

First Nations Environmental Contaminants Program (FNECP) 2024/2025

Introductory Guide for FNECP

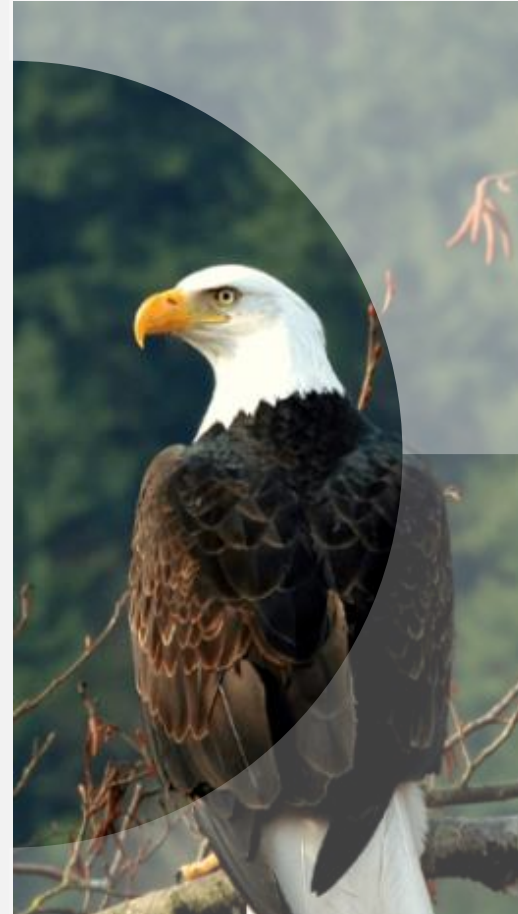


FNECP Mandate

The Program is helping First Nations improve their health and wellbeing by supporting their capacity to **identify, investigate**, and whenever possible, **reduce** the impact of exposure to **environmental hazards** through community-based research, monitoring, knowledge integration and risk communication.

Guiding Principles:

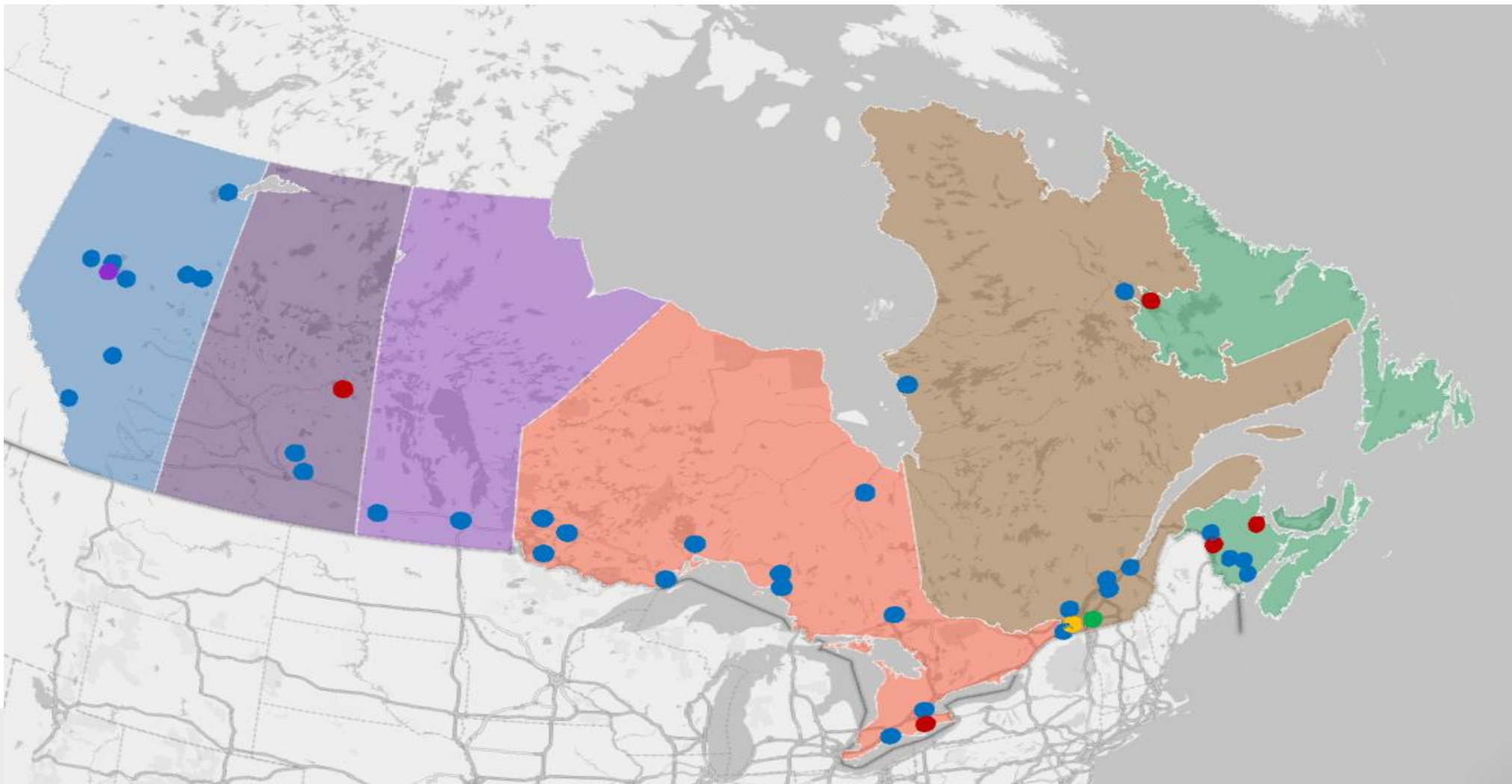
- ❖ Multi-disciplinary approach: Western science and Traditional Knowledge
- ❖ Community based research
- ❖ Equity (including gender and economic)
- ❖ Respect for the First Nations principles of OCAP



