



**MEOPAR**

# **APPLICATION GUIDE**

**Community of Practice Fund**

**JULY 2025**

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## A. Introduction

This guide is designed to support applicants through each step of the application process. If you have questions that are not addressed in this guide, please contact [kristi.carter@meopar.ca](mailto:kristi.carter@meopar.ca) for further assistance.

## B. Community of Practice Fund Overview

[MEOPAR \(Marine Environmental Observation, Prediction and Response Network\)](#) is a Canadian not-for-profit organization that supports research, training, and communication related to the ocean through funding programs. MEOPAR supports Canadian-based [Communities of Practice \(CoP\)](#) across multiple disciplines that mobilize knowledge, enrich research, and encourage collaboration between academics, community groups, early career researchers and professionals, Indigenous groups, NGOs, practitioners, and policymakers.

For the purposes of this call for proposals a CoP is a group of people who share a common concern, set of problems, and/or passion about a topic, and who deepen their knowledge and expertise by interacting regularly to create, share, and use knowledge in that domain. Members are practitioners actively engaged in collective learning and the development of shared resources, practices, and solutions. Visit [this link](#) for examples of MEOPAR CoPs.

MEOPAR is encouraging new CoPs to form, in addition to offering continued support to already-established CoPs that can demonstrate a plan towards long-term sustainability beyond MEOPAR funding. The participation of diverse individuals, inclusive of Indigenous Peoples and members of equity-deserving groups (e.g., members of the 2SLGBTQIA+ communities, persons with a disability, racialized individuals, and women) is essential to creating and mobilizing Canada's best research, technological development, and entrepreneurial expertise to create excellent, innovative, and impactful results.

MEOPAR is committed to actively moving forward on the path of Truth and Reconciliation and advancing Equity, Diversity, Inclusion, and Accessibility (EDIA) initiatives in all its activities. Thus, MEOPAR requires that the CoPs it supports create and action an EDIA policy or framework and engage in practices that apply an EDIA lens to all its activities. CoPs should involve a diversity of members that includes Indigenous Peoples and those from equity-deserving groups in its leadership and overall organizational composition. Priority in awarding funding will be given to successful applications from diverse CoPs and to those that effectively demonstrate a commitment to EDIA and Truth and Reconciliation principles.

## C. Alignment with MEOPAR Objectives and Science Strategy

MEOPAR has identified the following objectives for which targeted funding will be provided:

1. Strengthen the evidence base for decision making and adaptation through development of improved tools, techniques, and strategies for ocean and coastal observation, prediction, and information sharing.
2. Increase economic opportunity, coastal community resilience, and marine ecosystem protection in the face of climate and technological change through end-user-driven science and novel collaborative structures.
3. Improve access to and use of ocean research infrastructures.

4. Diversify, develop, and broaden deployment of Canada's ocean-related research and innovation talent.

Applicants are also encouraged to consult the [MEOPAR Science Strategy 2025–2030](#) for further context and to ensure alignment with MEOPAR's long-term vision and core priorities.

## D. Structure of the Call

New and previously established CoPs are invited to apply for up to three consecutive years of funding (1 October 2025 to 30 September 2026, 2027, or 2028). New CoPs can request up to \$50,000 per year and previously established CoPs can request up to \$30,000 per year. Please note, MEOPAR requires that applicants secure matching funds from non-federal government sources that equal or exceed the amount requested from MEOPAR.

## E. Funding Eligibility

The primary applicant must be eligible to be a grant-holder within their institution; typically, this is the CoP's Lead. Eligible recipients of MEOPAR funds include post-secondary institutions, not-for-profit organizations, Indigenous organizations and governments, municipalities, research networks, public engagement networks<sup>1</sup>, companies that deliver public engagement activities, or start-up companies (including those housed in Canadian post-secondary-linked incubators). Eligible recipients do not include federal departments, agencies, or Crown Corporations of the Government of Canada. To learn more about already established CoPs, visit [Communities of Practice - MEOPAR](#).

## F. Requirements of Funding

Each CoP Lead and, if applicable, Co-Lead receiving MEOPAR funding will enter into an agreement with MEOPAR called an Ultimate Recipient Agreement (URA) in which the CoP is the Ultimate Recipient (UR). The URA identifies the funding schedule, reporting timeline, project milestones and key performance indicators.

Funded CoPs will be invited to participate in MEOPAR's CoP (which will be made up of all MEOPAR-funded CoPs). Collective learning opportunities and other forms of engagement will be made available through MEOPAR's CoP.

