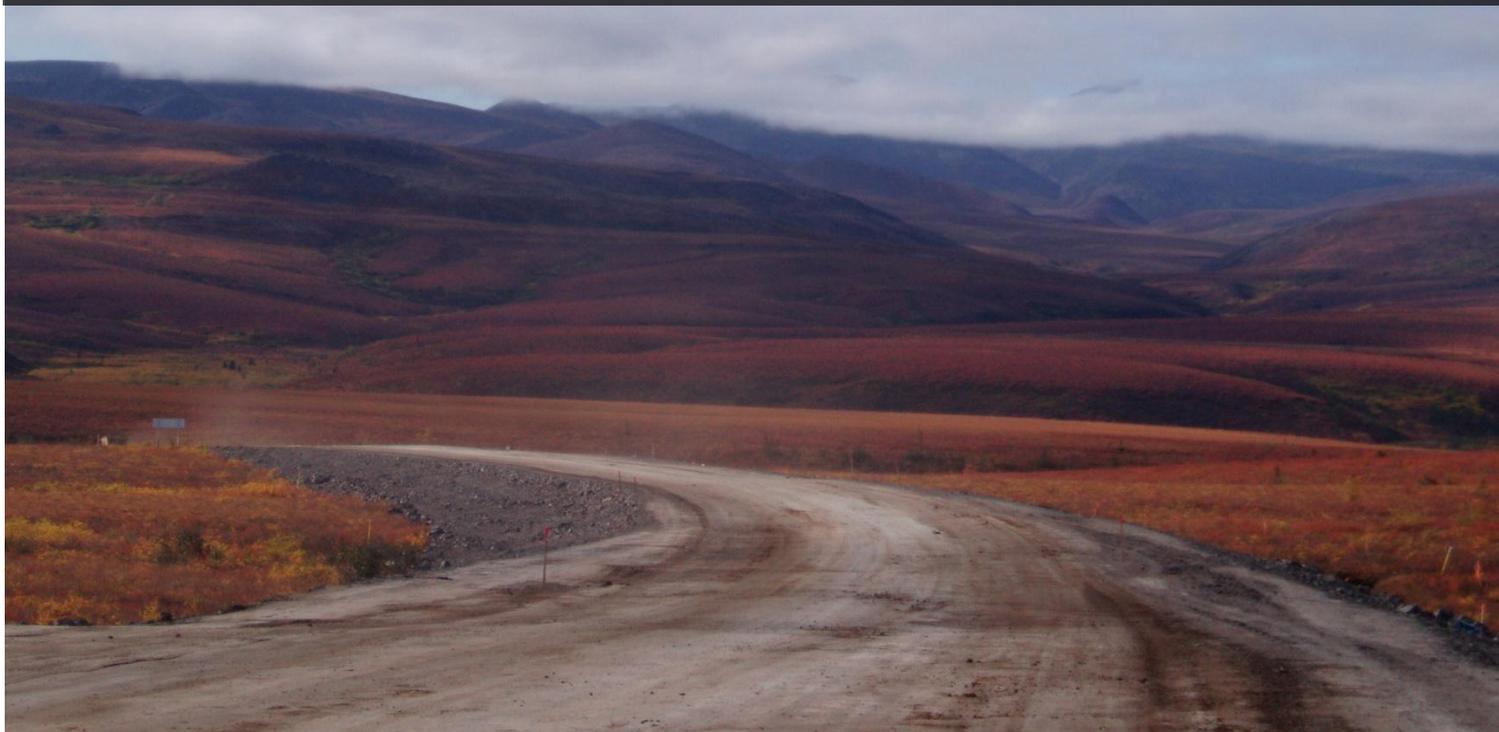


Researchers Guide to POLAR



Welcome to the world of research in the Northwest Territories! Navigating the regulatory requirements of northern research can be a challenging task for even the most seasoned northern researcher. This manual is designed to walk you step-by-step through the online NWT Scientific Research Licence process. This online application system is the Portal to Online Licensing Applications for Research (**POLAR**). Before applying, read through this manual to ensure you understand POLAR and that you are applying for the proper permits.

If you have questions at any time, 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

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AURORA RESEARCH INSTITUTE

A U R O R A C O L L E G E

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Licensing and Permits in the Northwest Territories

Without exception, all research in the Northwest Territories must be licensed. This includes research on indigenous knowledge, health, and physical, social or biological sciences, contaminants and engineering. Through the licensing process, information about your work is shared with other researchers and northern residents. Summaries of the research conducted each year are distributed to community organizations and other researchers. In addition, research information is added to existing and developing scientific databases.

