A logo with a blue circle and a black background

Description automatically generatedExpedition Fund – Strategic Support Horizon

**Appendix A: Application Worksheet**

**Fall 2025**

**1. Profile**

|  |  |
| --- | --- |
| **Principal Investigator (PI) Name (first, last):** |  |
| E-mail: |  |
| Phone: |  |
| Organization: |  |
| Department: |  |
| Job Title/Position: |  |
| Province/Territory |  |

|  |  |
| --- | --- |
| **Co-PI Name (first, last):** |  |
| E-mail: |  |
| Phone: |  |
| Organization: |  |
| Department: |  |
| Job Title/Position: |  |
| Province/Territory |  |

|  |  |
| --- | --- |
| **If different from PI, Applicant Name (first, last):** |  |
| E-mail: |  |
| Phone: |  |
| Organization: |  |
| Department: |  |
| Job Title/Position: |  |
| Province/Territory |  |

**2. General Project Information**

1. **Project Title**:
2. **Total Funding Requested** (Write full value in Canadian $. E.g. 100000.)
   1. **FY2026-2027 (1 Apr – 31 Mar):**
   2. **FY2027-2028:**
   3. **Total Requested:**
3. Field(s) of investigation related to your expedition (select all that apply) [checkbox]:
   * Biological oceanography
   * Chemical oceanography
   * Coastal Studies
   * Community-led science
   * Estuarine Studies
   * Fisheries science
   * Indigenous community and knowledge
   * Knowledge mobilization
   * Marine biology
   * Marine geology and geophysics
   * Model validation
   * Offshore Studies
   * Physical oceanography
   * Polar Studies
   * Training and professional development of ocean experts
   * Other: [text box]

**3. Requirements for certain types of research:** Recipients must ensure compliance with the federal [Framework for Responsible Conduct of Research](https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html), which includes requirements for certain types of research. [*For more information about compliance requirements.*](https://ised-isde.canada.ca/site/strategic-science-fund/en/strategic-science-fund-program-guide#s2.9) *If the proposed study involves biohazards, humans, or animals, MEOPAR requires a copy of the appropriate institutional certiﬁcation.* (Y, N, N/A)

|  |  |
| --- | --- |
| Does your research involve human subjects? |  |
| Does your research require the use of animals? |  |
| Does your research involve biohazardous or infectious agents? |  |
| Does your research involve radioactive material? |  |
| Do your research activities have potential effects on the environment? |  |
| Does your research involve controlled information? |  |
| Is your research performed in the Yukon, the Northwest Territories or Nunavut? |  |

**4. Research Plan**

1. **Plain Language Summary** (max 250 words).
2. **Research Proposal** (max 5 pages, including graphs and references).
   1. PDF document must be single-spaced (no more than six lines per inch), 12-point font, with margins of 0.75".  *This will be a PDF upload in the portal.*

**Research Proposal Instructions:**

* Provide background context for the problem, knowledge gap, or technology gap that this project will aim to address, highlighting how this topic is critical to the health, economic, and/or social well-being of Canadians.
* Provide a detailed explanation of the methods your project will employ to address the stated objectives. Identify any barriers that your methodology may present to inclusion of under-represented groups in your field of study, and any strategies employed to mitigate these barriers.
* Explain how the objectives of this project align with or support Federal objectives supported by MEOPAR Program under the SSF (see for example: [Blue Economy](https://www.dfo-mpo.gc.ca/campaign-campagne/bes-seb/index-eng.html), [Oceans Protection Plan](https://tc.canada.ca/en/campaigns/oceans-protection-plan), [Climate Science 2050](https://www.canada.ca/en/services/environment/weather/climatechange/climate-science-2050.html), [National Adaptation Strategy](https://www.canada.ca/en/services/environment/weather/climatechange/climate-plan/national-adaptation-strategy/full-strategy.html), the [2030 Nature Strategy](https://www.canada.ca/en/environment-climate-change/services/biodiversity/2030-nature-strategy.html), and the [Truth and Reconciliation Report](https://www.rcaanc-cirnac.gc.ca/eng/1450124405592/1529106060525)).
* Describe how your project aligns with MEOPAR’s objectives and [scientific strategy](https://meopar.ca/wp-content/uploads/2025/07/MEOPAR-Strategic-Plan-2024-2030_20250423.pdf)*.*
* Describe how your methods will increase collaboration (e.g. among academia, research institutes, non-profit, private or public sector, and/or diverse international or community organizations)
* Describe the projected impact of this project, emphasizing how it will increase the quality of internationally competitive leading-edge research in Canada, and may lead to economic, societal, and/or health benefits for Canadians.
* If applying for multiple years of funding, justification for why multiple years is essential.
* Identify any linked expedition proposals (e.g. NSERC Ship Time), and describe how MEOPAR’s Expedition Fund will contribute to existing or anticipated, [matched or leveraged](https://meopar.ca/wp-content/uploads/2025/07/PLCY_SSF_Matched_v_Leveraged_EN-1.pdf), partner contributions (either cash or in-kind) for the project as a whole during the funding period.