### Guidance Specific to CoPs Involved in Research Activities

It is the responsibility of the CoP Lead/Co-Lead to ensure that all necessary certifications, permits, licenses and other necessary approvals have been obtained before any research is carried out in whole or in part (e.g. research involving human subjects, or research with effects on the environment, Indigenous peoples, and animals). If an environmental or ethics assessment is required for the proposal, MEOPAR will need a copy of the appropriate institutional certification committee approval before full funding is released.

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<sup>1</sup> Public engagement networks are entities involved in one or more of the following:

- Coordinating or supporting public-facing science or research engagement activities;
- Facilitating partnerships between researchers and community groups;
- Delivering programming that enhances public understanding or participation in science or policy.

MEOPAR will ensure that any MEOPAR-funded activities that involve First Nations People follow the [First Nations Principles of OCAP](#). These principles of ownership, control, access, and possession (OCAP) assert that First Nations People have control over data collection processes, and that they own and control how this information can be used.

Applicants are encouraged to review MEOPAR's Intellectual Property (IP) Policy as part of the application process. You can review [MEOPAR's IP Policy here](#). As outlined in that policy, the UR must provide MEOPAR with a copy of any intellectual property policy or agreement relating to ownership of Eligible Project Intellectual Property (EPIP). Such policies and agreements must:

1. permit exploitation of EPIP within Canada (including, without limitation, for the purpose of carrying out the Eligible Project),
2. not prevent the UR from fulfilling its obligations under the URA, and
3. ensure the confidentiality of sensitive and proprietary information.

## G. Voluntary Self-Identification Form (EDIA)

As part of our commitment to advancing EDIA, and in alignment with the [Truth and Reconciliation Commission's Calls to Action](#), we invite all applicants to complete the voluntary self-identification form.

### Why We Collect This Information

This information helps us understand who our programs are reaching and informs efforts to improve access and representation. Completion of this section is entirely voluntary, and responses will be kept confidential and reported only in aggregate. Where applicable, responses may inform the assessment of applications under EDIA and Truth and Reconciliation evaluation criteria.

### Key Principles

- Voluntary: You may choose to answer all, some, or none of the questions.
- Confidential: Responses are confidential and will only be reported in aggregate.

### What the Form Covers

The form includes questions about:

- Indigenous identity (with options aligned to the Canadian Constitution and open-ended responses)
- If you self-identify as part of a racialized group
- Ethnic or cultural origins (with multiple-choice and open-ended options)
- Disability status (as defined by the Accessible Canada Act)
- Gender identity (including open-ended responses)
- If you self-identify as part of the 2SLGBTQIA+ community

### How to Use the Form

- Begin by indicating whether you wish to complete the form or prefer not to answer.
- Proceed through each section, selecting all applicable options or providing open-ended responses where relevant.

### Notes for Applicants

- The form is designed to be inclusive and respectful of diverse identities and experiences.

- You may select multiple options and/or provide your own descriptions where applicable.
- Your participation helps us build a more equitable and responsive program environment.

If you have questions or feedback about the form, please contact [kristi.carter@meopar.ca](mailto:kristi.carter@meopar.ca).

## H. CoP Structure

MEOPAR-supported CoP are often governed by one or two designated lead(s), with direction from a committee (e.g. steering or advisory committee), and might be operated by a coordinator. The committee is typically made up of a group of about 5-8 people, excluding the CoP lead(s) and coordinator. Ideally, its leadership and membership should include representation from Indigenous Peoples and equity-deserving groups, such as 2SLGBTQIA+ individuals, persons with disabilities, racialized groups, and women. As well, the make up of the CoP preferably demonstrates engagement across sectors, including researchers, early career researchers and professionals, NGOs, policymakers, and community members. The structure and governance of your CoP should reflect its purpose and scope, support collaboration and sustainability, and consider decision-making processes and roles and responsibilities.

## I. CoP Scope, Justification and Membership

Here are some guiding questions to help you think through and complete the section on CoP scope and justification in your proposal form.

### 1. CoP Scope

- ***What is your CoP about?***

Clearly identify the domain or topic on which your CoP will focus. This could be a cross-sectoral theme, a scientific issue, or a policy challenge, for example. Consider how your CoP's focus may have relevance across regions, nationally, or within broader systems.

- ***What are your goals and objectives?***

Think about what your CoP aims to achieve. Goals should be broad and visionary; objectives should be specific and measurable. For example, a goal might be to improve collaboration across sectors, while an objective could be to host quarterly knowledge-sharing events. Aim to align your goals and objectives with MEOPAR's Objectives and Science Strategy and consider how they may contribute to impact at a national or systems level.

