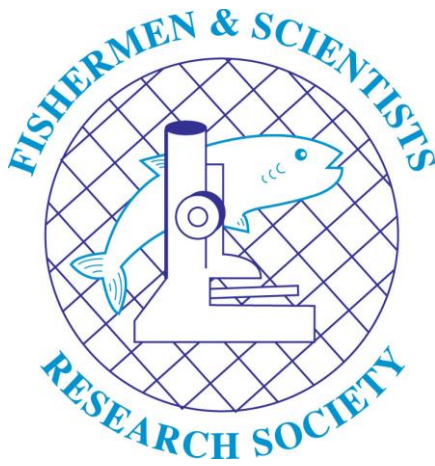


Fishermen & Scientists Research Society

**PROJECT APPLICATION  
GUIDELINES & FORM**



Last update: May 5, 2016

# PROJECT APPLICATION INSTRUCTIONS

## FISHERMAN AND SCIENTISTS RESEARCH SOCIETY

1. Applications will be reviewed [once] a year with a submission deadline of October 31 with an initial review and response at the Scientific Program Committee meeting in mid-November. Proposals are then forwarded to the FSRS Executive for review and recommendation to members for approval at the Annual General Meeting in February.
2. Eligible costs include salaries (graduate student stipend eligible), consulting fees, rental costs (including vessel charter fees), travel, materials and supplies. Eligible expenses incurred between the time of application submission deadline date and notification of funding will be reimbursed if the project is approved. If the project is not approved all costs associated with the research will remain the responsibility of the applicant. Expenditures made prior to the submission deadline date are not eligible.
3. Contributions may be in the form of cash or “in kind”. In kind contributions can include items such as vessel time and equipment, fishermen’s volunteer time, bait, fuel, building use, other personnel and materials. In kind contributions are based on “fair market value”.
4. The applicant must contribute at least [20%] to the project; this contribution can be in the form of cash, in kind or a combination of the two.
5. FSRS reserves the right to request one or more confidential external reviews of an application.
6. A report on project findings and a financial statement must be submitted within 60 days of the agreed upon date of completion of the project. Final reports must be acceptable to the FSRS Scientific Program Committee and will be made public on an agreed upon date.
7. FSRS contributions will be paid on a schedule agreed to by the FSRS and the applicant with the provision that a minimum of 20% of the total FSRS contribution will be held back until the final report and financial statement have been submitted.
8. Applicants must agree to abide by the FSRS Code of Ethics and Data Sharing Policies. The data will remain the property of the FSRS (see Appendix 1 & 2). The rights to intellectual property resulting from a project shall be shared by the applicant, FSRS and any other funding partner, in proportion to their level of contribution, unless otherwise agreed. Intellectual Property includes any inventions, methods, processes, compositions of matter, biological material, ideas, designs, concepts, techniques, discoveries, software, documentation of any kind, conceived, created, developed, and reduced to practice in the course of the Projects, whether or not it or they may be subject to patent protection, copyright, and other intellectual property protection.
9. Projects that include the use of animals will be reviewed in accordance with the Canadian Council on Animal Care guidelines, and therefore, it is the responsibility of the project applicant to clearly describe how animals will be handled. (For more information, see [www.ccac.ca](http://www.ccac.ca))
10. Please provide necessary letters of support if applicable (From industry associations, private or public sector partners, other appropriate organizations).
11. All fishermen participating in the project must sign an authorization for release of information from Fisheries & Oceans Canada (see Appendix 3). Use one form per fisherman; make additional copies of the form if needed.



1.

2.

3.

**Personal Suitability**

Provide details on the experience and training, including experience/training in scientific data collection, of you and your partners which is relevant to this project and which you feel makes you a suitable applicant. (Attach an additional page if more space is needed.)

