

Community Organizations Guide to POLAR



This manual is designed to walk you through the online NWT Scientific Research Licence process using the Portal to Online Licensing Applications for Research (POLAR). This online application system was designed to reduce the amount of time it takes to review applications.

If you have any questions, please contact:

Manager, Scientific Services

Aurora Research Institute

P.O. Box 1450

Inuvik, NT, X0E 0T0

Phone: (867) 777-3298 Ext. 32

Fax: (867) 777-4264

e-mail: licence@nwtresearch.com



AURORA RESEARCH INSTITUTE
A U R O R A C O L L E G E

Table of Contents

Licencing and Permits in the Northwest Territories.....	3
NWT Scientific Research Licence	3
Limits of the Licence	3
Multi-Year versus Single Year Licences	3
The Permit Process.....	4
How to Use the POLAR System.....	5
Registering as a Community Reviewer on POLAR	5
Logging In	5
Changing Your Password	5
Retrieving Your Password.....	6
How to Update Your Contact Information	6
Updating Your Contact Information.....	7
Reviewing an Application.....	7
Notification of Application	8
Notification of New Applications for Review	8
Accessing Additional Documents.....	8
Reviewing the Application.....	9
Submitting Comments Electronically	9
Issuing a Licence.....	10
Notification of Research	10
Viewing Issued Licences on POLAR.....	10
Amendments and Extensions For Research Licences	11
How Licences Can Be Amended	11
How Licences Can Be Extended.....	11
Viewing Research Summaries	12
The NWT Research Compendium	12
Accessing Research Summaries Through POLAR	12
Receiving Full Reports and Final Documents.....	13
Reporting Issues with Research Projects in Your Community	13

Licencing and Permits in the Northwest Territories

Without exception, all research conducted in the Northwest Territories must be licensed. This includes research on health, traditional knowledge, physical, social and biological sciences, contaminants and engineering. Information about research is shared with other researchers and northern residents through the licensing process. Summaries of the research conducted each year are sent to community organizations in an annual publication. Research results are also added to a database that can be accessed by the public.

Researchers must apply for the proper permits before doing their work. As a community organization, you are asked to review their applications and give feedback. This manual is written to help you through the **NWT Scientific Research Licence** process administered by the Aurora Research Institute (ARI). This guide was specifically written for the NWT Scientific Research Licence process which is intended to facilitate communication between research applicants and NWT community organizations.

NWT Scientific Research Licence

The NWT Scientific Research Licence covers most research done in the NWT. It does not cover archeology or wildlife research. Archeology research is licensed by the Prince of Wales Northern Heritage Centre and wildlife research is licensed by the Government of the Northwest Territories, Department of Environment and Natural Resources.

The NWT Scientific Research Licence allows researchers to undertake research as outlined in their licence applications, and requires researchers to report their findings to the community organizations when their research is complete.

Limits of the Licence

The NWT Scientific Research Licence does not allow:

1. researchers to access the private lands of aboriginal organizations. Land access agreements must be established between the private landholder and the researcher(s);
2. researchers to conduct research outside the geographical area specified in their licence;
3. researchers to collect data without respecting all relevant ethical considerations, including applicable traditional knowledge requirements; or
4. significant changes in research methods after the licence is issued.