- ***What problems or gaps are you addressing?***

Identify why your CoP is needed. To what issue, challenge, or opportunity does it respond? This could include a lack of coordination, underrepresentation of certain voices, or a need for sustained knowledge exchange. Be sure to describe how the problem or gap manifests across regions or systems, or how your CoP could contribute to addressing it at a national scale.

- ***If your CoP has received MEOPAR funding before:***

Be sure to briefly describe what was accomplished and how your current proposal builds on or shifts from previous work. Highlight any new goals, themes, partnerships, or expanded scope.

## 2. CoP Justification

- **Why now?**

Articulate the current context or urgency that makes this CoP timely. This could relate to emerging research, policy windows, or community needs.

- **Who benefits?**

Identify the communities, disciplines, or sectors that will benefit from your CoP. Be specific, e.g., particular communities, early career researchers, marine policy practitioners.

- **What's the added value?**

Think about how your CoP will create something new or strengthen existing efforts. This could include, for example, building capacity, improving knowledge mobilization, or fostering inclusive collaboration.

- **How does it align with MEOPAR's Objectives and Science Strategy?**

Make sure your justification connects to MEOPAR's goals—especially around knowledge mobilization, interdisciplinary collaboration, Equity, Diversity, Inclusion, and Accessibility (EDIA), and Truth and Reconciliation commitments.

## 3. CoP Membership

In this section, please describe the individuals, organizations, or communities who are involved in or will benefit from your Community of Practice (CoP). This may include:

- Confirmed participants (e.g., core members, collaborators, end users);
- Anticipated or potential participants whose involvement is planned but not yet confirmed.

You may group participants by sector, organization, or community (e.g., “representatives from coastal Indigenous communities,” “marine policy professionals,” “NGO partners focused on ocean literacy”). If names are not yet confirmed, describe the participant(s) in terms of organization/community and sector.

## J. CoP Activities, Deliverables and Key Performance Indicators (KPIs)

The activities/deliverables and target completion dates for the duration of funding requested are required. One year of funding will span from 1 October 2025 to 30 September 2026; two years will span from 1 October 2025 to 30 September 2027; three years will span from 1 October 2025 to 30 September 2028.

Please note: You will be required to provide an update on the progress of your activities and deliverables in your annual progress report(s) (end of April, annually) and in your final report (end of the funding period). MEOPAR will provide reporting templates for submission through MEOPAR's [online portal](#) (downloadable versions will be available for offline work).

Key Performance Indicators (KPIs) will be used to track the progress and impact of your CoP (updates on your KPIs are required in Annual and Final Reports). Your KPIs should reflect your CoP's planned activities and deliverables and align with MEOPAR's Objectives and Science Strategy.

For each KPI, provide:

- A brief description of the indicator (first column)
- The goal for each year of funding requested (column 1 and where applicable 2 and/or 3)

Note: “Number of CoP members” is a required KPI and has been included in the table. Please complete this row by entering numeric targets in the applicable columns (relevant to the number of years of funding you are requesting). Examples of additional KPIs are listed below. Select all of those that apply to your CoP (and/or identify other applicable KPI relevant to your CoP’s specific goals) and enter them, along with numeric targets, into the table. Your CoP’s KPI will be part of your Annual Reporting requirements<sup>2</sup>.

### 1. Research and Knowledge Mobilization

- Number of research or knowledge mobilization projects supported
- Number of publications, reports, or communication products produced
- Number of presentations or abstracts delivered at conferences or events
- Number of media features (e.g., news articles, podcasts, social media)
- Feedback from end users on the relevance and clarity of CoP resources
- Examples of how CoP knowledge has been applied in different settings

### 2. Training and Capacity Building

- Number of participants in training events or other forms of learning opportunities
- Number of participants reporting new skills or knowledge
- Number of participants expressing new interest in STEM (especially from equity-deserving groups)
- Number of Highly Qualified Personnel (HQP) involved with the CoP (e.g., students, early career professionals)
- Reflections from early career participants on mentorship or training experiences
- Skills gained e.g., self-reported learning outcomes from members, such as increased confidence in engaging with Indigenous knowledge systems

### 3. Engagement and Outreach

- Number of learning events hosted (e.g., webinars, workshops)
- Attendance at CoP events
- Narrative accounts showing how the CoP influences practice, policy or decision-making
- Level of engagement across sectors (e.g., NGOs, policymakers, Indigenous and non-Indigenous communities)

### 4. Financial Leverage and Sustainability

- Amount of additional funding [matched and leveraged](#) (cash and in-kind)
- Evidence of decreasing reliance on MEOPAR funding over time

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<sup>2</sup> Note: CoP leaders are asked to track which participants have gained new skills, knowledge, and/or experience from engaging in activities offered by your CoP. During Annual Reporting, MEOPAR will share a link with CoP leaders to an anonymous, voluntary self-identification EDI survey for these participants to complete.



