in the long and short term.

- When you are finished your application and it looks great, click the box to get your supervisor's recommendation.

Quick notes to supervisors:

- Please remember to state how your student's work will benefit their northern training as well as their particular research project.
- Please take the time to consider nominating your students for the special awards that NSTP provides.

STUDENTS: Once your supervisor has completed their recommendation, you must log back in to fluid review to submit your application.

The NSTP Management Committee requests that comments from the supervisor emphasize the student's past experience and the project's relevance to current northern concerns. As such, the supervisor should:

- provide, if possible, a synopsis of the student's previous training experience;
- indicate how the fieldwork relates to the student's future studies, as well as how it relates to present and future northern research issues; and,
- reflect how the student has benefited from the research conducted.