Multi-Year versus Single Year Licences

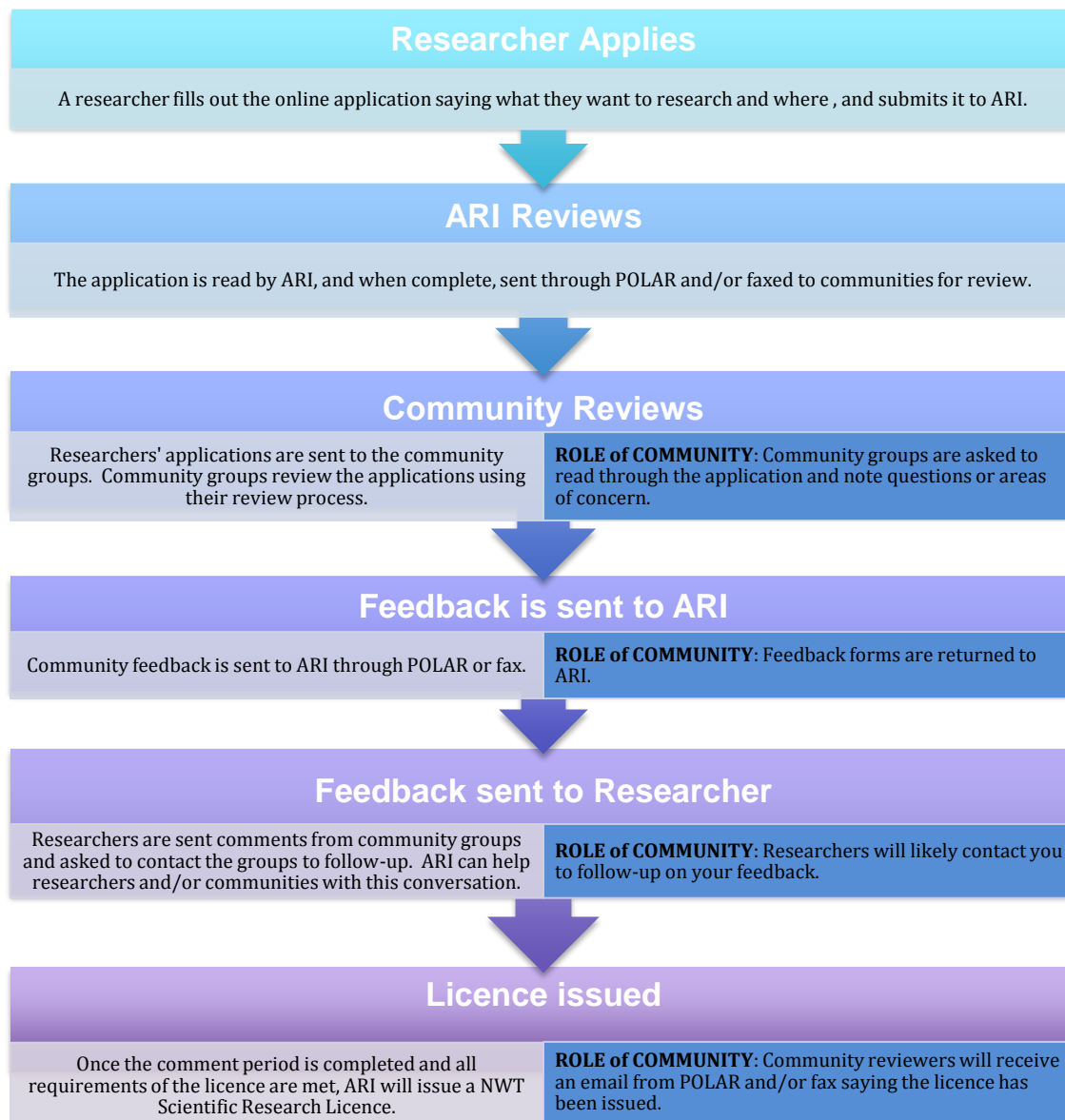
All Scientific Research Licences are valid until December 31 of the year in which they are issued. When researchers apply for a multiyear licence, the licence is issued for the first calendar year. For each subsequent year, researchers must submit a renewal application. This application goes through a simplified review process with community organizations. Researchers must

submit a new full application if their research location, or the methods used to do their research, change from one year to the next.

The Permit Process

This section describes the licensing process for a typical application. When applications are submitted to ARI, they are provided to the appropriate organizations for review and comment. Feedback on applications is encouraged as it provides strength to the application process. See diagram below.