**5. Project milestones/deliverables and timeline**

List project milestones/deliverables and associated timeline during the requested funding period (min 3, approx. 5, additional as needed). You are encouraged to be specific, include deliverables, set timelines, think ahead to reporting (due at the end of April following the fiscal year), align with your goals, and build in time for evaluation. From these milestones, it should be clear to reviewers when the expedition(s) is/are anticipated to occur.

*\*You will be required to provide an update on these as part of your annual progress report.*

|  |  |
| --- | --- |
| **Project Milestones/Deliverables** | **Target Completion Date** |
|  | YYYY/MM/DD |
|  |  |
|  |  |
|  |  |
|  |  |

**6. Research Team and Talent Development**

* 1. **Suitability of the Research Team** (500 words):
* Describe how the team is well suited to address the expedition and project objectives.
* Explain (if relevant) how an interdisciplinary approach advances these objectives
* Explain how EDIA considerations were included in the construction of your team
* Highlight any involvement of Federal partners in the conception or execution of the project
* ***PROGRAM SPECIFIC CRITERIA:*** *Highlight Canadian leadership in the proposed project objectives/methods.*
  1. **Talent Development** (500 words)
* Provide a summary of the number of people who will be trained under this expedition, their career stage, and involvement in the overall project. Identify strategies your project will employ to recruit and support diverse trainees (e.g. across sectors, ages, career stages, EDIA, and / or Truth and Reconciliation considerations).
* Describe how this expedition will help Canada develop, attract, and retain world-class research and innovation talent in scientific areas that are aligned with Canadian priorities.
* Explain how your expedition contributes to interdisciplinary and equity-focused training and learning
* ***PROGRAM SPECIFIC CRITERIA*:** *Explain how vessel access will enhance the training environment.*
  1. **Investigators:** Please list the investigators in the expedition. Investigators are researchers who are involved in the research expedition and receive funding. They may be from an academic institution, industry partner, not-for-profit organization, Indigenous organization, etc. Investigators cannot be from government agencies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Organization** | **Role** | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. **Collaborators**: Please list the collaborators in the expedition or larger project. Collaborators are researchers who do not receive funding, but who are involved in the research expedition or project. They may be from an academic institution, government agency, industry partner, Indigenous organization, etc.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Organization** | **Role** | **Email** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**7. Knowledge Mobilization**

**Knowledge Mobilization** (250 words):

* Explain how this project will accelerate the exchange of research results and the translation of knowledge into action in Canada and abroad.
* Describe how the expedition and the scientific knowledge produced by this project will be disseminated to diverse end-users.
* ***PROGRAM SPECIFIC CRITERIA*:** *Explain how vessel access will contribute to the project’s knowledge mobilization plan.*

**8. Data Management Plan**

**Data management plan** **summary** (500 words):

* Investigators are asked to describe the data management plan (DMP) that will be employed for the project. While this should be a living document that evolves over the course of the research project, the plan description should include the types and volumes of data generated, how you will document the data (e.g. metadata) for future re-use, how the data will be stored in the near and long-term (e.g. budget, data types), and the considerations given to legal, ethical, and/or commercial issues (including Indigenous data sovereignty). Projects needing assistance in developing a data management plan are encouraged to engage with the [Canadian Integrated Ocean Observing System](https://cioos.ca/) (CIOOS) or the [Digital Research Alliance of Canada](https://alliancecan.ca/en) (the Alliance) who may help in the development. MEOPAR strongly encourages plans that result in data that are Findable, Accessible, Interoperable, and Reusable (FAIR) and follow the [CARE Principles of Indigenous Data Governance](https://www.gida-global.org/care) and [First Nations Principles of OCAP](https://fnigc.ca/ocap-training/), if applicable. Guides to develop DMPs are provided by [CIOOS](https://guide.cioos.ca/latest/en/pgd/pgdcioos/) and the [Alliance](https://dmp-pgd.ca/). Expeditions occurring in Indigenous waters should contact the local Nation(s) to determine how the expedition may proceed in a responsible way.

We encourage you to have a complete Data Management Plan, of any length. However, for the benefit of reviewers, please summarize your DMP for observations, samples, and data collected or generated during this expedition and project.

