



researchNS

December 13, 2022

**The Atlantic  
Climate Research  
Collaboration**

Application Requirements | 2022-23

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Requirements are outlined below for the full application for the 2022-23 Atlantic Climate Research Collaboration. For more information on this opportunity, including deadlines, eligibility, application processes, and review processes, please visit:

<https://researchns.ca/the-atlantic-climate-research-collaboration/>

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## Submission Process

All proposals will be submitted via Research Nova Scotia's online portal, [Jura](#).

The main contact person for the submission is considered the Primary Applicant (PA). In order to access the application, this individual must create a Jura account by clicking the 'Register' button found [here](#).

Once registered, the PA will be able to view the ACRC application form for this opportunity via the 'Funding Opportunities' section on their Jura homepage.

**IMPORTANT:** Information entered in Jura is NOT automatically saved. Click the blue 'Save Draft' button frequently to ensure that you do not lose any information.

Applications for consideration in this round will not be accepted beyond the deadline of **Friday, February 10, 2023, at 1:00 p.m. (ADT)**.

### Inviting Others to See Submission

PAs may invite others (i.e., co-applicants, collaborators, or partners) to view the submission via the 'Invitations' tab on the left side of the submission form. To invite an individual as a viewer, select the 'plus button' to add a new viewer to the application. Provide the contact details of the individual (as detailed below) and select the 'viewer' role from the role dropdown. Once the contact information is entered for all viewers, select 'Invite'; the individual(s) will receive an email inviting them to create an account in Jura\* and will be able to view the submission under the 'In Progress Applications' section on their Jura homepage.

Please note that the 'viewer' role may only view the submission content and cannot make edits to the submission on Jura.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft

It is important to remember that inviting an individual to view your submission will not automatically add the viewer as a team member on the application. To add someone as a team member on this project, you must complete the table found in the 'Team Members' section of your Jura application.

*\*If the individual already has a Jura account, please ensure that the email address used for this invitation is the same email address used to sign up for their Jura account.*

## **Jura Technical Support**

Technical issues related to application submission via Jura can be directed to:

RNS Jura Helpdesk  
[helpdesk@researchns.ca](mailto:helpdesk@researchns.ca)

Jura Helpdesk hours are 8am-4pm ADT Monday to Friday. Responses will be provided as soon as possible but please allow up to 24 hours for a response.

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## Atlantic Climate Research Collaboration Application Checklist

To be considered for an Atlantic Climate Research Collaboration (ACRC) Award, you will need to apply online via Research Nova Scotia's online portal, [Jura](#) by **Friday, February 10, 2023, at 1:00 p.m. (ADT)** with the following items entered directly into Jura unless otherwise noted:

- Applicant Information**
    - Applicant Organization
    - Primary Contact
  - Partner Information**
    - Academic and Non-Academic Partnership Table
    - Partnership and Collaboration Description
  - Budget**
    - Budget Table
    - Budget Justification (uploaded to Jura)
  - About the Project**
    - Project Title
    - Institution/Organization Administering Funds
    - Anticipated Start/End Dates of Project
    - Employment and Training Opportunities Created
    - Plain Language Summary
    - Outcomes
    - Research Description
    - Highly Qualified Personnel Table and Description
  - Supplementary Information** (uploaded to Jura)
    - Required: Non-Academic Partner Letter of Support [maximum one page]*
    - Optional: Any other Letter of Support [maximum two letters; one page each]*
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## Applicant Information

In this section, please provide the information requested regarding the primary applicant (the main contact for the submission).

### Applicant Organization

This is the organization that you selected upon sign up to the Jura system. If your organization affiliation is incorrect, please contact [helpdesk@researchns.ca](mailto:helpdesk@researchns.ca).

### Primary Contact

This field displays the contact information that you entered upon sign up. If this information is incorrect, please update your contact information using the 'Personal Profile' link on your Jura homepage.

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## Partner Information

All academic and non-academic partners must be listed in this section:

- Enter all requested details for each partner.
- Click the '+' button to add more rows
- Click the 'x' button to remove a row

The Non-Academic Partner must submit a letter of support detailing their interest (i.e., why the partner would like to be involved in the project) and how they will be contributing to and/or supporting the project. Where there are multiple partners, one partner must submit the letter; additional partners have the option to submit in the Other Letters of Support section. The letter of support may be uploaded in the Supplementary Information Section of this application.

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## Budget

### Budget Table

*\*Please see [Appendix A](#) for details regarding eligible expenses and use of funds\**

The following information must be entered directly into Jura. To add a new row, click the '+' button. To remove a row, click the 'x' button.