The review period is typically sixty days, however there are exceptions in which a forty-five day review period is required (e.g. sampling for quality or quantity of spring time water run-off, snow, ice surveys or other similar time sensitive sampling).



How to Use the POLAR System

This section will guide you through using POLAR to:

1. update your community organization's contact information;
2. review NWT Scientific Research Licence applications;
3. access information on past NWT Scientific Research Licences; and
4. report any concerns regarding planned research in your area

Registering as a Community Reviewer on POLAR

The Manager of Scientific Services at ARI is the only person who can add your organization to the list of community reviewers. Before you can review applications on POLAR, you must e-mail ARI (licence@nwtresearch.ca) and ask to be added to POLAR as a community reviewer.

You will be asked to provide an e-mail address. Use an e-mail account that is checked frequently, as this is the e-mail account in which all licence applications will be sent. The password to your POLAR account will be sent to your e-mail address within one day. If it doesn't appear in your e-mail inbox, be sure to check your junk mail folder, just in case.

Logging In

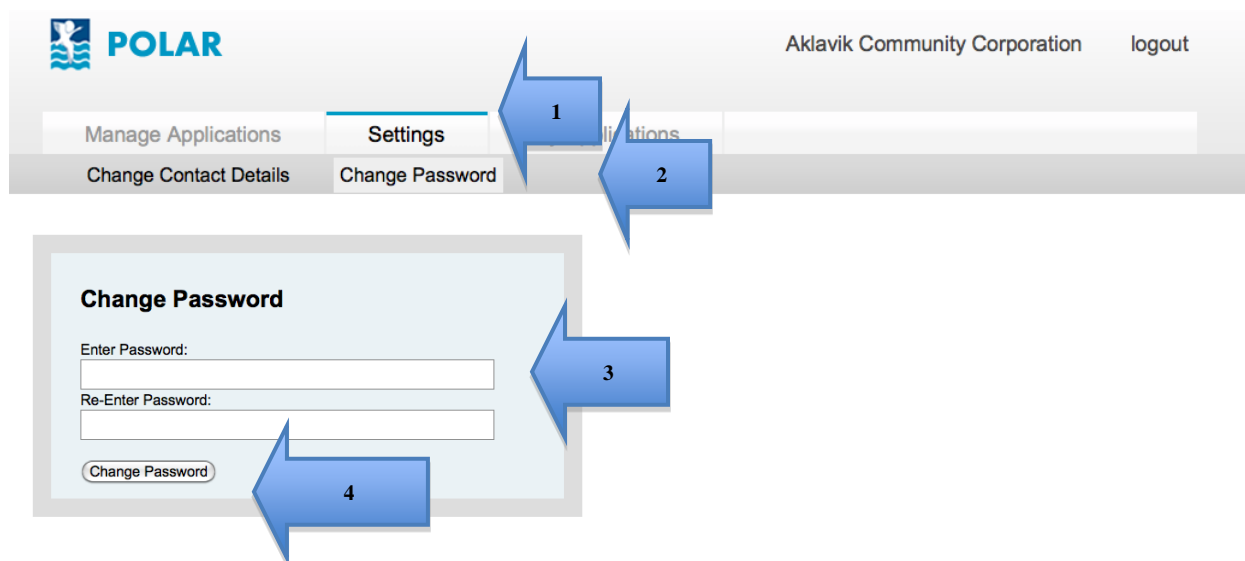
1. Type <http://polar.nwtresearch.com/> into your internet browser's address line.
2. Enter your e-mail address and password into the login section on the right side of the screen.
3. Click login.



Changing Your Password

1. Once logged-in, select “**Settings**” from the top row of tabs.
2. Click on “**Change Password**” in the lower row of tabs.
3. Enter your new password into both boxes.
4. Click the “**Change Password**” button.