FNECP Background

- Established in 1999 to support First Nations' engagement in assessing the extent of environmental contaminants exposure and the potential for associated risks to the health and well-being of First Nations communities south of the 60th parallel
- Facilitate collaboration and building of trustful relationships between academically trained researchers and First Nations communities and organizations
- Enable communities to identify potential human health risks, to make informed decisions, and initiate risk mitigation and/or remediation actions
- The FNECP has funded over 140 projects across Canada

FNECP Funded Projects Over the Last 5 Years



Legend

- Chemical Surveillance of Traditional Food, Water, and Soil (n= 35)
- Human Biomonitoring* (n= 1)

- Biological Hazard in Traditional foods (n= 1)
- Radon Exposure Assessment (n=5)
- Radon Awareness (n=1)

Community Benefits



Builds capacity among the next generation of researchers.



Training and hiring opportunities



Knowledge transfer within the community



Supports Traditional knowledge transfer



**FIRST NATIONS ENVIRONMENTAL
CONTAMINANTS PROGRAM FOR
COMMUNITIES AND ORGANIZATIONS
SOUTH OF 60TH PARALLEL**

2024 TO 2025 CALL FOR PROPOSALS - 20 JUNE, 2023

FNECP Call for Proposal

The **FNECP Call for Proposal (CFP)** is released annually and contains all the necessary information to develop a proposal and apply for the program

Proposal Types

1. Primary Research



2. Knowledge Integration



3. Risk Communication



Project outcomes must be linked to the human health impacts on community members

All research projects should focus on a specific science-based concern, use a multidisciplinary approach and involve community participation in all phases of the research, from the concept development to planning, implementation and reporting.

1. Primary Research



Focus on environmental hazard identification, investigation and characterization



Collect information on the **levels of the environmental contaminants of concern in different media** (food, water, soil, or air) and **human exposure routes**



Be achievable in two years



Selected proposals can receive up to **\$125,000** per project in funding **over two years**

2. Knowledge Integration



Focus on secondary research, i.e., make use of existing scientific data



Integrate the existing **scientific data** with **community-based knowledge** to support knowledge integration for an environmental public health issue or hazard of concern



This type of proposal could be submitted prior to and in preparation for a future primary research proposal, should knowledge integration demonstrate the need



Selected knowledge integration proposals can receive up to **\$25,000** per project in funding over one year.



3. Risk Communication

- Can be used for extensive and sophisticated risk communication of the results of previously completed primary research to increase First Nations' awareness of the new knowledge and its implications for human health.
- Selected Risk communication proposals can receive up to **\$25,000 per project** in funding **over one year** (April 2024 to March 2025).