**IMPORTANT:** All funded projects must conclude by March 2026. As such, proposals may be one to three years in duration. Enter '\$0.00' into the column associated with the second or third year if you will not have spending in those years.

### Financial or In-Kind Support

In this section, please outline any financial or in-kind support confirmed for this project. A short description or additional details about the support may also be provided.

## Expenditure

List all expenses associated with the project. Ensure that all costs are clearly outlined, and a description of budget items is included. IMPORTANT: All projects are subject to a financial holdback of 10%.

## Budget Justification

*Maximum: One page*

Applicants must upload a budget justification that includes additional details of the expenses outlined in the budget table. ACRC funds must be used effectively and efficiently and be applied directly to the costs for which the funds were approved.

*If any proposed project activities are dependent on other sources of funding, this contingency should be clearly identified and its impact on the execution of the project addressed.*

Your budget justification document must include details of your expenses, as appropriate. Please refer to the table below for examples of common expenses that may be included in your proposal, as well as the justification required for each category.

<b>Personnel</b>	Outline details of hourly wage, work hours per week and number of weeks of work for each personnel position listed in the budget table. Ensure CPP, EI and other related deductions/benefits are included, if required. Ensure that costs related to human resources, procurement and travel align with the policies of the institution administering funds.
<b>Professional/ Technical Services</b>	Provide details of any professional or technical contracts or arrangements. The details and cost of the services that will be purchased or any additional justification (i.e., why a vendor was selected) should be further described in the <u>Budget Justification</u> section of the application.
<b>Equipment and Materials</b>	Provide cost estimates, including applicable taxes, shipping costs and other costs that are part of a purchase or lease. If requesting funding for equipment normally supplied by a university/institution, provide an explanation of why new or additional equipment is required. Any equipment and computer hardware/software that exceed \$2,000 requires 1- 2 quotes that can be uploaded in the <u>Additional Attachments Section</u> of this application form.
<b>Meeting Expenses Honoraria</b>	Provide relevant details related to any costs listed under these budget items.
<b>Travel</b>	Enter budget information for travel, distinguishing between travel related to work on the project (i.e., travel to conduct focus groups, team meetings, partnership development etc.) and travel related to dissemination activities (i.e., conferences, community forums to present results).
<b>Other</b>	Provide relevant details related to any items not already covered in another budget area.



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## About the Project

### Project Title

Please provide a proposal title. This title will be used for communication purposes.

### Institution administering funds

Applicants must indicate the name of the institution that will administer the project funds. For an application to be submitted to, an individual with signing authority for this organization will be required to log in to Jura to approve the application.

### Project Start and End Dates

Provide the anticipated start and end dates for the project.

### Jobs and Training Opportunities

Please provide the number of jobs (full-time equivalents) supported directly by this grant and the number of training opportunities it will create over the full tenure of the project. This information is used for administrative and reporting purposes only.

*NOTE: The calculation of full-time equivalent (FTE) is an employee's scheduled hours divided by the employer's hours for a full-time work week. For example, let's assume you have hired one Research Assistant to work 30 hours a week on this project for two years. We would calculate this as: (30 hours per week / 40 hours if full-time) x 1 worker x 2 years = 1.5 FTE.*

### Plain Language Summary

*Maximum: 300 words*

Please provide a clear and concise overview of the project written in language suitable for a non-scientific audience. If funded, RNS and CANSSI Atlantic will use this summary for communication purposes. Wherever possible, avoid using jargon, abbreviations, and technical terms; if you must use them provide a clear explanation. This summary should briefly describe the activities for which you are requesting funding, the research area of interest, and the potential impact for Nova Scotia.

### Expected Project Outcomes

Include details on the expected outcomes of the project. For example, how will the project lead to improved assessment and/or mitigation of the impact of climate change on coastal communities? Project outcomes refers to anticipated benefits beyond the research field; this must address how the proposed research project will tangibly benefit society.

### Research Description

The research to be supported by ACRC will develop new fundamental statistical sciences methodology and models, and/or apply statistical sciences methods and models in innovative ways.

Provide a research description including the details noted below:

- a. Describe the statistical sciences methodology and models and/or application of statistical science in innovative ways that will be pursued.
- b. Describe the relation of proposed work to existing methods and models, and/or work in the field.
- c. Describe the interdisciplinary nature of the project.
- d. Provide the project schedule: key project activities, deliverables, and timing.

### **Highly Qualified Personnel Table**

All Highly Qualified Personnel (HQP) must be listed in this section:

- Enter all requested details for each HQP.
- If 'other' is selected for 'Type of HQP', please list the type of role in the 'Notes' section
- Click the '+' button to add more rows.
- Click the 'x' button to remove a row.