5. Your new password has been saved, and your last password will no longer work.



Retrieving Your Password

1. Type <http://polar.nwtresearch.com/> into your internet browser's address line.
2. Click on “**Forgot your password?**”
3. Enter the e-mail address you used for your POLAR account and a new password will be sent to that e-mail account. Your old password will no longer work.



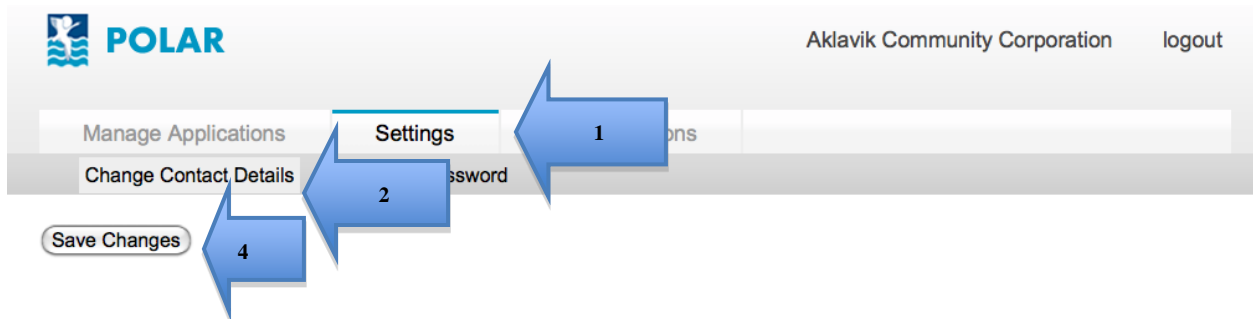
How to Update Your Contact Information

Your contact information in POLAR is used by ARI and researchers to send information on current and past research in your area to your community organization. Please ensure your contact information in POLAR is kept up-to-date.

Updating Your Contact Information

To enter or change your contact information:

1. Log in to your account and select “**Settings**” from the top tabs.
2. Click “**Change Contact Details**” in the lower tabs.
3. Enter/change your current contact information in the address boxes.
4. Press the “**Save Changes**” button.
5. Your new contact information has been saved.



Contact Details

Title *	First Name *	Initial	Last Name *
Mr. ▾	Jonathon	C	Michel

Organization *

ARI

Address

191 Mackenzie *

City *	Province *
Inuvik	Northwest Territories ▾

Postal Code *	Country *
X0E 0T0	Canada ▾

Phone *	Phone (Alternate)
867-777-3298	

Reviewing an Application

This section explains how to access and review electronic applications in POLAR. Communities may still choose to receive and submit comments through fax; however, ARI encourages communities to use the electronic system whenever possible as any supporting documents are not included in a fax.

Notification of Application

Some community organizations choose to receive a notification that a research project is proposed in their area, but choose not to submit comments. In this case, they receive a Notification of Application.

Notification of New Applications for Review

POLAR can provide electronic notifications to community organizations when new applications are ready for review. Community organizations that opt for these electronic notifications will receive an email from do-not-reply@nwtresearch.ca, which will prompt the recipient to login to their account to view the new application and any supporting documents.

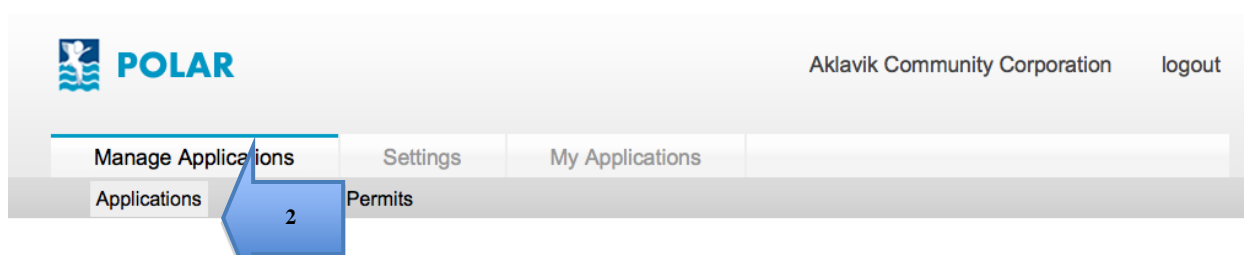
Note: If your computer cannot open .pdf documents, there is a free program available for viewing .pdfs. Go to <http://get.adobe.com/reader/> for instructions on downloading and installing Adobe Reader.