SPECIAL REQUIREMENT FOR FUNDING



1. The FNECP program requires that:

- Primary research projects be carried out in partnership with **academically trained scientists (a MSc or PhD -level) with a track record of peer-reviewed publications in the field of the proposed project**
- Knowledge integration projects be carried out in partnership with a project lead with **at least a bachelor's degree in environmental sciences, health sciences or education**
- Risk communication projects be carried out in partnership with **academically trained experts (at least a BSc or MSc-level) with proven experience in conducting risk communication in the field of the proposed project**

2. The academic partner(s) must be identified in the proposal



FNECP Contaminants of Interest

- Chemical Hazards
 - Persistent Organic Pollutants
 - Heavy Metals
 - Agricultural Pesticides
 - Pharmaceutical Residues
 - Naturally Occurring Toxins
- Radiological Hazards
 - Radon

Refer to
page **5 & 6**
on the CFP
for more
details!

The Review Process

1. Mandatory Criteria
Review (MCR)

2. Science Peer
Review (SPR)

3. Community-Based
Merit Review (CBMR)



1. Mandatory Criteria Review (MCR)

The initial stage is conducted by the FNECP Secretariat and assesses the merit of the proposal against mandatory requirements

Key requirements:

- ✓ State appropriate funding amount depending on research stream
- ✓ Projects must be community-based (submitted by the First Nations community/organization)
- ✓ A project lead must partner with an academically trained scientist with a strong background in the field of the proposed project
- ✓ Demonstrate a strong link between environmental contaminants and the health of First Nations
- ✓ An appropriate human exposure assessment methodology for primary research projects
- ✓ Include the integration of local and traditional knowledge
- ✓ Contain information on how the community will be involved
- ✓ Include all elements outlined in the “Proposal Template”

Refer to page **9 & 10** on the CFP

2. Science Peer Review

Conducted by external Science Peer Reviewers to evaluate

- ✓ The suitability of project design
- ✓ Project team expertise
- ✓ Research methodology
- ✓ Knowledge translation plan
- ✓ Timeframe
- ✓ Budget

- Refer to page **11** on the CFP for the criteria used to evaluate primary research proposals
- Refer to page **12** on the CFP for the criteria used to evaluate knowledge integration and risk communication proposals

3. Community-Based Merit Review

Conducted by the First Nations Selection Committee

- composed of one regional First Nation representative from six regions (AB, SK, MB, ON, QC and ATL) who have a strong background in environmental monitoring and First Nations health and community issues
- provides leadership and co-administration of the FNECP
- facilitates First Nations participation in environmental human health research

- ✓ Community involvement
- ✓ Strengthening capacity
- ✓ Hiring and training opportunities
- ✓ Traditional knowledge
- ✓ Communication plan
- ✓ Budget

Refer to page **14 & 15** on the CFP for the specific criteria used by the selection committee to evaluate each proposal

Important

- Knowledge integration and risk communication proposals cannot be combined with a primary research proposal component.
- One proposal per First Nation
- No more than two proposals from the same Principal Investigator/Research team
- FNECP funded projects that are still in progress cannot apply for new/additional funding for the same or similar project until
 - the conclusion of the previously funded project and
 - the project report on the analysis of results has been submitted and approved by the program

This presentation is an overview! Additional details can be found in the CFP!

Proposal Template

Refer to page **16** of the CFP

Cover Page

- Include ALL required information on the cover page
- Make sure to include the names and contact information of Chief, Principal Investigator and Project Leader

Refer to page **17** on the CFP

PROJECT TITLE:

Research stream:

Applicant Information

Name of community or organization:

Address:

Telephone:

E-mail:

Name of Chief:

Address:

Telephone:

E-mail:

Name of community lead/coordinator for project:

Address:

Telephone:

E-mail:

Name of community financial manager:

Address:

Telephone:

Fax:

E-mail:

* INSERT OFFICIAL ORGANIZATION LOGO HERE

SCIENTIFIC PARTNER

Name of academic institution:

Name of Principal Investigator:

Address:

Telephone:

Fax:

E-mail:

Date of Submission:

Amount of Funding Requested from Indigenous Services Canada: \$

Plain Language Summary

- Give a short overview of your research project:
 - Introduce the question(s) that the project will explore
 - Why is this important to your community?
 - How does this project link environmental contaminants to the health of the community?
 - How will the anticipated results of the project address your community's question(s)?
- What key activities are you proposing to answer these questions?
- What are the expected outcomes or results of the project?
- How can the information from this project be useful to other communities?