### **Highly Qualified Personnel Details**

Describe the roles and activities of the HQP that will be involved, such as their tasks and projects, expected training activities needed to prepare the HQP for participation, mentoring activities to take place in the project, any ongoing training benefits that will extend beyond the term of the project, etc.

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## **Supplementary Information**

The following items must be uploaded into Jura. All uploaded documents **must** adhere to the following format:

- Must be in PDF format.
- Each section cannot exceed the page limits described below.
- Font must be 11 pt. minimum, black type. No condensed/narrow fonts, type, or spacing.
- 1.5 line spacing, 0.5 inch (1.27 cm) left and right margins.
- Page numbering can start at one and end with the maximum page limit for that section; applicants do not need to attempt consecutive numbering between sections.

### **Non-Academic Partner Letter of Support**

*REQUIRED - Maximum: One page*

Upload a letter from the non-academic partner describing their contributions and support for the project. If there is more than one partner, additional letters may be added in the Other Letters of Support section.

### **Equity, Diversity and Inclusion**

Supported projects must follow CANSSI EDI policies; please see: <https://canssi.ca/program/canssi-edi/>. The application should include the following statement:

**We will follow CANSSI EDI policies as applicable to this project.**

## Other Letters of Support

*OPTIONAL - Maximum: Two letters, each a maximum of one page*

Upload any other letters of reference or letters of support.

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## Submitting an Application

### Application Summary

For an overview of how your submission will appear for consideration by the review committee, select the **'Application Summary'** button in the left corner of the submission form. You will be provided with a PDF overview and list all attachments connected to your submission.

It is strongly recommended that you **review this carefully before submission** to ensure the information provided is accurate and appears correctly.

### Submission

When your proposal is ready for submission select the blue **'Submit'** button at the bottom of your form. You will receive a confirmation email and the submission will be viewable under **submitted applications** in your Jura main profile.

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# **Appendix A: Eligible Expenses and Use of Funds**

## **ACRC Approach for Research Funding**

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ACRC is an opportunity jointly funded by RNS and CANSSI. The two sponsoring organizations have different mandates and funding sources, which in turn create different restrictions on which each organization can fund.

Despite this, consistent with a joint approach, the ACRC uses a single application form; RNS and CANSSI will determine how specific expenses within each individual project selected for funding are allocated to the two organizations. Although the overall funding for ACRC is split 50:50, individual projects may be funded at a different allocation.

This process will occur without applicant intervention, and selected projects will engage only with RNS as the grant administrator. This means that regardless of the actual funding split between RNS and CANSSI on a specific project, all ACRC projects will have a single funding point of contact and will be required to complete the same monitoring and reporting elements.

Applicants are encouraged to contact the CANSSI Atlantic Regional Director with budget questions before submission.

## **Principles of Research Funding**

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1. ACRC funds must be used effectively, efficiently, and ethically. To be eligible, the expense must be essential for the purpose for which the funds were awarded, and used only in accordance with the ethical, financial, and equity, diversity, and inclusion (EDI) policies and practices of the administering organization.
2. ACRC will fund only research, and expenses related to that research, that is consistent with its legislation and regulations.
3. Project costs covered by another funder are not eligible research expenses.

## **Use of Grant Funding**

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### **Budget Variance**

Up to 20% of the approved budget may be reallocated among budget categories. Reallocation of more than 20% of the approved budget must be approved by RNS. All variances between approved and actual budgets must be outlined in progress and final reports.

### **Funding Period**

The grant/award funding period is the time between the start and end dates outlined in the recipient's payment schedule. All funds must be distributed before the end of the funding period. ACRC is not responsible for expenditures outside the funding period or in excess of the funds it is contracted to provide.

### **Institutional Policies**

Costs related to human resources, procurement and travel must align with the policies of the institution administering funds. When discrepancies or exceptions arise, ACRC will defer to the policies of the institution. The grant recipient's affiliated institution may withhold approval of an expenditure if it contravenes institutional policies or the ACRC program requirements.

### **Additional Funding**

ACRC does not provide funding for projects already funded by another agency, unless the applicant can clearly demonstrate that there is no duplication or overlap in the allocation of ACRC and external funds.

### **Unused Funds**

All unused funds must be returned to RNS at the end of the grant/award funding period.

### **Exception Requests**

In coordination with the institution administering funds, the applicant must submit a request to the RNS for any exceptions to the aforementioned policies and/or the eligible and ineligible expenses outlined. ACRC will consider each request on a case-by-case basis.

## **Eligible and Ineligible Expenses**

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### **Personnel and Professional/ Technical Services**

Expenses related to personnel and professional/technical services must align with the human resources and procurement policies of the institution administering funds.