If supporting documents, like maps and ethics reviews, were submitted by the applicant, they can be found in POLAR as needed. Follow the instructions below to download these files.

Accessing Additional Documents

To see additional documents like maps, ethics reviews, or survey questions:

1. Log in to your POLAR account.
2. Under the “**Manage Applications**” tab, click on the “**Applications**” tab.



3. Under “**Awaiting Response**,” click on the project title of interest.
4. Below is an example of an application. The arrows show you where to find the extra files. To open a document, click on the icon or blue text. If there are no documents under the title of the project, the researcher did not submit any.



Application 1621													
Changing the "culture of smoking": Community-Based Participatory Research to empower Inuvialuit communities													
13-Dec-2010													
<table border="1"> <thead> <tr> <th>Supporting Documents</th> <th>File Size</th> </tr> </thead> <tbody> <tr> <td>1a-AC-ARI Ethics Rev SFH App-2010.doc</td> <td>42 KB</td> </tr> <tr> <td>5-2010 Licence.pdf</td> <td>65 KB</td> </tr> <tr> <td>2-SFH Survey consent info sheet.docx</td> <td>21 KB</td> </tr> <tr> <td>3-SFH Consent form signature.docx</td> <td>19 KB</td> </tr> <tr> <td>1a- SFH survey -2.pdf</td> <td>211 KB</td> </tr> </tbody> </table>		Supporting Documents	File Size	1a-AC-ARI Ethics Rev SFH App-2010.doc	42 KB	5-2010 Licence.pdf	65 KB	2-SFH Survey consent info sheet.docx	21 KB	3-SFH Consent form signature.docx	19 KB	1a- SFH survey -2.pdf	211 KB
Supporting Documents	File Size												
1a-AC-ARI Ethics Rev SFH App-2010.doc	42 KB												
5-2010 Licence.pdf	65 KB												
2-SFH Survey consent info sheet.docx	21 KB												
3-SFH Consent form signature.docx	19 KB												
1a- SFH survey -2.pdf	211 KB												

Reviewing the Application

All comments submitted by the communities will be communicated to the researchers. See “The Application” arrow above. Click on the application pdf. to view.

Submitting Comments Electronically

Once your review of the application is complete, your community organization can submit their comments electronically:

1. Login to your POLAR account.
2. Under the “**Manage Applications**” tab click on the “**Applications**” tab.
3. Under “**Awaiting Response**,” click on the project you wish to comment on.
4. At the bottom on the page there is a box that asks “**Do you have concerns, suggestions or requests to express at this time?**”
 - a. Answer “**Yes**” if you would like to submit some comments to the researcher. A text box will appear for your comments.
 - b. Answer “**No**” if you have nothing to submit at this time. If comments or concerns arise in the future, please contact the Manager of Scientific Services at ARI.
5. Click “**Submit**” when all your comments are complete.
6. This will send your comments to the Manager of Scientific Services at ARI, as well as to the researchers, via POLAR. If your comments require any follow-up, the research applicant and/or ARI will contact you.
7. Once your comments have been submitted, the application will appear under the heading “**Out for Review**”.

The screenshot shows a web form with a light blue background. At the top, there is a question: "Do you have concerns, suggestions or requests to express at this time?" followed by radio buttons for "Yes" (selected) and "No". A blue arrow labeled "4" points to this question. Below the question is a large text input area. A blue arrow labeled "5" points to a "Submit" button at the bottom left of the form. A separate blue arrow points to the text input area with the text "Only visible if you select 'yes'".