As a researcher in the North, it is your responsibility to obtain the proper permits before proceeding with your work. The review of each application requires collaboration at the community level and takes time. Ensure you are leaving yourself ample time to complete the licence prior to starting your research. If the proper licences and documents are not secured, your research can be delayed until a proper review of your project is completed. Please be aware of deadlines because different organizations take varying amounts of time to review applications.

Permit Type

For guidelines to determine what licences and/or permits you will require, please see the licensing Summary Tables at <http://www.accessnwt.ca/licensing/licensing-summary-tables>. Note that if your work will combine various areas of research, you must contact all relevant agencies <http://www.accessnwt.ca/licensing/directory-of-regulators>.

NWT Scientific Research Licence

This guide describes the process for the NWT Scientific Research Licence, which covers most research done in the NWT. It does not cover archeology or wildlife research. Archeology research is licenced by the Prince of Wales Museum and wildlife research is licenced by the 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 Scientific Research Licence

The NWT Scientific Research Licence allows you to conduct your research as stated in your initial application.

It does not:

1. Allow you access to the private lands of aboriginal groups. Individual agreements between you and the aboriginal government are required for this access.

2. Permit you to do research outside the geographical area defined in your application.
3. Allow you to collect data without adhering to all relevant ethical considerations for your research.

Note: If there are substantial changes to your methodology as stated in your initial application, you will be asked to submit a new application.

Special Research Considerations

Research Involving Human Subjects

All research that involves human subjects requires approval by a recognized ethics review board. Scientific Research Licence applications can be submitted prior to ethics approval, but a research licence will not be issued before proof of approval is shown to the Manager of Scientific Services.

Lands Administered by Parks Canada

Those who wish to work within national parks or historic sites require a Research and Collections Permit (RCP) through Parks Canada. Contact the field office of the national park you wish to work in to learn about the RCP application process http://www.pc.gc.ca/apps/rps/itm1-/RPSCoord_E.asp.

Forestry Related Research

The Forest Management Division, Department of Environment and Natural Resources, is responsible for reviewing all forest related research proposals. If you are doing research related to trees and/or plants you may also require a Forest Research Licence under the NWT Forest Management Act and Regulations. Contact the Director of the Forest Management Division to check if you need to go through this process.

Fisheries and Marine Mammals

The Canadian Department of Fisheries and Oceans (DFO) requires a research licence to study marine plants and animals, including anadromous fish, marine mammals (except polar bears, which require a Wildlife Research Permit), shellfish, crustaceans (including their eggs, spawn, embryonic, larval and juvenile stages), and other freshwater and marine biota such as benthos, plankton and aquatic plants. Contact DFO to follow-up on your licence application.

Applying for a NWT Scientific Research Licence Using the POLAR System

This section will take you through the NWT Scientific Research Licence application process.

Registering

Before you can complete an application, you must create an account. Follow these directions to get started.

1. Type <http://polar.nwtresearch.com/> into your internet browser's address line.
2. In the top right-hand side of the screen choose "**Create an Account Now**".

Sign in with your
POLAR Account

Email:

Password:

Remember me on this computer.

Login

[forgot your password?](#)

Don't have a POLAR Account?
[Create an account now](#)

2

3. You will be directed to another screen and asked to enter your e-mail. Use an e-mail account that you frequently check, as this is where all information about your application will be sent.
4. The password to your POLAR account will be sent to your e-mail account within one day. If it does not appear in your inbox, check your junk mail folder.

Logging In

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

3. Click “**Login**”.



Retrieving Your Password

To retrieve your password, follow these steps:

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 during registration, and a new password will be sent to that e-mail account. If it does not appear in your inbox, be sure to check your junk mail folder.



Symbols Used in POLAR

There are several buttons used in the POLAR program that will be helpful.



Help Button: Roll your mouse over this green question mark for tips on filling out the associated question.



The red star indicates a mandatory field.

[Preview Pdf](#)

Click on this button to see how your application currently looks.



Click on this to bring up a calendar.

Save

This button allows you to save your work. Always be sure to save your application before you close the screen and save frequently as you edit.

Continue

Continue (and Save) Button: this is a save and continue button, it allows you to move to the next section of the application and saves what you have entered so far.

Starting an Application

1. Give your project a descriptive title. Avoid acronyms, technical jargon, and catchy names that do not tell the reviewer anything about your project.
2. Choose the year in which you wish to begin your research.
3. Choose the length of your project. Multi-year licences can be issued for up to five years. Projects greater than five years in length will need to do a full application every five years.
4. Click “**Apply**” to start the application.