#### **Eligible Expenses**

- Salary and mandatory benefit costs for personnel that contribute directly to the project, such as Research Assistants and Research Coordinators.
- Stipends paid to trainees (e.g., students).
- Honoraria paid to research participants, such as modest incentives, as approved by an ethics committee
- Consulting fees, technician, and subcontract costs

#### **Ineligible Expenses**

- Salary, benefit costs, and/or consulting fees for primary academic applicants already employed by their primary organization.
- "Release time" or costs associated with loss of teaching time or time required for other professional commitments.
- Remuneration for members of the board of directors or other volunteers associated with governing the funded organization.
- Administrative or management costs
- Discretionary severance and separation packages
- Academic fees or non-mandatory personnel benefits
- Payments to individuals participating in the project on a part-time basis who, at the same time, receive remuneration for teaching or service work

- Membership fees to professional associations or societies
- Costs associated with thesis examination or defense
- Professional training or education tuition and course fees

## Travel

Travel expenses must align with the travel policies of the institution administering funds.

### Eligible Expenses

- Travel and related expenditures must be directly related to the research and apply the most economical rates deemed to be reasonable, as based on the administering organization's policies.

### Ineligible Expenses

- Costs associated with entertainment, alcohol, or cannabis.
- Commuting costs between residence and workplace, or between two places of employment
- Passport, immigration fees and work permit fees
- Reimbursement for airfare purchased through personal frequent flyer programs

## Meetings and Hospitality

### Eligible Expenses

- Meeting room rental fees and catering costs for the purposes of data collection, partnership development, and research knowledge sharing, as identified in the original project proposal.
- Hospitality costs related directly to the funded research for assemblies that contribute to achieving the research objective(s).

### Ineligible Expenses

- Costs incurred for interactions between personnel already involved in the research project.
- Costs associated with entertainment, alcohol, or cannabis.

## Equipment and Materials

Equipment and materials expenses must align with the procurement policies of the institution administering funds

### Eligible Expenses

- Purchase (or lease, if more cost effective) of equipment, computers, hardware/software, and materials required for the funded project, if not already supplied by the institution administering funds.

### Ineligible Expenses

- Furniture or permanent equipment normally supplied by the institution
- Extended warranties
- Moving, renovation or construction costs

## Computers/ Electronic Communications

### Eligible Expenses

- Specialized software deemed essential for project completion that is not provided by the administering organization, and with adequate justification.

### Ineligible Expenses

- Costs associated with extended warranties for standard equipment.
- Costs for home internet connections.

## Gifts, Honoraria, Incentives

### Eligible Expenses

- Individuals or groups involved in the research but not a member of the grant team may be offered gifts, honoraria, and incentives as a token of appreciation.
- When Indigenous Knowledge Keepers are involved in the research, gifts may be given in a ceremonial context.

### Ineligible Expenses

- Gifts, honoraria, and incentives for members of the grant team.

## Miscellaneous

### Ineligible Expenses

- Costs associated with ethical review, biohazard or radiation safety, environmental assessments, and bylaws
- Childcare expenses
- Costs related to intellectual property or obtaining a patent
- Sales taxes to which an exemption or rebate applies

## Appendix B: Assessment Criteria

The following assessment criteria will be used by the review committee to assess applications:

<b>Expected Outcomes (30%)</b>	<ul style="list-style-type: none"><li>• Extent to which the proposal addresses a real and clear need to assist communities mitigate or adapt to climate change.</li><li>• Extent to which the proposed research is convincingly linked to this societal outcome.</li><li>• Likelihood of the project's immediate impact on society.</li></ul>
<b>Research Description (30%)</b>	<ul style="list-style-type: none"><li>• Quality and innovation of the statistical sciences or inferential data science methodology and models, and/or application of statistical and data science methods and models.</li><li>• Degree and integrity of the interdisciplinarity of the project.</li><li>• Degree of integration of the non-academic partner into the project, through the problem identification, meeting research objectives, and/or implementation of results.</li><li>• Clarity, appropriateness and feasibility of project scope, methodology, timelines, and activities.</li></ul>
<b>Budget (10%)</b>	<ul style="list-style-type: none"><li>• Appropriateness and adequacy of budget expenses and justification.</li></ul>
<b>Team Composition (20%)</b>	<ul style="list-style-type: none"><li>• Quality and experience of research team</li><li>• Potential of team to successfully conduct proposed research.</li><li>• Quality of mentorship and training opportunities.</li><li>• Appropriateness and commitment of non-academic project partners</li></ul>
<b>Overall Merit of Proposal (10%)</b>	<ul style="list-style-type: none"><li>• Significance of proposed research and expected contribution to understanding, interpreting, or creating knowledge that will prepare communities for the effects of climate change.</li></ul>