Issuing a Licence

When all community feedback has been received, ARI will issue a research licence under the authority of the NWT Scientists Act. This licence is valid until December 31 of the year in which it is issued. The following section explains how community organizations are notified when a licence is issued, and how to view issued licences on POLAR.

Notification of Research

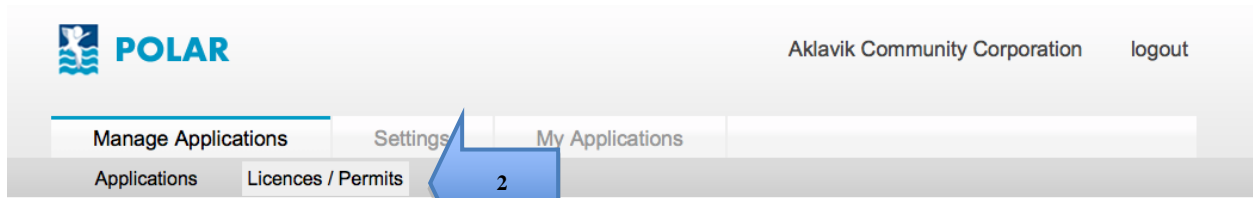
When a licence is issued, your community organization will receive a “Notification of Research” via fax or an e-mail from do-not-reply@nwtresearch.com. This notification will specify:

1. the researchers doing the work;
2. when the research will occur;
3. where the research will take place; and
4. the methods that are approved for use during the research project.
5. if there are any questions or concerns with the Notification of Research, contact the Manager of Scientific Services at ARI.

Viewing Issued Licences on POLAR

To see past applications, or the Notification of Research for any past applications:

1. Log in to your POLAR account.
2. Under the “**Manage Applications**” tab click on the “**Licences/Permits**” tab.

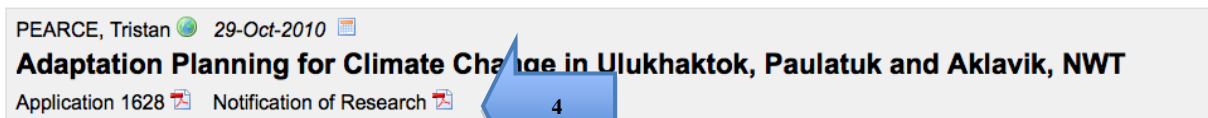


- Under “**Issued Licences**” you can view the date of issue, application number, project title, licence number and researcher responsible for the project. To see more information on a specific licence, click on the project title.

Issued Licences

Issued On	#	Project Title	Licence Number	Principle Investigator
3-Feb-2011	1628	Adaptation Planning for Climate Change in Ulukhaktok, Paulatuk and Aklavik, NWT	14843	PEARCE, Tristan
10-Dec-2010	1566	Aklavik Elder's Traditional Knowledge, Climate Change and Community Health	14830	ARCHIE, Billy
		Choosing the "culture of empires": Community Based Participatory Research to empower		HARRISON

- After selecting a specific project title, you will be directed to a screen that allows you to access the original application and Notification of Research. Click on the icon beside the document to open that file.



Amendments and Extensions For Research Licences

Research is a dynamic process, and sometimes plans change or research takes longer than expected. Research licences can be amended or extended when necessary.

How Licences Can Be Amended

If a researcher needs an amendment to their licence, they must contact the Manager of Scientific Services at ARI. If there is a concern with a research project amendment, please contact ARI.

How Licences Can Be Extended

Extensions may be required under special circumstances. The maximum extension available is until the end of February of the year following that in which your licence was issued. The Manager of Scientific Services at ARI will proceed with the extension if necessary. If there is a concern with this extension, please contact ARI.