The screenshot shows a web form titled "Apply for NWT Scientific Licence" with a help icon. The form includes a "Project Title:" text box, a "Year:" dropdown menu set to "2011", and a "Length Of Project:" dropdown menu set to "1 Year". A blue arrow labeled "1" points to the Project Title field. A blue arrow labeled "2" points to the Year dropdown. A blue arrow labeled "3" points to the Length Of Project dropdown. A blue arrow labeled "4" points to the "apply" button. A logo of a white bird flying over blue waves is visible on the right side of the form.

Tips for Writing an Application

There are seven sections that must be completed prior to submitting your application. Incomplete applications will not be accepted.

You can pick a specific section at the top of your screen by clicking on the desired section in this application toolbar:



Things to keep in mind when filling out your application:

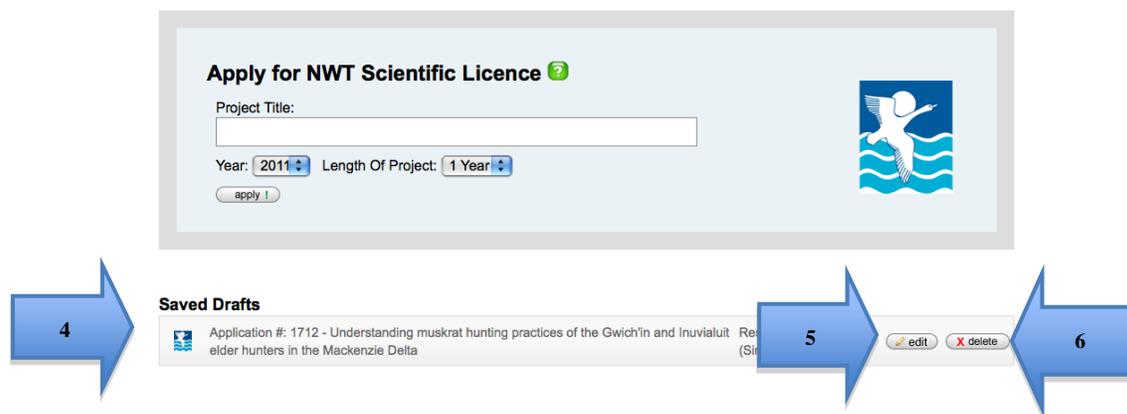
1. Use simple language with a reading level no higher than grade six. Please review the plain language resources at <http://www.accessnwt.ca/community/plain-language> for suggestions on writing your application.
2. Explain any specific equipment you will use so a person who has never seen it can understand its role and how it works.
3. Be specific on the locations of your research. This information is used to determine which community organizations will review your application.

Complete all questions to the best of your ability. If you have questions on specific sections of the application check the associated help button. If you still have a question, please contact the Manager of Scientific Services.

Saving, Returning to, and Deleting an Application

All applications can be saved and worked on at a later date. To save an application and return to it later, follow these steps:

1. Before navigating away from the application, click the “**Save**” button at the top or bottom of the page.
2. Log out of POLAR by clicking on the “**Logout**” button in the upper left corner.
3. When you are ready to work on the application again, return to POLAR and login with your e-mail address and password.
4. Your application will appear under “**Saved Drafts**”.
5. Click on “**Edit**” to make changes to your application.
6. If you no longer want to submit your application, you can delete it from the system by clicking the “**Delete**” button.

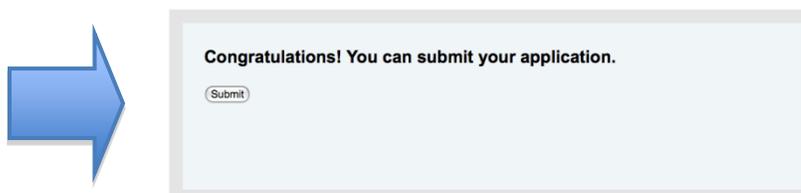


Submitting the Application

Once your application is complete, you’ve given the application a final preview and are ready to submit, click the Submit tab in the application toolbar. If there are any errors or missing information, a page will appear listing areas that you must complete before submission.

If the application has been filled out completely, after clicking the Submit tab, you will be directed to the payment instruction page within POLAR where you will be again directed to the secure site where you can pay the submission fee by debit or credit (VISA, Mastercard, or AMEX) card. The application fee is **CAN \$158.00**. A receipt will be automatically generated after the payment is processed and sent to you by email from the vendor. The vendor site will bring you back to the POLAR Submit page for the final step.

