



## POLICY ON ENDORSEMENT OF RESEARCH PROJECTS

**Introduction:** The Canadian Permafrost Association (CPA) anticipates that it will be called upon from time to time to endorse projects or provide letters of support for project proposals. The Association will only consider supporting or endorsing projects of proposals that, at a minimum, fulfill the following criteria, are consistent with the mission statement of the CPA, and receive majority support from members of the Board.

**Requests for endorsement:** Requests for endorsement must be received by the Secretary by email at least one calendar week before the Board meeting at which the request is to be discussed. Requests received after this date may be considered at a subsequent meeting of the Board. Requests must be written in English or en français and should be sent as a pdf attachment to a message in which the Secretary is notified of the contents of the attachment. The Secretary will acknowledge receipt of the request and inform the requestor of the date when the request is to be considered. After consideration, the Secretary will communicate the response of the Association to the requestor.

**Decision:** The decision of the Board and any conditions attached to the decision will be communicated to the requestor within one week of the Board meeting at which the request is considered. Decisions may not be appealed. One revised request may be accepted at the discretion of the Board following a majority vote. Letters of Support will be written by a sub-committee of the Board and dispatched under the signature of the President.

**Format:** The request for endorsement should be formatted in Times New Roman 12-point font. Each margin should be 2.54 cm wide. The line spacing should be 1.5. Pages should be numbered sequentially in the upper right-hand corner, beginning with the first page. The request should address each of the following topics succinctly. A 400-word project description should be provided at the end of the request, as described below. Requests that do not conform to this policy will not be considered.



**Title:** A project title of not more than 20 words must be provided.

**Succinct summary:** A summary of the project in not more than 50 words must follow the title.

**Personnel:** The leadership of the project must include at least three members of the Association, one from the North, and at least one from each of two other regions of Canada (Atlantic Provinces, Québec, Ontario, Prairies, BC). The proposal must be signed by each of these members. Exceptions to this requirement with respect to membership may be made in 2018 only, while the Association is becoming established and before the website is live.

**Project membership:** A full list of participants, including their affiliations and roles, must be provided.

**Financial:** Endorsement of a project by the CPA does not imply that the CPA has or will have any financial commitment or obligation to the project whatsoever.

**Supporting agencies:** Direct financial support from at least one recognized Canadian agency must be provided to the project. It is not sufficient that all Canadian contributions be in-kind.

**Location of the project:** The project must have recognized activities that take place in the permafrost regions of Canada. The location of the project should be defined at an appropriate scale.

**Science, Engineering, Policy:** Projects and proposals must state how the work is relevant to at least one of these fields.

**Diversity:** The leadership and sub-leadership of the project should demonstrate a commitment to diversity as it is normally understood in Canada as recognized by a majority of the Board.

**Mentorship:** The project or proposal must demonstrate commitment to mentoring Canadian students and/or early career personnel to the satisfaction of a majority of the Board.

**Involvement of Indigenous, community, and/or territorial/provincial agencies:** The project must involve Indigenous and/or community and/or territorial/provincial agencies from the permafrost regions of Canada or explain to the satisfaction of a majority of the Board why such involvement is inappropriate. Representatives of such agencies may form part of the leadership for the project or proposal. Evidence of involvement or proposed involvement must be provided.

**Projects on settlement lands:** Projects proposed to take place on settlement lands within the jurisdiction of a land claims agreement must indicate the steps that have been taken to ensure that the project may be conducted as proposed.

**Liability:** The proposal must absolve and release all members of the CPA Board from all claims, actions, charges, suits, and other legal proceedings and encumbrances that may be lodged



against the project or proposal, effective in perpetuity from the date of endorsement of the project or proposal. If the applicants for endorsement are members of the Board of the CPA, this exclusion applies only to all other members of the Board.

**Requirement:** If the project is endorsed, the CPA logo may be used by the project in any publicity until such date as the CPA withdraws its endorsement. The logo must be shown in all and any presentations that are derived from the project and in project publicity, such as web sites. The cost for such publication is the obligation of the project. The project leaders must explicitly give permission to the CPA to publicize its endorsement on the web-site and in any other way that the CPA selects should the project go ahead.

**Project description:** A project description of approximately 400 words that has been proof-read and is free of typographical errors must be presented to the Board for its consideration. The description should not be presented as a series of bullet points. The project description should include the rationale for the project, the methods for data collection, the project schedule, and expected date of completion of the project. Commitments for reporting results to members of the CPA at an annual meeting and to residents of the fieldwork area must be included. Up to five key references may be cited. A word count, excluding references, must be provided at the end of the description.

**Publications:** An electronic copy of any peer-reviewed article that issues from the project must be sent to the secretary of the Association upon publication.

## **Approval**

Policy approved unanimously by the Board of the Canadian Permafrost Association on October 1, 2018.

