

Drinking Water Quality Program (DWQP)



Funding Application Guide



The purpose of this document is to provide standard requirements for the application process that will ensure the accountability and scientific merit of research proposals. Only proposals that are fully in compliance with the requirements of this Guide are eligible for DWQP funding from Health Canada. Please be aware that, as the DWQP involves a competitive proposal selection process, only the best of eligible proposals received will be funded.

NOTE: This Funding Application Guide replaces all previous editions. You should read the entire Funding Application Guide carefully before developing your proposal.

An electronic version of this guide can be found at: www.environmentalcontaminents.ca

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INTRODUCTION

What is the Drinking Water Quality Program?

The Drinking Water Quality Program (DWQP) provides funding for community-based research projects on drinking water quality on First Nations communities, south of 60°.

The DWQP is administered by the First Nations University of Canada, and guided by a Steering Committee. Data Analysis and Program Support of the Environmental Health Research Division of Health Canada provides the funding. The Assembly of First Nations (AFN) supports the Program as a “Program Champion” and sits on the Steering Committee.

What is community-based research?

Community-based research has a number of characteristics that make it different from conventional research. Some key features of community-based research include (but are not limited to):

- Communities identify and decide on the nature of the research topic.
- Research is relevant and beneficial to the community.
- Traditional Knowledge is incorporated into the research. The research process recognizes and uses the expertise and knowledge of community members—especially Elders.
- The research is driven by values of empowerment, capacity building and social change within the community.
- Research and results are accessible and understandable to all community members.

Who is eligible to apply to the DWQP?

- Any First Nations community on reserve south of 60° that is interested in conducting research on drinking water issues (see Step 1 – Finding a research topic).

How does the process work?

Your project proposal must be submitted by **November 15, 2011**. A **Mandatory Criteria Review** is done to make sure your proposal falls under one of the DWQP research themes and to make sure you have included a Band Council Resolution. Your proposal will not move through the evaluation process unless you meet the Mandatory Criteria requirements.

Next, a **Science Peer Review** is done to evaluate the scientific merit of your proposal. In early January 2012, the **Selection Committee** (composed of First Nations representatives across Canada) will rate all the research project proposals (applications), and make recommendations on which proposals should be funded.

In early 2012, Health Canada will make its decisions on funding based on the Selection Committee recommendations and funding availability. All applicants will be notified in **January 2012**, whether their proposal will be funded or not. Health Canada will negotiate the terms of the contribution agreement with successful applicants. Projects can begin as soon as the contribution agreements are signed, and must be completed by March 31, 2013.

HOW DO I START?

Read through this guide. You will need to decide on your research topic, get a project team together, and submit your application.

Go to: www.environmentalcontaminants.ca to check out previous DWQP projects and for electronic copies of this guide.

Below are some important details you should keep in mind when preparing your proposal.

- Your project budget cannot go over \$50,000 (unless you have additional funding from other sources).
- Applications must include a **Band Council Resolution** from the community.

Step 1 – Finding a research topic

The first step is to think about a topic for your research. The person who does your community's drinking water monitoring should be a good source of information. Talk to the Elders for a Traditional view of your drinking water. Your research topic must be about a drinking water issue that is a concern to your community. Including your community's views when developing your project is worth marks in the evaluation process (See Selection Matrix).

Research Themes

The research topic you choose must fall under one of these three themes:

1. Develop a tool or project to build monitoring capacity and expertise in your community; increased monitoring capacity will encourage communities to better protect their health.
2. Identify the sources of pollutants or microorganisms in drinking water that are known to have human health effects. Research areas could include the following:
 - a. Bacteria, viruses and parasites: Projects could identify the source of microorganisms.
 - b. Blue-green algae blooms: Monitoring blooms for toxicity.
 - c. Disinfectant by-products.
 - d. Radionuclides: Identification of radionuclide sources if data levels indicate this should be a concern.
3. Develop a project on source water protection in order to assess potential environmental threats (pollution, algal bloom, watershed degradation, etc.), that may pose a public health risk to water sources in First Nation communities.

IMPORTANT :

1) Your research project may not duplicate any water monitoring work that is done by a Community-based Drinking Water Monitor (CBWM) or an Environmental Health Officer (EHO) under the First Nations Water and Wastewater Action Plan (FNWWAP).

