**Brandon University Northern Scientific Training Program (BU NSTP)**

**Policies and Procedures**

**NSTP Overview**

Managed by Polar Knowledge Canada (POLAR), the purpose of the Northern Scientific Training Program (NSTP) is to encourage and support Canadian university students with an interest in northern studies and conducting thesis research in Northern regions, by assisting them to gain northern professional experience and training, through the issuance of supplementary funds. The program supports Canadian universities in providing scientific training that gives advanced undergraduate and graduate students professional experience in the Canadian North and encourages them to develop a commitment to northern work.

**Program Criteria**

**a) Research**

It is the current practice of the BU NSTP Committee to encourage students to undertake northern research in a wide range of disciplines and to undertake multi-disciplinary projects where appropriate. Projects conducted at any time of year will be considered. Bearing in mind that the purpose of the Program is to develop northern researchers with an awareness of northern issues, supervisors and students should ensure that their research is relevant to current northern concerns.

Please note that the BU NSTP Committee encourages student use of existing northern field stations. To this end, you may wish to visit the NSTP website for links to a list of Northern Field Stations and other information. If field stations not listed there are to be used, their location and sponsorship should be indicated.

1. NSTP funding is available for research involving field experience in northern Canada for **ALL DISCIPLINES**.
2. The term "North" is normally understood for purposes of the NSTP Program to include that part of Canada which lies north of the southern limit of the discontinuous permafrost zone; all of Labrador; and the other seven Arctic countries (Finland, Greenland (Denmark), Iceland, Norway, Russia, Sweden, and the United States - Alaska).

Please reference the NSTP map which outlines eligible northern research areas:

<http://www.polarcom.gc.ca/eng/content/map>

1. It is the responsibility of the student and his/her supervisor to become familiar with the *Ethical Principles for the Conduct of Research in the North* document which was developed by the Association of Canadian Universities for Northern Studies. The principles must be adhered to by all individuals who are supported by the NSTP.

 <http://acuns.ca/en/ethical-principles/>

**b) Funding**

NSTP funds are offered in support of specific projects as outlined in the application forms. They are intended to assist in defraying the **additional costs** attributable to northern research projects, specifically, transportation costs, living expenses, freight costs, and interpreter fees, and are therefore **supplementary in nature. NSTP funds are not intended as a source of primary support for students, or as an on-going support in the form of general scholarships. This is why candidates are asked to clearly indicate other sources of funding** on the application for funds. It should also be noted that while the per diem allotment is left to the university’s discretion, cost efficiency is highly advised.

NSTP will provide one year of funding for thesis-based research at the undergraduate level, up to two years of funding for thesis-based research at the Masters level.

The average NSTP allocation is between $2,500 and $3,000.

**c) Student Eligibility**

You are eligible for NSTP funding if you are:

* registered in a degree program at Brandon University;
* a Canadian citizen or permanent resident of Canada; and
* a graduate student undertaking thesis-based research; or

an undergraduate student undertaking thesis-based research.

**d) Application Assessment**

The Brandon University NSTP Committee will assess and rank all applications based on the NSTP Selection Committee criteria found in the *NSTP Information Manual* and the BU NSTP Committee selection criteria, specifically:

 **NSTP Selection Criteria**

* the extent to which student applications and reports comply with the NSTP guidelines;
* the completeness and clarity of the information provided;
* the evaluation of past performance and future research plans;
* the relevance of the research project to current northern issues;
* the experience and scientific knowledge/training gained by the students;
* the development of northern studies and northern specialists at the university;
* the university submission package as a whole; and
* the supervisor’s comments.

**BU NSTP Committee Selection Criteria**

* students must have confirmed enrollment at BU;
* GPA (Committee will review course grades via the BU online information system);
* students must have BU faculty member as supervisor; and
* **students must include the following supporting documentation with hardcopy signed application submission to Office of Research Services (ORS):**
	1. Itemized budget (listing of each item and its cost);
	2. Budget justification (describe what each budget item is, why the item is needed, and how the dollar amount for each item was arrived at); and
	3. Letter of support from supervisor.

**e) Deadlines**

**Internal Deadline – November 1**

Where the 1st falls on a weekend, the deadline will be the following business day.

Late applications will not be accepted.

**External Deadline – December 1**

The BU NSTP Committee will forward applications to the NSTP Secretariat at POLAR by December 1.

**How to Apply**

Applicants are required to complete and submit the necessary application and/or report online using the appropriate web-based form, ensuring that the instructions outlined in the *NSTP Information Manual* are followed. Additionally, a complete hard copy submission to the ORS is required.

Steps in the application process:

1. Supervisor and student must each create an NSTP account in order to access the online application forms. This can be done at: <https://nstp-pfsn.fluidreview.com/>
2. Student competes application online and submits electronically
3. Supervisor receives electronic notification for application review
4. Supervisor reviews and completes the required sections of the application and then *approves/submits* electronically
	* 1. See *NSTP Information Manual* for additional information on supervisor’s comments.
5. Submit the hard copy application and accompanying documents (immediately below) by the internal deadline to the ORS, located in room 113 Clark Hall
6. Other documents to be included with the application submission:
	* 1. itemized budget
		2. budget justification
		3. letter of support from supervisor
7. Once supervisor approves the online application, it will be forwarded electronically to the Brandon University NSTP Committee Chair. The Chair’s submits to POLAR after the BU NSTP Committee has reviewed and ranked applications.

**Note 1**: Only typed applications, including accompanying documents, will be accepted.

**Note 2**: Incomplete applications will not be considered.

The BU NSTP Committee reviews and ranks applications then forwards on to the NSTP Secretariat at POLAR for adjudication.

To start the NSTP application process, please visit the POLAR website at:

<http://www.canada.ca/en/polar-knowledge/fundingforresearchers/index.html#h2-2>.