**9. Budget**

1. **Please use the budget templates (Appendix B –** [**Expedition Budget**](https://meopar.ca/wp-content/uploads/2025/09/TMPL_AppendixB_Research_EN.xlsx) **and Appendix C –** [**Partner Contribution Budget**](https://meopar.ca/wp-content/uploads/2025/09/TMPL_AppendixC_EN.xlsx)**) to prepare your budgets.** You will be able to upload your completed budget spreadsheets in the [online portal](https://meopar.smapply.io/).
   1. Please refer to the Application Guide for the Expedition Fund (found [[here](https://meopar.ca/research/calls-for-proposals/#CoP)](https://meopar.ca/wp-content/uploads/2025/09/EXS_2025CFP_AppGuide_EN.pdf)) when preparing your Expedition Budget (Appendix B). Be sure to only include the amount requested from MEOPAR in the budget table. Vessel expenses fall under “**Operations of core research facilities**.” If you are seeking overhead (indirect costs), please consult the guidance provided in the Application Guide to ensure alignment with MEOPAR’s policies. All other rows should remain empty.
   2. Please refer to the Application Guide for the Expedition Fund (found [[here](https://meopar.ca/research/calls-for-proposals/#CoP)](https://meopar.ca/wp-content/uploads/2025/09/EXS_2025CFP_AppGuide_EN.pdf) and [this guidance on matched vs. leveraged funds](https://meopar.ca/wp-content/uploads/2025/07/PLCY_SSF_Matched_v_Leveraged_EN-1.pdf)) when preparing your Partner Contribution Budget (Appendix C). All project expenditures supported through other means (e.g. salaries (excepting crew fees for regular vessel operations), expenses for travel to and from the port, rental fees for scientific equipment, sample analyses, knowledge mobilization fees, etc.) should be reported on this form. Note: Matching funds must be equal to or above the ratio of 1:0.8 from non-federal government partners for every dollar of MEOPAR funding requested, with additional points awarded for increasing matched funding.

1. **Budget Notes and Justification**:

Please provide an explanation for vessel expenditures detailed in Appendix B. For non-MEOPAR in-kind/cash contributions, Appendix C, name the contributing partner, value of contribution, whether it is cash or in-kind, whether the contribution is expected or secured, and how it supports your activities. (max 500 words)

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

1. **How are equity, diversity, inclusion, and accessibility (EDIA) principles embedded across your project’s leadership, recruitment, decision-making, crewing, and engagement activities?**

Please describe specific strategies or practices that ensure inclusive participation and representation throughout the project lifecycle.

(max 500 words)

1. **How does your project integrate relevant** [**Calls to Action from the Truth and Reconciliation Commission**](https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf) **and demonstrate cultural safety and meaningful, sustained engagement with Indigenous communities?**

You may wish to describe co-development processes, shared governance, or knowledge-sharing practices that reflect Indigenous priorities and ways of knowing.

(max 500 words)

**11.** **Curriculum Vitae**

**Curriculum Vitae (**upload PDF**):** Please upload the CV of each investigator (researchers who are involved in the research expedition and will receive funding), and any collaborators who are playing a major role in the project.

* We ask proponents to submit a CV in the format they best feel highlights their contributions to the field, and ability to conduct the research.

**12. Letters of Support**

**Letter(s) of Support:**

* Letters must not exceed 2 pages each.
* Each letter of support should explain the involvement of the partner/end-user with the expedition or larger research project and provide sufficient details and concrete examples of how they will utilize the research deliverables. For example, letters of support could be from:
  + Federal Government Department participating or contributing (cash or in-kind) the expedition or project.
  + Indigenous organization participating or contributing (cash or in-kind) to the expedition or project or that will benefit from the results of the project.
* The content of these letters should reflect the commitments of partners/end-user described in your proposals or listed in your Appendix C (Non-SSF Partner Contributions).
* While **one letter of support is required**, there is not a limit on the number of letters.
* ***Process*** *-* *The online portal will have a feature allowing Applicants to invite partners/end-users (via email) to log in the portal and upload their letter of support. This should be initiated early in the submission process as the portal will not allow final submission with a partially completed task.*
* **If you are unable to include letters of support, you may instead provide a statement explaining any barriers, hardships, or challenges you faced in obtaining them.** You can upload this statement in the Letters of Support | Attach a file(s) form in the [online portal](https://meopar.smapply.io/).
* Please submit your letter(s) or statement using the following file formats: PDF (.pdf) or Word (.doc, .docx).

**13.** **Optional Multimedia Submission**

You may also choose to submit a short video or audio file to complement your written responses. This is an opportunity to present the expedition and/or project objectives, or other elements, in another medium allowing for information more effectively conveyed through spoken or visual storytelling.

Submission parameters:

• 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 under the same evaluation criteria.