Viewing Research Summaries

Researchers must submit a 200-word plain-language summary to ARI by June 30 of the year after their licence expires. For example, a researcher must report on a 2010 licence by June 30, 2011. Communities can access these summaries in a couple ways: The NWT Research Compendium and POLAR.

The NWT Research Compendium

Each year ARI publishes a complete compendium of all research projects that were licenced in the Northwest Territories, except for research on lands administered by Parks Canada. It includes projects licenced under types of permits issued in the NWT, including Prince of Wales Northern Heritage Centre Archeology Permits, Department of Fisheries and Oceans Licence to Fish for Scientific Purposes and Government of the Northwest Territories Department of Environmental and Natural Resources Wildlife Research Permits.

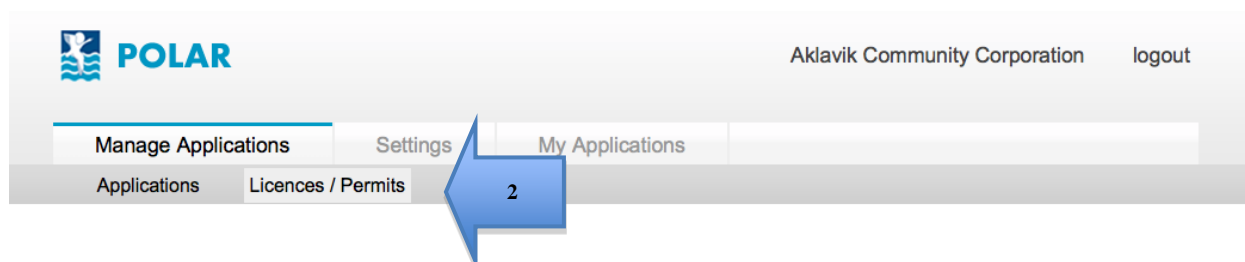
You can electronically access all issues of the compendia at:
<http://www.nwtresearch.com/resources/publications/Compendia.aspx>.

If you would like a paper copy, please contact the Manager of Scientific Services at ARI.





Accessing Research Summaries Through POLAR

To view research summaries for any licence applications that were reviewed by your community organization:

1. Log in to your POLAR account.
2. Under the “**Manage Applications**” tab click on the “**Licences/Permits**” tab.



3. Under “**Issued Licences**”, click the name of the project you would like to view.
4. The summary will appear below the header bar. An example of a research summary is shown below. If a research summary has not yet been submitted, it will show “Summary has not been submitted” under the Compendium Summary. Contact the researcher directly if you would like to follow up on research progress, or return to the site after June 30.

GOODMAN, Karen J  26-Sep-2007 **The Aklavik H. pylori Project**Application 549  Notification of Research **Compendium Summary**

The long-term objectives of this research are to develop a comprehensive approach to investigating community health problems related to H. pylori infection in NWT communities and to identify public health solutions that respond to community health care needs as perceived by community members and health authorities. As a starting point, a project will be carried out in the Hamlet of Aklavik. 314 participants were recruited and 255 breath tests were performed.

The prevalence of positive breath tests is 57%. This is a better reflection of the prevalence of H. pylori infection in Aklavik than the 72% positive by culture among those with biopsies from endoscopy. This is because residents who were informed of positive breath test results were motivated to undergo endoscopy, so proportionally more positives were in this group. The H. pylori prevalence of 57% is

Receiving Full Reports and Final Documents

If your community organization would like to receive copies of final research reports such as scientific papers, posters, and summaries, please include a statement requesting final reports in your review comments. You may also contact the researcher directly to ask for final reports as their process for publication takes at least a couple of years. Finally, the ARI library accepts copies of reports from researchers, and may have materials available in circulation. Contact ARI to help you access documents researchers have submitted to the library.

Reporting Issues with Research Projects in Your Community

If anybody in your community has questions or concerns about how research projects being done in your area, contact ARI to discuss these concerns or questions. ARI strives to ensure research is conducted ethically and appropriately.