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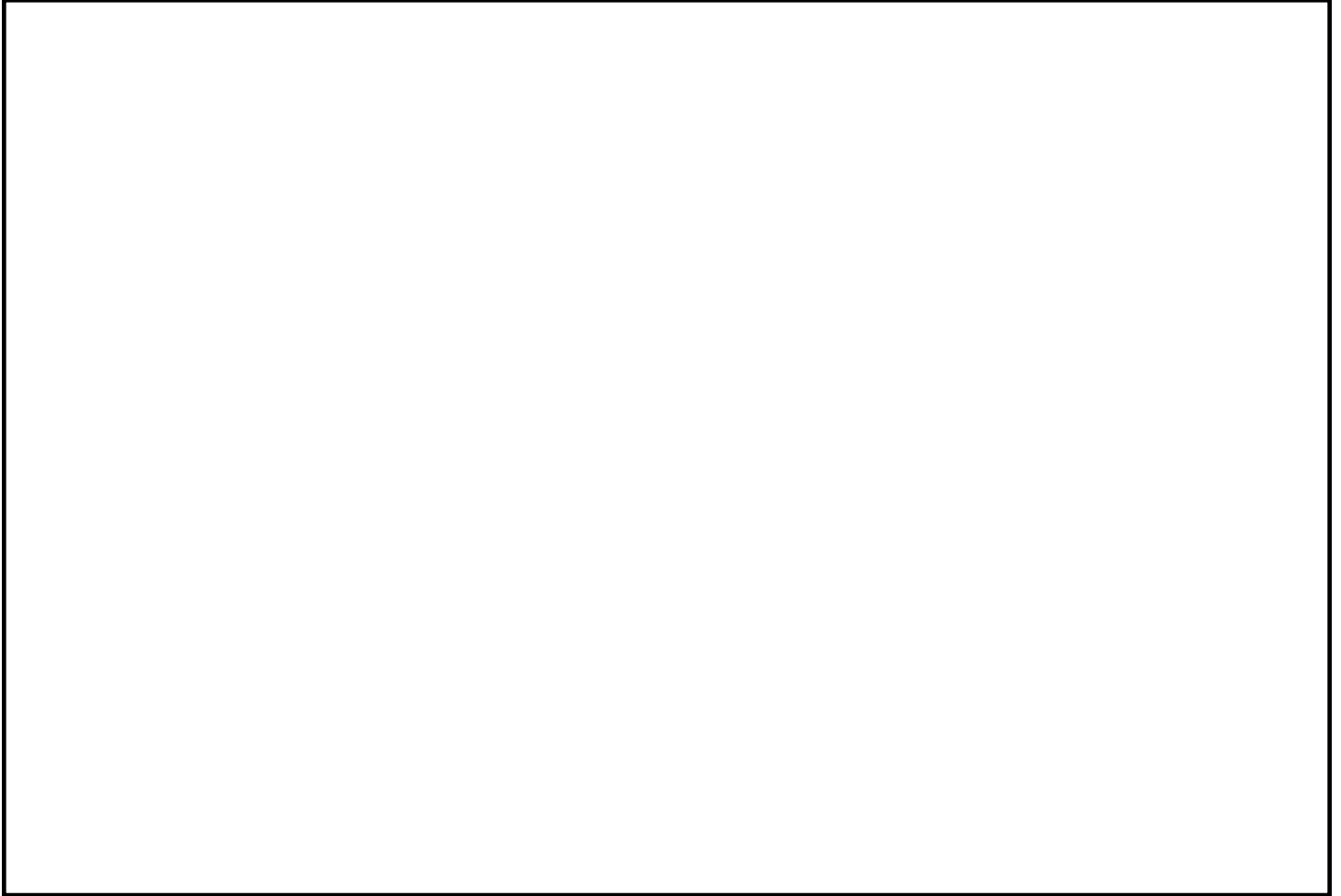
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**3. Project Objective(s):**

**4. Project Rationale** (why is the project important and what question(s) are being asked)

5. **Project Description** (include information on how the project will be done, who will do the work, location of research, etc.)



6. **Project Impacts** (How will the data be used and by whom? Describe the potential economic and environmental impacts, as well as, the potential application of the project results if any)



7. **Communication Plan** (Outline the plan for communicating results. How will the results of the project be shared, e.g. newsletter, presentation at annual conference, etc., and with whom. Provide an outline of the headings to be included in the final project report).

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8. **Project Timeframe** (List the major milestones, stages and/or deliverables of the project and give the expected completion date for each).

	Start Date	End Date	Milestone Description
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

9. **Selection Criteria** (Please check all that apply).