## 5. Equity and Inclusion

- Assessment of how well the CoP includes diverse voices and perspectives
- Feedback from Indigenous or equity-deserving members on whether the CoP feels respectful and safe

## K. Budget

Detailed budgets, with accompanying justifications, are required. This includes a Project Budget (**Appendix B**) and a Partner Contribution Budget (**Appendix C**) ([found here](#)). Your budgets must be submitted using the provided templates.

Please name your budget files using the following format:

**Appendix B: [your CoP acronym]\_CoPF\_AppB\_[YYMMDD]**

**Appendix C: [your CoP acronym]\_CoPF\_AppC\_[YYMMDD]**

Note: you will replace the square brackets and italicized text with your specific information.

Example: If your CoP name is Coastal Resilience Exchange (CRE) and Appendix B is being submitted on 5 August 2025, the file name should be:

**CRE\_CoPF\_AppB\_250805**

## Appendix B Guidance

- Only include the amount of funding requested from MEOPAR, not the total funding for the project. (The total cost of the project will be reflected in the combination of Appendices B & C.)
- The greyed-out cells contain formulas that automatically calculate totals based on what you enter in other cells and cannot be edited.
- The template has been created to allow for up to three years of funding. Please complete only the columns pertinent to your request (i.e., if seeking one year of funding, you will use two columns). Specifically:
  - Column B '2025-04-01 to 2026-03-31': Include expenses from project start date (i.e., 1 October 2025) to 31 March 2026.
  - Column C '2026-04-01 to 2027-03-31': Include expenses from 1 April 2026 to 31 March 2027.
  - Column D '2027-04-01 to 2028-03-31': Include expenses from 1 April 2027 to 31 March 2028 (this applies if you are requesting more than one year of funding).
  - Column E '2028-04-01 to 2029-03-31': Include expenses from 1 April 2028 to 30 September 2028 (i.e., latest project end date; this applies if you are requesting 3 years of funding)
- In the narrative justification section of your proposal form, include specific breakdowns and justifications for each category. For example, for 'A. Personnel Costs' be specific about the number of people to be hired, their role(s), hours, and rate of pay.

- Examples of uses for ‘Other’ under ‘B. Direct Costs’ might include, for example, costs associated with delivering engagement activities (workshops, networking events), honouraria to engage Indigenous Elders and/or Knowledge Holders, travel costs associated with engaging with equity-deserving groups in-person.
- Please note, travel and hospitality<sup>3</sup> costs must be accounted for separately (under B. Direct Costs).
- MEOPAR can provide support for overhead (‘C. Indirect Costs’) at a rate appropriate for the context of the project, up to a maximum of 15%. The rate must be established considering the scale of the project (i.e., not simply using a general flat-rate percentage charge [such as 15%] that does not consider project context). Justification is required for use of this category in the form of a narrative description that explains how the funds will be used under this category, how each expense is calculated, and why it is required. If these costs are not being requested, this should also be justified and clear, so MEOPAR understands your CoP’s administrative capacity. If you require administration but do not request it in your project budget, it can be considered an in-kind (partner) contribution to assist with the matched funding requirement.

### Appendix C Guidance

For partner contributions clearly identify the contributing partner, the value of the contribution, whether it is cash or in-kind, whether it is expected or secured, whether it is matched or leveraged<sup>4</sup>, and how the contribution supports your CoP’s activities. Each CoP is expected to demonstrate a decreasing reliance on MEOPAR funding to sustain its activities over the longer term. Applicants are required to secure *matching funds* from non-federal funding sources that equal or exceed the amount requested from MEOPAR.

In addition to matched contributions, applicants may also report *leveraged funds*—simply defined as new, incremental contributions (cash or in-kind) that support the project but are not eligible to count toward the matched funding requirement. These may include donations, existing investments, or revenues from federal sources that enhance the overall scope or sustainability of the project. While leveraged funds cannot be counted toward the minimum 1:1 matched funding ratio, they are valuable indicators of broader support and alignment with CoP goals. [Click here](#) for further guidance on determining if your partner contributions are considered matched or leveraged.