When your application is complete and your payment has been processed, you will see the following screen. Click “**Submit**” to submit your application. You will receive an e-mail confirmation that your application has been received.



Northern community organizations submitting research licence applications are not charged an application fee. If your application fits this category, you will NOT be directed to the payment screen.

If you have questions about the application fee, please contact the Manager of Scientific Services prior to submitting your application.

How Does the Application Process Work?

Congratulations, your application has been submitted! The application will now go through a review process. This section will explain this review process and how to track your application.

Tracking your Application

Follow these steps to follow the progress of your application in POLAR:

1. Sign in to POLAR.
2. You will see your submitted application under the “*Application Under Review*” box.
3. To monitor its status, click on the title and application number. This will direct you to a screen showing the status of your application and community review(s).



3 **Applications Under Review**

	Application #: 1712 - Understanding muskrat hunting practices of the Gwich'in and Inuvialuit elder hunters in the Mackenzie Delta	Research Licence (Single Year)
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Step 1: Manager's Review

The Manager of Scientific Services at Aurora Research Institute will review your application to ensure:

1. the application is written in plain language and can be easily understood by community reviewers;

2. the content is specific enough to allow reviewers to understand where and when the research will occur, and why the research is proposed; and
3. The distribution list for community review is established and includes the appropriate community organizations.

If the Manager identifies an issue, it will be sent back with comments for your review. You will be notified at the e-mail account used as your login.

Editing an Application

When an application is returned, it moves back into your draft file. To make the requested changes:

1. Return to POLAR and login.
2. You will see your application under “**Saved Drafts**”.
3. Click on the “**Edit**” button to return to your application and make changes.
4. When the changes are complete, press “**Submit**”. Unlike the first time you submitted the application, you will not be directed to a payment screen. This will return your application to the Manager for further review.

Step 2: Community Review

Once the Manager approves the application for community review, the identified community groups will be asked to review your application and submit comments.

Applications concerning sensitive research topics or applications submitted during peak field season (March-July) may take longer to review. Please submit your application as early as possible to avoid delays in your research program.

Comments from Communities

Comments received from the community organizations are visible within your application file in your POLAR account or they may be e-mailed to you. To view comments submitted through POLAR, simply log in to your POLAR account. If you would like to respond to any comments, please contact the appropriate community organization directly.

Tracking Comments from Community Organizations

To track comments from community organizations, follow these steps:

1. Sign into POLAR.
2. You will see your submitted application in the “*Application Under Review*” box.
3. To monitor the status of your application, click on the title and application number. This will direct you to a screen showing the status of your application and community review.
4. There are three potential statuses:
 - a. No response – The community organization has not submitted comments.

- b. No comments at this time – The community group has reviewed the application and has no comments or concerns with your research.
 - c. Comments submitted – The community has submitted comments that you must address and/or consider. Note: depending on the nature of the comments, they may affect the issuing of your licence.
5. Click on the icon to display the comments.
 6. To find the contact information for a community organization, click on the organization’s name and you will be directed to a new screen listing their contact information.

Consultation Status

Please note that the Aurora Research Institute (ARI) promotes effective communication between prospective researchers and communities in which they propose to conduct research. As comments below are submitted directly from community organizations, any follow up should be directed to the organization which submitted them.

Organization	Status
 Norman Wells Land Corporation	No Response
 Norman Wells Renewable Resource Council	No Response
 Sahtu Renewable Resource Board	 Comments submitted
 Sahtu Secretariat Incorporated	No Response
 Town of Norman Wells	No Response



Issuing a Licence

Once the review process is complete, the communities' comments have been addressed and all necessary paperwork has been submitted to the Manager of Scientific Services, a licence is issued. The following is important information about this licence.

Information on NWT Scientific Research Licences

All NWT Scientific Research Licences are valid for one calendar year, until December 31 of the year in which they are issued.

If you apply for a multi-year licence, you will be issued a licence for the first calendar year of your research program. For each subsequent year, you are required to complete a renewal application. The renewal application will undergo a simplified review process with all applicable community groups.

Please note that, if the methodology of your research changes from one year to the next, a new long-form application and full community review will be required. If you have questions about modifications to your methodology that would require a new application, contact the Manager of Scientific Services.

Amendments and Extensions to your Licence

Research is a dynamic process and sometimes things change or take longer than expected. Research licences may be amended or extended when necessary.

How to Amend your Licence

Amendments can be made to add or remove project team members to your licence, or to change your study locations. If changing your study locations involves adding new communities to your licence, a letter of support or some form of written approval from each community is required before the amendment can be made.

