

Fishermen & Scientists Research Society

Project Application Guidelines & Form



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Last update:
March 24, 2005

PROJECT APPLICATION INSTRUCTIONS

FISHERMEN 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 stipends 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 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. Applicant must agree to abide by the FSRS Code of Ethic and Data Sharing Policies. The data will remain the property of the FSRS (see Appendices 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)
10. Please provide necessary letters of support if applicable (From industry association, private or public sector partners, other appropriate organisations).
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.



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Project Application Form

Instructions:

- < Answer questions completely and provide appropriate attachments. Use additional page(s) if necessary.
- < All information provided will be kept confidential.
- < Retain a copy for your records.

| | |
|---|--|
| RETURN COMPLETED APPLICATION OR DIRECT INQUIRES TO: <i>Patricia King, General Manager</i> <i>Fishermen & Scientists Research Society</i> <i>PO Box 25125, Halifax</i> <i>Nova Scotia B3M 4H4</i> <i>Tel: (902) 876-1160</i> <i>Fax: (902) 876-1320</i> <i>E-mail: pmdservices@eastlink.ca</i> | FOR INTERNAL USE ONLY: Project Number: _____ Date of Receipt: _____ |
|---|--|

1. Project Title

| |
|--|
| |
|--|

2. Project Applicant

| | | |
|------------------|---|--|
| Name: | | |
| Mailing address: | | |
| Phone: () | Contact person (if different than above): | |
| Fax: () | | |
| Email: | | |

3. Project Partner(s) (List partner(s) that will be involved in the project, if applicable)

| | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

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

| | Start Date | End Date | Milestone Description |
|----|-------------------|-----------------|------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

10. Selection Criteria (Please check all that apply.)

| Essential Criteria | |
|---------------------------|--|
| <input type="checkbox"/> | Projects must be consistent with the objectives of the FSRS*. |
| <input type="checkbox"/> | The project must further cooperation between fishermen and scientists. |
| <input type="checkbox"/> | The project must ensure the collection and interpretation of accurate information. |
| <input type="checkbox"/> | The project must further educate all involved in the FSRS. |

| Desirable Criteria | |
|---------------------------|---|
| <input type="checkbox"/> | The project contributes to the establishment of a more sustainable fishery. |
| <input type="checkbox"/> | The project contributes to the viability of coastal communities. |
| <input type="checkbox"/> | The project contributes to the continuation of the livelihood of fishermen. |
| <input type="checkbox"/> | The project is carried out as a partnership. |

* See Appendix 4 for the FSRS's objectives.

I certify that the information given in this application is to the best of my knowledge and ability complete, true and correct.

Signature of applicant
(or authorized representative): _____

Title: _____

Date (*dd/mm/yy*): _____

CODE OF ETHICS

FISHERMEN AND SCIENTISTS RESEARCH SOCIETY

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 FSRS remain the property of the FSRS, notwithstanding any access granted to individuals for interpretation and analysis.
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, be he/she a member, non-member scientist, or other group or individual, when analysing the FSRS's data are not necessarily those of the FSRS.
4. Members, non-member scientists, or other groups or individuals given permission to analyse the FSRS's data must first present their conclusions to the FSRS.
5. Members, non-member scientists, or other groups or individuals analysing the FSRS's data must acknowledge the FSRS 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 FSRS for contracts.
8. Members shall address grievances internally where such matters involve the FSRS 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.

DATA SHARING POLICIES FISHERMEN AND SCIENTISTS RESEARCH SOCIETY

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

- 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.
- 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 Data Analyst and retained only by him. 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).
- 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 analysing the FSRS's data are not necessarily those of the FSRS.
- Conclusions must first be presented to the FSRS.
- The FSRS must be acknowledged as the source of the data.
- The Executive Committee can approve exceptions to these policies if deemed necessary. Each case will be reviewed on an individual basis.
- The FSRS and its Executive assume no liability in connection with any use and/or interpretation of its data.

Approved June 22/02
Updated June 26/02

Appendix 3.

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

Project Title:
(hereinafter, the "*Project*")

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 "FSRS") 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 FSRS may use this information solely for the purposes either of assessing my concurrent application to participate in the **Project**, or of evaluating my performance and potential should my application result in an appointment to the **Project**.

The FSRS 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 FSRS hereby undertakes that all information provided to it by DFO in respect of this Applicant shall be used only for the duration of the selection process for the **Project** and for the duration of the Applicant's participation in the **Project** should he or she be chosen for it.

The FSRS further undertakes to destroy all information, and copies thereof, relating to the Applicant that was provided to the FSRS by DFO. 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 FSRS Representative

Date (*dd/mm/yy*)

Name of Representative (*Please Print*)

Position held with the FSRS

Appendix 4.

OBJECTIVES FISHERMEN AND SCIENTISTS RESEARCH SOCIETY

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 analyse 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.