As noted above, if your CoP requires administration but you are not requesting MEOPAR funding for it, those costs might be considered an in-kind (partner) contribution to assist with the matched funding requirement.

Examples of in-kind partner contributions might include staff time from partner organizations, use of facilities and/or equipment, technical expertise or advisory support, access to technology or tools (e.g., software, digital platforms, collaborative tools), and/or knowledge dissemination support (e.g., using a partner’s mailing list, social media, or networks).

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<sup>3</sup> See Appendix A Glossary for definitions of travel and hospitality

<sup>4</sup> See Appendix A Glossary for definitions of matched and leveraged funds

## **L. Equity, Diversity, Inclusion, and Accessibility (EDIA) & Truth and Reconciliation Considerations**

When completing your application, please provide details about how you will integrate EDIA and Truth and Reconciliation principles into your CoP's design and operations. MEOPAR is seeking details about how diverse individuals, inclusive of Indigenous peoples and members of equity-deserving groups (e.g., members of the 2SLGBTQIA+ communities, persons with a disability, racialized individuals, and women), will be involved in the CoPs activities, including governance, programming, community engagement, and evaluation. A foundational understanding of EDIA approaches may be necessary in the formulation of a formal EDIA policy or framework. Understanding the Truth and Reconciliation process and its calls to action can effectively demonstrate your CoP's dedication to these initiatives. If you need more information about EDIA, you can consult [this website](#). Information about the Truth and Reconciliation Commission is available [here](#).

## **M. Optional Supporting Materials**

### **1. Multimedia Submission**

You may also choose to submit a short video or audio file to complement your written responses. This is an opportunity to share your CoP's vision, community connections, or other elements that may be more effectively conveyed through spoken or visual storytelling.

#### **Submission guidelines:**

- Maximum length: 5 minutes
- Maximum file size: 1000MB
- Accepted video formats: .avi or .mp4
- Accepted audio formats: .mp3 or .wav
- Accepted linked media: YouTube or Vimeo

This submission is entirely optional and will be considered alongside your written responses.

### **2. Letters of Support**

You are welcome to include letters of support that demonstrate your partnerships, community relationships, anticipated impacts, and/or the commitment of cash or in-kind contributions. These letters are not required but may provide additional context or endorsement. There is no limit on the number of letters of support you can include in your application. We recommend that letters of support are no more than 2 pages.

If you are unable to include letters of support, you may instead upload a statement explaining any barriers, hardships, or challenges you faced in obtaining them. To upload a statement, use the "Letters of Support | Attach a file(s)" form in the [online portal](#).

All supporting materials are optional and will be considered alongside your written application.

Please submit your letters or statement using the following file formats: PDF (.pdf) or Word (.doc, .docx).

You can submit letters of support in two ways:

- Upload directly: use the “Letters of Support | Attach a file(s)” form in the [online portal](#).
- Submit via Recommender: invite a ‘Recommender’ to submit a letter of support directly into the portal using the “Letters of Support | Request a recommendation(s)” form in the [online portal](#).

## **N. Submission Procedure**

The application deadline is **17 August 2025 at 11:59 PM ET**.

Submit your proposal in the CoP Fund online portal: <https://meopar.smapply.io/>. Keep submission sections to the word limits indicated. Reviewers will not receive or review information after the noted limit.

A working version of the proposal worksheet is [provided here](#) to offer the option of working offline and copying/pasting completed sections into the online portal when convenient.

## **O. Inquiries**

MEOPAR will host an online info session on 17 July 2025, at 10am PT / 1pm ET. Prospective applicants are encouraged to attend or view the recording (to be posted on MEOPAR’s website). [Click here to register](#).

For questions regarding this Call for Proposals contact [kristi.carter@meopar.ca](mailto:kristi.carter@meopar.ca).

## **P. Proposal Evaluation**

MEOPAR will review and evaluate proposals using the following rubric:

Criteria		Outstanding	Very Strong	Strong	Moderate	Insufficient
CoP goals, benefits, scope and alignment with MEOPAR Objectives and Science Strategy  25%	12.5%	Goals/objectives, benefits, and problems/issues are exceptionally well-defined with comprehensive details, demonstrating relevance and impact across regions or at a national level. For existing CoPs, new goals/objectives or problems/issues are clearly identified and thoroughly addressed, with attention to broader geographic or systemic implications.	Goals/objectives, benefits, and problems/issues are very well-defined with sufficient details, with strong indications of relevance beyond a regional context. For existing CoPs, new directions or challenges are thoughtfully addressed with consideration of regional or national scope.	Goals/objectives, benefits, and problems/issues are adequately described and show potential for broader application. For existing CoPs, some new goals or issues are identified, though connections to wider regional or national relevance may be limited or implied.	Goals/objectives, benefits, and problems/issues are present but lack clarity or depth. Relevance appears primarily regional, with limited articulation of broader impact. For existing CoPs, new goals or issues may be vague or only partially addressed.	Goals/objectives, benefits, and problems/issues are unclear, incomplete, or missing. There is little to no indication of relevance beyond a regional context. For existing CoPs, no new goals or issues are identified or addressed.
	12.5%	CoP goals, objectives, activities and expected outcomes are explicitly and comprehensively aligned with MEOPAR's Objectives and Science Strategy.	CoP goals, objectives, activities and expected outcomes are clearly aligned with MEOPAR's Objectives and Science Strategy.	CoP goals, objectives, activities and expected outcomes show general alignment with MEOPAR's Objectives and Science Strategy.	CoP goals, objectives, activities and expected outcomes are only partially aligned with MEOPAR's Objectives and Science Strategy.	CoP goals, objectives activities and expected outcomes do not align with MEOPAR's Objectives and Science Strategy, or no effort is made to demonstrate alignment.
Quality of CoP activities  25%	12.5%	Strategies for knowledge exchange and community engagement are highly effective and innovative.	Strategies for knowledge exchange and community engagement are very effective.	Strategies for knowledge exchange and community engagement are effective.	Strategies for knowledge exchange and community engagement are moderately effective.	Strategies for knowledge exchange and community engagement are ineffective.
	12.5%	Activities are highly responsive to the diversity of members' needs and priorities, demonstrating clear benefits.	Activities are very responsive to the diversity of members' needs and priorities, demonstrating clear benefits.	Activities are responsive to the diversity of members' needs and priorities, demonstrating benefits.	Activities are somewhat responsive to the diversity of members' needs and priorities, demonstrating some benefits.	Activities are minimally responsive to the diversity of members' needs and priorities, demonstrating minimal benefits.
CoP plan, budget, and timeline justification; matching contributions  25%	5.0%	The plan, budget, and timeline are clear, highly detailed, demonstrate strategic foresight and are contextually appropriate.	The plan, budget, and timeline are well-structured and contextually appropriate.	The plan, budget, and timeline are sound but may lack some detail or clarity.	The plan, budget, and timeline are vague or incomplete.	The plan, budget, and timeline are missing or unclear.
	5.0%	Milestones are well-defined, achievable, and demonstrate a deep understanding of implementation needs, with clear alignment to expected outcomes.	Milestones are clear with logical sequencing and directly linked to expected outcomes.	Milestones are present but could be more specific or better linked to outcomes.	Some milestones may be unclear or poorly aligned with expected outcomes.	There is little to no alignment with expected outcomes.
	15.0%	Strong matching contributions are evident, and there is a well-articulated plan to reduce reliance on MEOPAR funding over time. For every dollar MEOPAR contributes, the applicant will secure at least 1.75 dollars from non-federal sources (cash or in-kind) as well. 1.75:1, or higher.	Matching contributions are present and reasonable and reduced reliance on MEOPAR funding is demonstrated. For every dollar MEOPAR contributes, the applicant will secure 1.5 - 1.74 dollars from non-federal sources (cash or in-kind), as well. 1.5-1.74:1.	Matching contributions are modest or not fully explained and there is some reliance on MEOPAR funding. For every dollar MEOPAR contributes, the applicant will secure 1.25-1.49 dollars from non-federal sources (cash or in-kind), as well. 1.25-1.49:1.	The application meets the minimum matching requirement, with non-federal contributions (cash or in-kind) provided at a ratio of 1-1.24:1 for every dollar requested from MEOPAR. However, there remains a strong reliance on MEOPAR funding.	There are minimal or no matching contributions and high reliance on MEOPAR funding. For every dollar MEOPAR contributes, the applicant will secure less than 1 dollar from non-federal sources (cash or in-kind), as well. <1:1. If this box is triggered the application should not pass the pre-screening.
EDIA & Truth and Reconciliation Considerations*  25%	6.25%	The CoP's approach to EDIA is shaped in collaboration with equity-deserving communities and is woven into everyday work. These principles guide how decisions are made, how people engage, and how the CoP evolves. Accountability is embedded through ongoing reflection, shared responsibility, and transparent practices.	The CoP demonstrates a clear commitment to EDIA, with meaningful engagement of equity-deserving groups in shaping practices. EDIA principles are integrated into core activities, and there are mechanisms in place for accountability and continuous improvement.	The CoP incorporates EDIA principles in its structure and activities, with some engagement of equity-deserving groups. There is a stated commitment to accountability, though mechanisms may be emerging or inconsistently applied.	The CoP acknowledges the importance of EDIA and shows some initial steps toward inclusion. Engagement with equity-deserving groups is limited, and accountability measures are minimal or not clearly defined.	The CoP lacks evidence of EDIA integration. There is no meaningful engagement with equity-deserving groups, and no mechanisms for accountability are in place.
	6.25%	Leadership and participation demonstrate equitable representation. The proposal demonstrates specific actions to ensure accessibility, cultural safety, and inclusive engagement.	Leadership and participation include diverse perspectives, with some representation from equity-deserving groups. Diversity is evident and valued, though the depth of engagement or influence may be less fully articulated.	Some diversity is present in leadership or participation, but engagement with equity-deserving groups is limited. There is evidence of inclusion efforts, though plans may lack depth or integration.	Leadership and participation show minimal diversity, with little evidence of engagement from equity-deserving groups. Inclusion may be intended, but actions are underdeveloped or unclear.	Leadership and participation lack diversity, with no indication of inclusion of equity-deserving groups.
	6.25%	The CoP meaningfully integrates the Truth and Reconciliation Commission's Calls to Action, especially those related to education, knowledge sharing, and relationship-building.	The CoP demonstrates strong engagement with Truth and Reconciliation principles.	The CoP acknowledges the importance of Truth and Reconciliation	There is some awareness of Truth and Reconciliation, but limited action or engagement.	Truth and Reconciliation is not addressed in the CoP's work.
	6.25%	Indigenous voices are centered in leadership and decision-making, and cultural safety is prioritized.	Indigenous perspectives are actively included, and there is evidence of respectful collaboration and learning.	The CoP has taken steps to include Indigenous perspectives, though efforts may still be developing or limited in scope.	Indigenous inclusion may be symbolic rather than substantive.	There is no evidence of Indigenous engagement or awareness of related responsibilities.