2) Analysis must be done by an **accredited laboratory** to meet the Quality Assurance/Quality Control similar to what is applied within FNWWAP for drinking water monitoring. The sampling procedures (collection, preservation, storage, and shipment) should be those recommended by the accredited laboratory that will be testing the samples. DWQP projects should complement the water sampling done under FNWWAP.

What does FNWWAP test drinking water for?

Drinking water is tested weekly for bacteria, either by a CBWM or by an EHO. Less frequent testing is done on chemicals, radionuclides, protozoa and Trihalomethanes (THMs). Your EHO will be a valuable source of information. You can also go to this link to learn more about drinking water.

<http://www.hc-sc.gc.ca/fniah-spnia/promotion/public-publique/water-eau-eng.php>

What is an accredited laboratory and why do I need to use one?

Laboratories receive accreditation through Canadian Association for Laboratory Accreditation. Accreditation is the best mechanism to provide assurance to customers on the quality and competence of the laboratory. This means that you can have confidence in the results of the analysis of your water samples, particularly if action is required to fix a serious threat to your drinking water.

IMPORTANT: All research projects that involve humans (e.g., human biological sampling) must be reviewed and approved by the Health Canada Research Ethics Board (REB). Projects that are approved for funding will be informed when a REB application is required; however, **drinking water projects generally do not require a REB application**. For more information on the Health Canada Research Ethics Board at the following website: <http://www.hc-sc.gc.ca/sr-sr/pubs/advice-avis/reb-cer/index-eng.php>

How do I find a researcher if I need help with the scientific aspect of my proposal?

Start by contacting the **First Nations Environmental Health Innovation Network (FNEHIN)** at this link: <http://www.fnehin.ca/site.php/researchers/>

The DWQP Program Coordinator can also help.

Tel: (306) 790-5950 ext: 3330

Fax: (306) 790-5993

E-mail: dwqp@fnuniv

Step 2 – Writing your proposal

Use the template on the following page when preparing your application:

DWQP PROPOSAL TEMPLATE

Title Page	<p>The title page should include:</p> <ul style="list-style-type: none"> • Title of the project • Date • Community name • Principal contact for the project • The funding amount requested from the DWQP
Table Of Contents	
Project Team	<ul style="list-style-type: none"> • Name of the person who would be the primary contact for the project; correspondence on the status of the DWQP application process will be directed to this person. • Provide a brief (one paragraph) bio/introduction for each key team member
Objectives	<ul style="list-style-type: none"> • What is an objective? It is what you want to accomplish at the end of the project. <p>Projects can have a single objective but you should not have more than three. Do not include activities in this section. The activities that will be done to support your objective(s) should be only added to the next section.</p>
Activities	<ul style="list-style-type: none"> • What activities will you undertake to meet your project's objectives? <p>This should be detailed as it is your guide on how the study will be done.</p> <ul style="list-style-type: none"> • Where the study is going to be conducted • Detailed activity timeline • Sampling methods • What contaminant/pollutant is to be studied • Sample analysis methods (provide details of the accredited laboratory to be used) • Possible constraints
Partners	<p>Identify the departments, agencies, Aboriginal groups, communities and other clients/partners (with contact information) that are involved in the project.</p> <p>Please make sure that you have their permission to include their organizations/names in the proposal.</p>

Plain Language Project Summary	<p>The summary can be a single paragraph but it should not be longer than one page. It should be a Plain Language description of the proposed project that can be understood by the non-scientific public that includes the following:</p> <ul style="list-style-type: none"> • The objectives • A short overview of the activities • How the project will benefit the community involved in the project
Sample Archive And Data Management	<p>Describe how the community plans to use and store the data gathered from the project.</p>
Capacity-Building and Community Involvement	<p>In one paragraph, explain how the project would contribute to:</p> <ul style="list-style-type: none"> • Training opportunities for community members, and/or • Using the existing expertise within your community.
Rationale For The Research Project	<p>This section should be one to two paragraphs. How did you decide on this project? Was Traditional Knowledge used to help shape the direction of your project? Provide relevant background information that led you to this research topic.</p>
Communications	<p>Describe how the project's progress and results will be delivered or presented to your community. Will you hold weekly/monthly community meetings? Use posters? NOTE: It is important to translate scientific knowledge to make it clear for a non-scientific audience. This section can be in point-form.</p>
Literature Cited/Bibliography References	<p>Include reference to any documents or publications that were used in the development of your proposal. Include consultations with your community's Environmental Health Officer or other experts involved with the drinking water in your community.</p>
Project Team	<ul style="list-style-type: none"> • Name • Background/qualifications/expertise • Title/role for the project (e.g. project leader/principal investigator, community/project coordinator, technician) • Contact information.