If you require an amendment, please contact the Manager of Scientific Services at ARI. The Manager will proceed with your requested amendment, provided the conditions listed above are met and your request does not include major changes in your methodology. Major changes in methodology will require a new application.

How to Apply for an Extension to your Licence

If you require an extension in order to complete your research, please contact the Manager of Scientific Services. The maximum extension available is until the end of February of the year following that in which your licence was issued.

Research Summary Reports and Results

Reporting results to the communities is a very important step in the research process. To help communities stay informed about research conducted in the NWT, you are required to submit a brief summary report each year. The following section outlines how to write these reports and submit them using POLAR.

Tips for Writing a Research Summary

You are required to submit a 200 word, plain language summary report of your research. The report must be submitted on POLAR by June 30 of the year after your licence expires (for example, a summary of research done under a 2010 licence is due on June 30, 2011). If you apply for a new licence before this date, your summary is due when you submit your new application. These reports are compiled into a yearly publication listing all scientific research done in the NWT. These reports are sent to the communities and are publically available on the ARI website.

Tips for writing your 200 word summary:

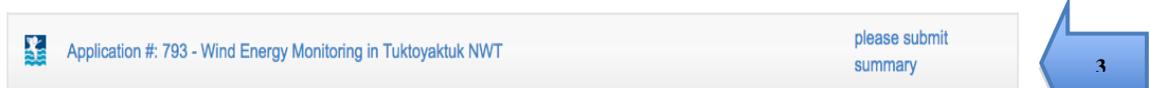
1. Use plain language and avoid jargon. Write at a sixth-grade level.
2. Briefly describe how you conducted your research.
3. Summarize your results. If you do not have any finalized results at the time, report general observations and when and how community members can access final reports (e.g. website, by contacting the researcher).
4. Do not include the names of community members who participated in your work, unless they are listed members of the research team.
5. Do not write in point form. Your report should be a complete paragraph.
6. Check for spelling and grammar errors.
7. Only include photos that can be published.

How to Submit your Research Summary

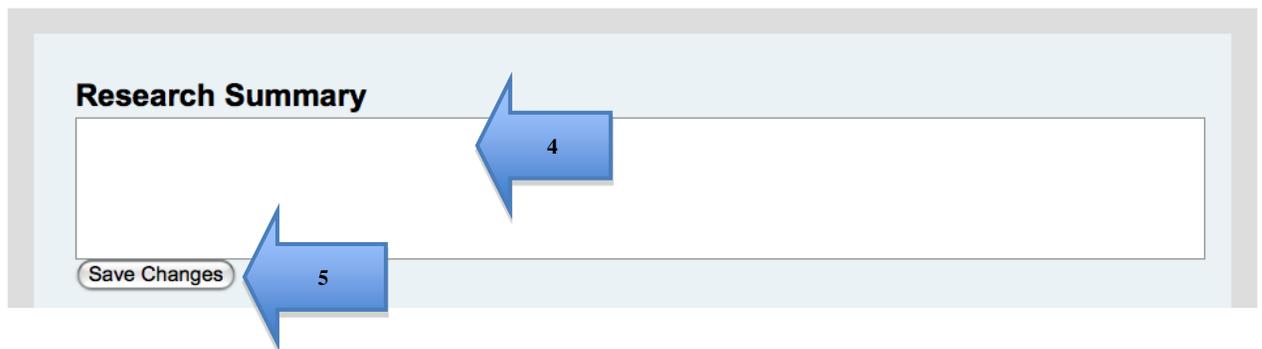
You must submit your research summary using POLAR. To do so, please follow these steps:

1. Sign into POLAR.

2. Select the project for which you would like to submit a summary under “**My Research Licences**”.
3. Click on “**Please Submit Summary**”



4. Insert your summary in the space provided.
5. Click on “**Save Changes**” when your summary is complete.
6. Your summary is submitted once you have saved changes. If there are any concerns, the Manager of Scientific Services will contact you.



How to Upload Final Reports

In addition to distributing your research results to the relevant community organizations, you are required to submit all final reports, talks, papers and posters to the Aurora Research Institute. The Aurora Research Institute maintains a database of publications resulting from licenced research in the NWT. They are often accessed by community members following up on a research project.

To upload final reports, please follow these steps:

1. Sign into POLAR.
2. Select the project for which you would like to submit a summary under “**My Research Licences**”.
3. Click on “**Please Submit Summary**”.
4. Under “**Public Files**” click “**Browse**” to find the file(s) you wish to upload.
5. Click “**Add File**”. Your file(s) are now uploaded and available for viewing by the public.