<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<input type="checkbox"/> Project must be consistent with the objectives of the FSRS*.	<input type="checkbox"/> The project contributes to the establishment of a more sustainable fishery.
<input type="checkbox"/> Project must further cooperation between fishermen and scientists.	<input type="checkbox"/> The project contributes to the viability of coastal communities.
<input type="checkbox"/> Project must ensure the collection and interpretation of accurate data.	<input type="checkbox"/> The project contributes to the continuation of the livelihood of fishermen.
<input type="checkbox"/> Project must further educate those involved in the FSRS.	<input type="checkbox"/> The project is carried out as a partnership.

- See Appendix 4 for the FSRS's objectives.

**10. Budget** (Provide a breakdown of project expenses including salaries, fees, rental costs, materials and supplies and travel. Also, provide a breakdown of funding, - applicants, FSRS, other(s). Please specify cash and in kind sources and if funding has been “received” or “applied for”. In kind contributions can include items such as vessel time and equipment, fishermen’s volunteer time, bait, fuel, etc.)

<b>Expenses</b>		<b>Revenue Applicant</b>		<b>Revenue FSRS</b>		<b>Revenue Other(s)</b>	
Item Description	Projected Cost	Cash	In-kind	Cash	In-kind	Cash	In-kind
<b>TOTALS:</b>	\$	\$	\$	\$	\$	\$	\$

**Summary of Contributions**

**Other Sources of Funding**

Contribution type	Amount (\$)	Proportion (%)	Funding Source	Applied for	Received
Total cash requested from FSRS:					
Total in kind requested from FSRS:					
Total cash contributed by applicant:					
Total in kind contributed by applicant:					
Total cash contributed by other sources:					
Total in kind contributed by other:					
Total cost of project:	\$	100%			



## 11. References and certification

References		
Name	Employer	Phone #

By signing below I am certifying that all the information given in this application is to the best of my knowledge and ability complete, true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix 1.**

# **FISHERMEN AND SCIENTISTS RESEARCH SOCIETY CODE OF ETHICS**

## **MISSION STATEMENT**

The following are the goals of the Fishermen and Scientists Research Society:

- further cooperation between fishermen and scientists
- collection and interpretation of accurate information
- protection of fish stocks and the marine ecosystem
- contribute to the establishment of a more sustainable fishery
- contribute to the viability of coastal communities
- become a financially self-sustaining, non-profit organization over the long-term
- further educate all involved in the Society
- continuation of our livelihoods as fishermen

## **CONDUCT**

1. Members must collect and report as much relevant and accurate information as possible, according to instructions and requirements.
2. All information and data collected under the auspices of the Society remain the property of the Society, notwithstanding any access granted to individuals for interpretation and analysis.
3. Conclusions presented in any products other than Society products must include a disclaimer to the effect that the interpretation and conclusions reached by the person preparing the product, be he/she a member, non-member scientist, or other group or individual, when analyzing the Society's data are not necessarily those of the Society.
4. Members, non-member scientists, or other groups or individuals given permission to analyze the Society's data must first present their conclusions to the Society.
5. Members, non-member scientists, or other groups or individuals analyzing the Society's data must acknowledge the Society as the source of the data.
6. Members shall communicate, educate and promote, wherever and whenever possible, the nature and importance of the responsible commercial fishing industry in Atlantic Canada.
7. Members shall not compete with the Society for contracts.
8. Members shall address grievances internally where such matters involve the Society or its membership.
9. Members shall constantly act with fairness and integrity in dealing with clients and employees.
10. Members shall conduct themselves in a professional and dignified manner and relate to others with courtesy and respect.
11. Members must declare any potential conflict of interest, whether real or perceived.