Related Projects	<ul style="list-style-type: none"> • Describe any other similar projects that have been completed by other communities/organizations (e.g., the National or Regional First Nations Environmental Contaminants Program, Network Environments for Aboriginal Health Research).
Deliverables	<ul style="list-style-type: none"> • One (1) interim financial activity report due November 15, 2012 (template to be provided by Health Canada). • One (1) final financial report due June 30, 2013 (template to be provided by Health Canada). • One (1) final project report due June 30, 2013, which includes a one page plain language summary of findings to Health Canada and First Nations University of Canada (template of the final report to be provided by Health Canada).
Attachments	<ul style="list-style-type: none"> • Band Council Resolution: The BCR must have: <ul style="list-style-type: none"> ○ Name of your project ○ Year of the project ○ Refer to the DWQP • Resumes (do not exceed three pages) • Any other supporting documents such as letters of support.

How can I make sure my proposal meets the requirements?

Go to the next section of this guide: Proposal Review. The Selection Matrix will show you how the project proposals are rated by the Science Peer Reviewers and the Selection Committee. Use this Matrix as a checklist to make sure you have all the mandatory requirements and all the requested information.

When and where do I send my application?

The **deadline** for sending in your application is **November 15, 2011**. Applications must be **postmarked** by this date or **emailed** by this date, by **11:59 PM, Pacific Standard Time**.



Send your proposal **by mail** to:

Program Coordinator, Drinking Water Quality Program
First Nations University of Canada
1 First Nations Way
Regina, SK Canada
S4S 7K2

Or **by email** at: dwqp@fnuniv.ca

I read this guide and I still have questions.

You can get help from the DWQP Program Coordinator at First Nations University.

Tel: (306) 790-5950 ext: 3330

Fax: (306) 790-5993

MANDATORY CRITERIA

This is the **SELECTION MATRIX** for **Drinking Water Quality Program** projects. It shows you how your proposal will be evaluated. The first section is Mandatory Criteria. Your proposal must meet all requirements in this section before it moves to the Rated Criteria section.

Section	Description	Requirement Met
1	Mandatory Criteria	
1.1	The community must provide a BAND/TRIBAL COUNCIL RESOLUTION. No other document will be accepted. The BCR must include: 1) Project title; 2) Date, and 3) refer to the DWQP.	
1.2	Does the project relate to one of the three DWQP research themes? 1) Develop a program, tool or project to help build drinking water monitoring capacity and expertise in your community. 2) Identify the sources of pollutants or microorganisms in drinking water that are known to have human health effects. <ul style="list-style-type: none"> • Bacteria, viruses and parasites: Projects could identify the source of microorganisms. • Blue-green algae blooms: Monitoring blooms for toxicity. • Disinfectant by-products. • Radionuclides: Identification of radionuclide sources if data levels indicate this should be a concern. 3) Develop a project on source water protection in order to assess potential environmental threats (pollution, algal bloom, watershed degradation, etc.), that may pose a public health risk to water sources in First Nation communities.	
1.2.1	Does the proposal clearly identify the pollutant(s) or microorganism (s) to be researched?	
1.2.2	Does the proposal identify the accredited laboratory that will be used for specific analysis?	
1.2.3	The proposal does not duplicate any drinking water monitoring that is carried out through FNWWAP.	

The next 3 sections of the **SELECTION MATRIX** are rated.

RATED CRITERIA

Section	Description	Rating
2.	Rated Criteria	
2.1	Community-based research: Does the project proposal meet the needs and/or concerns of the community? /30 Does the project proposal include both Traditional and scientific knowledge? /30 Does the project proposal involve community members? /25 Have the community's concerns and perspectives been included? /20 Is there overall community engagement (i.e.: number of community members on research team, involvement of community members before, during, and after project, involvement of students/youth, consultation with Elders) /40	
2.2	Methodology and Human Resources: Are the activities described in the proposal adequate for the project to meet its objective(s)? /20 Is the principal investigator clearly identified and does she/he possess the relevant expertise and experience? Can the research team (as a whole) achieve project objectives? /10	
2.3	Impact: Is there research capacity building in First Nations communities? /50 Does the proposal describe how the project may be of value to the community? /20 Is there a communications strategy for sharing results? /15 Is there community participation at the end of the project to help summarize the results and its meaning for the community? /35 Could this project be of use or interest for other First Nation communities? /15	
TOTAL		/310