Maximum 1 page

Refer to page **18** on the CFP

Table of Contents

- Create a table of contents with page numbers. This is a list that includes all the major sections in your proposal.

Refer to page **18** on the CFP

Table of Contents

- Cover page
- Plain language summary
- Community background
- Project description:
 - Introduction
 - Rationale
 - Objectives
 - Methodology
 - Activities/outcomes
 - Strengthening capacity
 - Traditional knowledge
 - Youth
- Workplan and timelines
- Project team and partners
- Communication and dissemination plan
- Project evaluation
- Budget
- Research ethics review
- Letter(s) of support from mandated authority
- References
- Appendices
- Resumes/CVs

Community Background

- Some information on the history of your community
- Explain what makes your community vulnerable to environmental contaminants
- How does exposure to environmental contaminants potentially impact the health of your community?
- What types of environmental contaminants potentially impact the health of your community?
- Are environmental contaminants and their effects on health an issue for members of your community (Elders, women, children)?

Maximum 2 pages

Refer to page **18 & 19** on the CFP

Project Description

Introduction

- Describe the project (purpose, scope, type)
- Provide a literature review that summarizes any previous research on your topic with references
- Describe how your project will build on previous research or answer a new question that has not yet been considered
- Indicate if this project is a continuation of any other community research project
- Include a short summary of the analysis and results

After going over the introduction, the reader must understand:

- ✓ The primary concern
- ✓ Background information on the topic
- ✓ The proposed solution to address these concerns

Refer to page **19** on the CFP



Rationale

Questions that must be addressed:

How have environmental contaminants affected the health of your community and/or how might they affect your community in the future?

Have steps been undertaken in the past to understand or solve this issue? If so, what were they, and were they effective? Why or why not?

How will your community benefit from this project?

How will the outcomes of the research be of direct or indirect relevance for other First Nations communities?

Refer to page **19** on the CFP

Objectives

- What are your short-term objectives for this project?

- Examples:

- Measure the levels of chemical contaminants in traditional foods
- Determine the quantity and frequency of traditional foods consumed by community members over the prior year.

- What are your long-term objectives for this project?

- Examples:

- Provide greater confidence for the community members in consuming traditional foods harvested in their traditional territory
- Strengthen community capacity and awareness about potential risk of environmental contaminants

Refer to page **19 & 20** on the CFP

Methodology and Data Collection

Primary Research

Project proposals must include conventional research methodologies recommended by Health Canada that assess **human exposure** and **body burden of contaminants** through a combination of the following:

- Sampling of traditional foods, water, indoor air or soil for environmental contaminant analyses

and

- An appropriate human health exposure assessment methodology that would enable the examination of a link between environmental contaminants and human exposure.

Methodology and Data Collection

Primary Research

How will the data be collected, analyzed, interpreted, disseminated and stored?

Where and when will sampling take place?

How many samples of water, sediments and types of plants, mammals or fish will be collected? What tissues of animals will be selected?

Which accredited laboratory will you use to analyze your samples for contaminants?

Who will participate in the study (e.g., youth, males, females, hunters, etc.)? What selection method will be used? How many people will be selected?

Who will analyze the data and interpret the results?

What is a data management plan? How will the data be protected and shared throughout the research project?

How will the First Nations' principles of ownership, control, access and possession (OCAP) be respected?

Refer to page **21 & 22**
on the CFP

Methodology and Data Collection

Knowledge integration &

Describe the scope of work

Risk communication

Provide details on search strategy and types of knowledge and the type of publications selected

List knowledge integration methods and other search tools (e.g., databases) that will be consulted to find relevant sources

Describe inclusion and exclusion criteria for the selection of literature

Outline the planned report structure for a knowledge integration or risk communication project

Activities and Outcomes

Activities are more specific and detailed statements than your objectives. You can have many activities for each of your objectives.

Example:

- **Objective:** *to determine the quantity & frequency of traditional foods consumed by community members.*
- **Activities:**
 - 1) *Using the band council list, randomly select 40 individuals of different age and gender groups to participate in the research.*
 - 2) *Inform selected participants about the project and seek their written consent.*
 - 3) *Administer a food frequency questionnaire to these participants.*

State the anticipated results and project deliverables (e.g., reports, publications, communication materials such as pamphlets, plain-language summary, videos)



Refer to page **21 & 22** on the CFP

Strengthening capacity

- Explain how your project will provide your community with new tools, knowledge and methods to increase the ability to better understand and manage the health impacts of environmental contaminants
- Describe how this project will support community members' engagement in research (environmental specialists, community coordinators, Elders, fishers, women and youth)
- Provide information on local hiring and training opportunities
- Detail how the project support engagement of youth.