## **Appendix 2**

### **FISHERMEN AND SCIENTISTS RESEARCH SOCIETY DATA SHARING POLICIES**

Any person or organization or group granted permission to use the FSRS's data must agree to the following conditions:

1. All information and data collected under the auspices of the FSRS remain the property of the FSRS, notwithstanding any access granted to individuals or other groups or organizations for interpretation and analysis.
2. Use of the data is limited to the analyses and purposes set forth in his/her/their proposal. All original data media will be returned when the analysis is complete and he/she/they undertake to delete all copies of the data and intermediate results. Any analytical products to be retained for possible future use will be provided to the FSRS Research Biologist and retained only by him/her. All published results will be grouped at the level of port or port cluster to ensure anonymity of the data provider and no spatial data will be presented revealing fishing locations (minimum of three data points must be used, five points in each grouping is preferred).
3. Conclusions presented in any products other than FSRS products must include a disclaimer to the effect that the interpretation and conclusions reached by the person preparing the product when analyzing the FSRS's data are not necessarily those of the FSRS.
4. Conclusions must first be presented to the FSRS.
5. The FSRS must be acknowledged as the source of the data.
6. The Board of Directors can approve exceptions to these policies if deemed necessary. Each case will be reviewed on an individual basis.
7. The FSRS and its Board of Directors assume no liability in connection with any use and/or interpretation of its data.

**Appendix 3**  
**APPLICANT'S AUTHORIZATION FOR RELEASE OF INFORMATION**  
**FROM FISHERIES AND OCEANS CANADA**

By signing this Authorization, I, \_\_\_\_\_ (*please print name*), hereby give permission to the Department of Fisheries and Oceans (hereinafter, "DFO") to release to the Fishermen and Scientists Research Society (hereinafter, the "Society") information about all past convictions, and any absolute or conditional discharges recorded against me as an adult, in respect of offences under the *Fisheries Act*, R.S.C. 1985, c. F-14, or the *Regulations* thereunder. This information may include the date, nature and circumstances of the offence, the name of the court which held, and the judge who heard, proceedings in respect of the offence, any copies of the charge(s) as well as other pleadings, and a full description of all sanctions imposed as a consequence, including any court-imposed disposition or sentence, any certificate of sentence, and any administrative sanctions set by DFO.

This Authorization is given so that the Society may use this information solely for the purposes either of assessing my concurrent application to participate in the *Lobster Recruitment Index/Commercial Trap Sampling Project* (hereinafter, the "Project"), or of evaluating my performance and potential should my application result in an appointment to the *Project*.

The Society undertakes to keep this information confidential, to use it only for the purposes previously mentioned, to retain it only for as long as it is reasonably required for those purposes, and to destroy it, together with any copies thereof, once those purposes have been achieved.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Witness's Signature

\_\_\_\_\_  
Witness's Name (*Please Print*)

**UNDERTAKING BY THE FISHERMEN AND SCIENTISTS RESEARCH SOCIETY**

The Fishermen and Scientists Research Society (hereinafter, the "Society") hereby undertakes that all information provided to it by the Department of Fisheries and Oceans in respect of this Applicant shall be used only for the duration of the selection process for the *Lobster Recruitment Index/Commercial Trap Sampling Project* (hereinafter, the "Project") and for the duration of the Applicant's participation in the *Project* should he or she be chosen for it.

The Society further undertakes to destroy all information, and copies thereof, relating to the Applicant that was provided to the Society by the Department of Fisheries and Oceans. This information will be destroyed when either the application is rejected, or when the Applicant completes his or her participation in the *Project*.

\_\_\_\_\_  
Signature of Society Representative

\_\_\_\_\_  
Date (dd/mm/yy)

\_\_\_\_\_  
Name of Representative (*Please Print*)

\_\_\_\_\_  
Position held with the Society

## FISHERMEN AND SCIENTISTS RESEARCH SOCIETY OBJECTIVES

The objectives of the FSRS have been defined as:

- To establish and maintain a network of fishing industry personnel to collect information, for use by members of the FSRS, relevant to the long-term sustainability of the marine fishing industry in the Atlantic Region.
- To facilitate and promote effective communication between fishermen, scientists, and the general public.
- To participate, as appropriate, in research projects of other agencies and institutions which require the collection of information relevant to fisheries and marine environmental monitoring.
- To generate revenue, where possible, from activities related to information gathering, sample collection, and environmental monitoring to promote the continuation of the FSRS.
- To analyze and disseminate information generated through the activities of the FSRS.
- To facilitate the provision of training to members of the FSRS as may be necessary or desirable in the carrying out of the objectives of the FSRS.
- To avoid, by action or inaction on the part of the FSRS, the perception that the FSRS is a lobby group representing the interests of either the fishing industry or the scientific community over that of the long-term sustainability of the fishery as a whole.