RATED CRITERIA (Continued)

Section	Description	Rating
3.	Rated Criteria: Project Proposal Merit	
3.1	Clarity of proposal: Overall clarity, logical sequence and readability Are the following clearly and adequately defined? a. research objectives b. methodology c. activities	/25 /15 /15 /15
3.2	Is the time frame feasible for completion of the project?	/20
3.3	Preparation: Does the proposal include a list of research references (such as your community's EHO) or a literature review? Does the project plan include a time line and/or project management methodologies or considerations? Are there sufficient details in each of the proposal template sections?	/20 /20 /20
3.4	Budget: Can the budget and resource requirements meet the project needs? Are there any in-kind (time, resources) contributions from First Nation community/(ies), Tribal Councils, and other First Nation groups or organizations? Are there any in-kind (time, resources) contributions from non-First Nations partners, researchers or collaborators? Is there any co-funding from grants, contributions, foundations, charities, and other external funding sources?	/25 /10 /10 /10
TOTAL		/205

SCIENCE PEER REVIEW

<p>Suitability of research team:</p> <p>Does the principal investigator have the following qualities to successfully lead the project team through the research?</p> <ol style="list-style-type: none"> 1. Relevant experience 2. Relevant expertise/knowledge <p>Other team members have sufficient knowledge and skills to contribute to the success of the project. It is favourable if training is included for team members that require specialized knowledge to enhance their contribution to the research.</p>	/10 /10 /15
Does the project avoid on-going drinking water monitoring (FNWWAP), duplication or research that may have already occurred?	/15
<p>Methodology:</p> <p>Are the objectives clear?</p> <p>Is the methodology proven/sound?</p> <p>Is the proposal design able to meet the objectives (i.e.: sample size, targeted contaminants, analysis strategy, sampling methods)?</p> <p>Is the methodology described in sufficient details?</p>	/20 /20 /20 /25
Can the project results be delivered within the time frame specified in the proposal?	/15
Is the budget appropriate for the proposed work (e.g., sample analysis, equipment costs)?	/15
Overall, is the proposal clear and organized?	/20
TOTAL SCIENCE PEER REVIEW	/185

Written Assessment: Science peer reviewers are asked to provide a brief written qualitative assessment (maximum of 500 words) of the proposal. The results of this assessment are shared with the Selection Committee and applicants.

The results from the Rated Criteria and the Science Peer Reviews are tabulated on this page.

DWQP PROGRAM MANAGEMENT REVIEW CRITERIA

Rated Criteria results (Selection Committee).	≤ 515
Science Peer Review results.	≤ 185
Bonus points are awarded to communities that have not received funding from the DWQP before. The bonus points are pro-rated, so even if you have previously received funding under the DWQP, you should still apply.	≤300
GRAND TOTAL	/1000

APPENDIX A

BUDGET TABLES

Please use the following table formats for your budget. You may customize the table to include more information; however, the following section headings must be included as a minimum.

Table 1: **Detailed Budget Information** for DWQP Project Funding

Expenditure Category* (Add other categories as applicable)	Requested Amounts	Notes
1. Salaries and Wages (for project personnel)		
2. Equipment and Facilities (e.g. office space rental, field gear, etc.)		
3. Travel (includes field costs)		
4. Professional Fees (e.g. contracts)		
5. Operating Costs (e.g. office supplies, publications, phone, fax, mail, administration fees, etc.)		
6. Laboratory Costs (analysis of water samples by an accredited laboratory)		
7. Other Costs		
TOTAL FUNDING REQUESTED FROM DWQP		

Table 2: **Other Funding Sources** – Detailed Budget Information

Expenditure Category* (Add other categories as applicable)	Requested Amounts	Notes
1. Associated Support (including in-kind)		
a) Salaries		
b) Equipment and Facilities		
c) Operating Funds (in-house resources)		
2. Other Project Funding Sources (Provide as much detail as possible)		
Total In-Kind Contributions and Other Funding Sources		
Grand Total Project Value (= Total Estimated Costs for Associated Support and Other Project Funding Sources + Total Funding Requested from DWQP)		