Traditional Knowledge

- The integration of traditional knowledge is a key component
- Provide details on the engagement of Traditional Knowledge Keepers (e.g., Elders) in the research throughout project stages
- Explain how your project will incorporate and protect traditional knowledge and culture
- Describe how Traditional Knowledge transmission is integrated into the project



Refer to page **22** on the CFP

Workplan and Timelines

- Prepare a table with a list of each activity of the project with an assigned activity number, the timelines for each activity, and any factors that might affect timing (for example, seasons, availability of resources, migration patterns, etc.).

Workplan and timelines

PROJECT OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE/ DATES	FACTORS AFFECTING TIMING	ACTIVITY #

Project team and partners

- This table should include all individuals who will be involved in the project including their name, affiliation, role within the project, and the associated activity number (from the work plan) in which they will be participating.

Project team and partners, their affiliation and project roles

NAME	CONTACT INFORMATION (PHONE/EMAIL)	AFFILIATION	PROJECT ROLE	ASSOCIATED ACTIVITY #

Refer to page **23** on the CFP

Communication/Dissemination Plan

- Describe in detail how the results will be communicated to the community throughout the project (e.g., Facebook, newsletter, a community bulletin)
- Describe how the results will be communicated or disseminated to other interested parties and decision-makers (e.g., funding organizations, other First Nation communities, governments.)
- Detail how the project's results will be communicated regionally, nationally or internationally (e.g., peer-reviewed publications, presentations at conferences)
- The community must be involved in the communication of the project results.

Refer to page **24** on the CFP

Project Evaluation

- Indicate how the project will be evaluated and by whom
- Conduct evaluation techniques such as:
 - ✓ Activity logs
 - ✓ Surveys
 - ✓ Interviews
 - ✓ Focus groups
 - ✓ Community engagement
 - ✓ Audits

Project Evaluation Table

PROJECT OBJECTIVES	PROJECT ACTIVITIES	PERFORMANCE INDICATORS	DATA COLLECTION TECHNIQUES/TOOLS	COMMENTS

Refer to page **32 & 33** of the CFP for Project Evaluation suggestions

Budget



- Core Expenditures:
 - Salaries and wages
 - Honoria
 - Professional Service Fees
 - Travel, Accommodations and Meal Costs
 - Equipment and Faculties
 - Laboratory Expenses
- Administrative/Management Costs (up to 10%)

IMPORTANT

- The FNECP funding and funding from external sources must be used exclusively for the objectives as per the proposal
- Fees for professional services offered by consultants and academics cannot exceed 40% of the FNECP fund
- Cost for equipment and faculties cannot exceed \$10,000

Refer to page **24 – 27** on the CFP

Budget

TABLE: PROJECT BUDGET

EXPENSE	DESCRIPTION	INDIGENOUS SERVICES CANADA FUNDING REQUEST	FUNDING FROM OTHER SOURCES (INCLUDING IN-KIND)	COMMENTS	ASSOCIATED ACTIVITY #
Core Expenditures					
Salary					
Salary					
Salary					
Honoraria					
Benefits					
Professional services					
Translation					
Training fees					
Transportation, accommodation and meals					
Equipment and facilities					
Laboratory expenses (detailed with cost per sample)					
Other					

Refer to page **27** in the CFP for the full table

Research Ethics Review

- Every human health research project involving First Nations will be required to obtain an Approval Certificate from at least one Ethics Review Board or committee before receiving funding approval from the FNECP (e.g., University Research Ethics Board)
- The research ethics review does not need to be completed at the time of application but will be needed before funding can be provided. Your project team will be responsible for this part of the review.

Refer to page **28** on the CFP

Letter of support from a mandated authority

- Letter(s) of support by a mandated authority (Chiefs, Chief Executive Officer of the First Nations organization or community, etc.) for each community involved in your project should be included in your submission
- The letter(s) should be on official letterhead and be signed by an authorized person.

Refer to page **28** on the CFP

Additional Sections

REFERENCES

- Include reference to any documents, publications, or third-party information that you used in writing your proposal.
- This is a very important part of your proposal as it shows that your research would build on existing knowledge.

