

*Institute for Environmental Monitoring and Research*

**Research Proposals Protocol Review Process**

All research projects approved for funding by the IEMR must:

- a) Include a clear statement of the objectives and purposes of the research, indicating how it relates to the mandate of the Institute.
- b) Provide a detailed experimental study protocol which will specify:
  - a clear description of the methodologies to be used and integrated within the experimental protocol;
  - a contextual literature review;
  - a description and justification of the proposed statistical analysis and treatment of data;
  - a clear statement of the hypothesis tested.
- c) Provide a detailed budget which defines all expenditures for the project including an assessment of expected personnel for the entire project.
- d) Provide a clear statement outlining how native environmental knowledge would be integrated in the development of the research proposal.
- e) Provide a field operational plan that will define specific timeline for all field related activity, staff, and equipment requirements and identify any health and safety issues and significant risks.
- f) Identify external collaborating partners and clearly define their partnership contribution.
- g) Project completion:
  - Interim report schedule
  - Final report deadline
  - List of deliverables

All proposals as well as amendments to the proposal must be submitted to the SRC, and if necessary to an external peer review, prior to the initiation of the project.

No project will be considered for funding until all of the above conditions are completed.

All documents must be forwarded to the SRC and peer review process **three months prior to the start of any field program.**

IEMR Board must approve all research initiatives.