\*We recognize that Indigenous-led CoPs may express EDIA and Truth and Reconciliation commitments through community-based practices, oral traditions, and relational accountability. This matrix is intended to support reflection and recognition of diverse approaches to equity and reconciliation.

## Appendix A - Glossary

**"Background Intellectual Property"** means any pre-existing Intellectual Property that is developed prior to, or independent of, the project but is necessary to carry out the funded project.

**"Collaborators"** are individuals who contribute to the delivery of activities.

**"Digital Knowledge Platforms"** are internet-based services where knowledge can be disseminated among various communities. Includes, but is not limited to: social media platforms, online repositories, discussion forums.

**"Diversity"** is about representation. It brings a focus to the representation of groups that have traditionally been under-represented and have faced systemic discrimination in spheres as varied as employment, participation in clinical research, or in attracting research funding. Diversity is a dynamic concept. Some individuals may identify in ways that do not change over time. For others, the ways in which they identify may evolve over time. For example, sexual identity may change over time.

**"Early Career Researcher"** (ECR) is a researcher within five years of the date of their first independent research-related appointment. Given that career progress for an ECR is particularly vulnerable to normal life circumstances, the eligibility window may be adjusted as follows:

- eligible leaves (e.g., maternity, parental, medical, family medical, bereavement) will extend ECR status (i.e., will not be counted towards the maximum) and credited as twice the amount of time taken;
- no adjustments are provided for professional leaves (e.g., training, sabbatical, administrative).

*No adjustments are provided for time spent on non-research related duties or for the pursuit of non-research related career activities.*

**"End Users"** are individuals who use a particular product (including a knowledge product) or service. They can be, but are not limited to, a practitioner, policymaker, educator, decision-maker, health care administrator, community leader, or an individual in a charity, patient group, private sector organization, or media outlet.

**"Equity"** is about fairness. It is about deliberate efforts to ensure processes for allocating resources and decision-making are fair and do not discriminate on the basis of personal characteristics. Equity is a summative concept that is the outcome of deliberate efforts to create more diverse and inclusive approaches to organizational practices and to program delivery, including research. Equity results in parity of outcomes for members of under-represented groups or for those who face discrimination.

**"Equity Deserving Groups"** means racialized persons (including Black Canadians), persons living with disabilities (including invisible and episodic disabilities), Canadians who identify as 2SLGBTQI+, and First Nations, Inuit and Métis peoples as founding peoples of Canada who are under-represented in positions of economic influence and leadership.