APPENDICES

- Relevant project materials that you may have ready such as interview questions, questionnaires, laboratory quotes, consent forms (sample to follow), etc.

Resumes/CV

- All scientific project team members and the community project lead must provide their resumes or CVs along with a list of relevant publications

Proposal Sections Required

- Cover page
- Plain language summary
- Table of contents
- Community background
- Project description
- Workplan and timelines
- Project team/Partners
- Communication and/or dissemination plan
- Project evaluation
- Budget

- Research Ethics Review
- Letter(s) of support
- References
- Appendices
- Resumes/CVs

Details can be found on page **16** on the CFP



How to submit a proposal

- Proposal should not exceed 20 single-sided pages excluding cover page, appendices, resumes/CVs.
- Proposal must be submitted in size 12 font formatted for 8.5" x 11" size paper
- Proposal must be provided in English or French
- Complete proposals must be received by ISC **no later than October 21, 2023, at 11:59 pm Mountain time.**
- Electronic submissions: fnecp-plcepn@sac-isc.gc.ca
- Hard/paper-copy submissions can be sent to:
First Nations Environmental Contaminants Program
Environmental Public Health Division
Office of Population and Public Health
Population Health and Primary Care Directorate
First Nations and Inuit Health Branch
Indigenous Services Canada
A.L. 1919D
10 rue Wellington, Suite 1455,
Gatineau, QC, K1A 0H4

Refer to page **7** on the CFP



Timeline

Milestones/ Tasks	Date
Call for Proposal issued	June 20 th 2023
Proposal submission deadline	October 21 st , 2023
Successful applicants will be notified of the funding decisions	March 15 th , 2024

Best Practices for a Strong Proposal





Start Early!

- Begin developing your proposal as soon as possible
- Starting early will give you more time to make any necessary changes you may need to address down the line!



Collaborate!

First Nations communities and scientists should work in collaboration from the initiation of the project to the completion of the project.



Community- based research



Projects must be community-based (i.e., First Nations must be the lead on the project)



The Community, through its representatives, must be involved in the project design, implementation and throughout all stages of the project



The community's voice, the application of science to address community concerns, and the integration of traditional knowledge must be apparent throughout the proposal.

Scientific Academic Partners

The FNECP requires all projects to be carried out in partnership with academically trained scientists. The academic partner(s) must be identified in the proposal.

1. Primary Research: a **MSc or PhD level** scientist with a track record of peer-reviewed publications in the field of the proposed project
2. Knowledge Integration: Project leads are required to have at least a **bachelor's degree** in environmental sciences, health sciences or education
3. Risk Communication: academically trained experts (at least a **BSc or MSc -level**) with proven experience in conducting risk communication in the field of the proposed project.

Human Health Impact



- Make sure to investigate the **link** between **environmental contaminants** and **the health of First Nations communities**. This requirement applies to primary research, knowledge integration and risk communication streams
- For primary research project: include an appropriate **human exposure assessment methodology** that would enable the **examination of a link** between **environmental contaminants** and **human exposure**.

Adhere to OCAP Principles

Ownership

Control

Access

Possession

<https://fnigc.ca/ocap-training/>

Make Use of What is Provided!

1

Make use of the CFP

- Proposal templates
- Check the criteria and scoring templates to your advantage!

2

Attend webinars

- Community Engagement and OCAP principles Webinar
- Proposal Writing Webinars

3

Contact Us!



(613) 293-5517
fnecp-plcep@sac-isc.gc.ca

Additional Information

For more information on the FNECP

contact:

fnecp-plcepn@sac-isc.gc.ca or call (613) 293-5517

& visit:

First Nations Environmental Contaminants Program

<https://www.sac-isc.gc.ca/eng/1583779185601/1583779243216>

and



<https://fnecp-plcepn.ca/>

also visit FNECP feature stories

<https://www.sac-isc.gc.ca/eng/1655904022428/1655904069592>

For examples of successful projects!

Thank You!

Please join us for the next webinars:

Indigenous Engagement Webinars

- July 26th, 2023, at 1:00pm – 2:30pm EST
- August 2nd, 2023, at 1:00pm – 2:30pm EST

Proposal Writing Webinars

- September 25th, 2023, at 1:00pm – 2:30pm EST
- September 28th, 2023, at 1:00pm – 2:30pm EST