**"Foreground Intellectual Property"** means any Intellectual Property conceived, produced, developed or reduced to practice in carrying out the project by the Recipient.

**"Governance"** is the framework of rules, roles, processes, and practices used to guide, manage, and oversee the activities and decision-making of a group, organization, or initiative. In a Community of Practice (CoP), governance defines how members collaborate, make decisions, assign responsibilities, and ensure accountability.

**"Highly Qualified Personnel"** (HQP) are trainees, specialized staff, and research staff, such as undergraduate and graduate students, postdoctoral fellows, research associates, research assistants, and technicians.

**"Hospitality"** consists of the provision of meals, beverages, or refreshments in events which are necessary for the effective conduct of the CoP's activities. These costs must follow the standards set out in the [Government of Canada's Directive on Travel, Hospitality, Conference and Event Expenditures](#).

**"Honorarium"** refers to monetary payments made on a one-time or non-routine basis to an individual as a "thank you" for a service for which fees are not traditionally paid (i.e., speeches, lectures, seminars, etc. by a guest lecturer/speaker). Honorariums should not be used if a service contract exists or would be more appropriate and are not an entitlement, as there is no expectation of payment or gift in exchange for the service rendered.

**"Inclusion"** is about belonging. It is socially constructed. It brings into focus the climate or culture that fosters belonging in workplaces or when participating in activities or programs. Belonging cannot be mandated; it is experienced. While diversity is measured more objectively, inclusion relies on qualitative metrics.

**"Indigenous"** refers to First Nations, Inuit and Métis peoples as founding peoples of Canada.

**"Intellectual Property"** means all inventions, whether or not patented or patentable, all proprietary technical information, whether or not constituting trade secrets, and all copyrightable works, industrial designs, integrated circuit topographies, and trademarks, whether or not registered or registrable.

**"Intellectual Property Rights"** means all rights recognized by law in or to Intellectual Property, including but not limited to Intellectual Property rights protected through legislation. These shall include patents, copyrights, industrial design rights, integrated circuit topography rights, rights in trademarks and trade names, all rights in applications and registrations for any of the foregoing, and all rights in trade secrets and confidential information.

**"Knowledge Mobilization"** means the reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers and knowledge users—both within and beyond academia—in such a way that may benefit users and create positive impacts within Canada and/or internationally.

**"Learning Opportunity"** means an educational engagement that exposes short-term learners to new knowledge that is not generally intended to create or enhance professional skills. Including



but not limited to outreach sessions in classrooms, community engagement sessions, and exhibitions.

**"Leveraged Funds"** means existing investments being leveraged to further the objectives of the CoP. Includes cash or in-kind from federally-funded entities (e.g., organizations primarily funded by the federal government) and from federal departments and agencies.

*Examples of leveraged funds:*

- *Existing NSERC, SSHRC or CIHR projects with work that are complimentary to the CoP activities.*
- *The rental value of CFI-funded equipment that is essential to the delivery of CoP activities.*
- *Projects funded in collaboration with other federally funded organizations.*

**"Matched Funds"** means new, incremental contributions (of cash or in-kind) for CoP activities that would not be available without MEOPAR's funding support. Eligible sources include non-federal partners or revenues (including donations). Ineligible to be considered matched funds:

- Leveraged Funds (see definition)
- funding from federally-funded entities (e.g., organizations primarily funded by the federal government) and from federal departments and agencies.
- funding already used to meet a matching requirement for a federal program.

*Examples of matched funds:*

- *Private-sector contributions earmarked to advance specific CoP activities*
- *Provincial awards to support the advancement of CoP activities or research projects in that province*

**"Partner Funding"**, depending on the nature, can be considered either:

- Leveraged Funds (see definition)
- Matched Funds (see definition)

**"Sectors"** means distinct categories or divisions within society or the economy, each characterized by its own unique set of organizations, activities, and goals (e.g. academia, private sector, NGO).

**"Seminars and workshops"** are structured educational events designed to facilitate learning and discussion on specific topics or skills.

**"Training Opportunity"** means a short-to-medium term engagement that exposes trainees to new knowledge and skills that are generally intended to create or enhance professional skills. It includes but is not limited to, internships, placements, and time-limited positions in labs or organizations with specific training outcomes.

**"Travel"** means the movement of an authorized individual for purposes linked to operational activities, engagement with key collaborators, supporting sound governance, training, or other reasons. Costs associated with transportation and meals during travel are eligible and must be aligned with the [National Joint Council's Travel Directive](#).