

Once established, this network will link the metadata contained in the Polar Data Catalogue (www.polardata.ca) with the observed data archived at the individual data assembly centres.

Proposals may request up to 2 years of funding for set-up to become an IPY data assembly centre. At least 50% of the funding request must be within the 2010/11 fiscal year. Funding requested must be clearly justified in the budget section of the proposal. An envelope of \$2.0 Million will be available over 2 years to a maximum of \$400,000 per recipient.

Objectives

This request for proposals is to provide funding to **established** data centres and /or research libraries to act as part of the IPY Data Assembly Centre Network to fulfill the following roles:

- Accept thematic datasets in the originators format and ensure that they are accompanied by complete metadata to allow for future use.
- Provide secure storage of the data and information as received and provide inventory and access to these data online.
- If possible, incorporate data into established archives of departments/data centre/research library etc.
- Support other IPY data assembly centres in the network by providing a back-up function to IPY data.
- Nominate point of contact from the data centre to participate on an IPY Data Centre Committee.
- Maintain the archive post-IPY in a low maintenance mode.

Eligibility Criteria

Each proposal must meet the each of the following eligibility criteria in order to be considered:

- Each applicant and co-applicant must be employed by or be part of the organizational structure of a Canadian organization that:
 - is a recognized legal entity in Canada;
 - has acceptable accounting systems and financial controls in place to administer the funds and has conducted financial audits on an annual basis;
 - provides a letter of support from director or authorized officer indicating support for the long term maintenance of the organization/facility.

- The organization which the applicant represents must be an established organization with a mandate or mission statement that reflects a long term commitment to the preservation of data and information.
- Applicant and/or organization must have significant pre-existing technical infrastructure (servers and web presence) to manage large amounts of data and information.
- Organization must demonstrate that it has formal business planning processes and financial resources in place to sustain the activities of the archive over time.
- Only one proposal per organization/recipient will be accepted.

Evaluation Criteria

Each proposal will be evaluated using a set of criteria, as described below, which must be met and/or addressed in the proposal.

- There are appropriate staff levels (number and expertise) to support all functions and services of the data centre.
- Procedures and policies are in place for periodic review and assessment to ensure capacity or ability to adapt to technological developments and evolving requirements, including an established hardware/software rejuvenation plan.
- The objectives and principles of the [IPY Data Policy](#) will be applied to the IPY data archived and made accessible by the data centre.
- A clear definition of information required from data providers in order to process and archive the data and information submitted to the data centre.
- An established request management and tracking system that allows for simple reporting on requests for IPY data from the archive.
- Sufficient security protocols in place to ensure data integrity and, if applicable restricted access to sensitive data.
- Agreement to align the IPY Data Assembly Centre activities with National and International IPY data discovery initiatives (i.e. Polar Data Catalogue, Polar Information Commons) that integrate metadata with observed data.

Eligible Costs

Federal funds must contribute towards the direct costs of the program or project for which the funds were awarded. The applicant's organization is expected to

provide for indirect or overhead costs, such as ongoing operating and administration costs of the facility.

Eligible expenses for this funding may include salary costs, contracts, travel, hardware, and software purchases directly related to the successful completion of the project. The funds must be used effectively and economically, and the expenses incurred must be essential for the activity supported by the award.

Proposal Review

Proposals will be reviewed based on how closely they meet the objectives and criteria of the request for proposals. The IPY Federal Program Office will establish a review panel to review, rate, and rank proposals, and make funding recommendations to the Assistant Deputy Ministers (ADM) Committee on IPY, which will make the final funding decisions. Site visits will not be conducted unless special circumstances dictate; applicants will be contacted in such cases.

Funding will be made available to successful applicants following the review and subsequent approval by the ADM Committee on IPY. We are planning to allocate funds by early summer 2010, with funding starting to flow to successful applicants as soon as possible thereafter.

Reporting on Progress and Budget Expenditure

Funds will be allocated on a Government of Canada fiscal year basis (i.e. April – March) to the organization with the Project Team Lead having the responsibility for managing the funds. Recipients will be required to submit annual financial reports and end-of-year annual status reports. Unused funds are to be returned to the Government of Canada IPY Program Office and are not transferable to future years.

The annual progress report will identify progress towards project goals, outputs and accomplishments, and must outline in detail any changes to the project and/or budget for the upcoming year. Future instalments will be contingent on satisfactory progress as determined from the review of annual progress reports by the Government of Canada IPY Program Office. If the project and/or budget are deemed to have changed significantly from the projections at the time of the initial project approval-in-principle, the project may be subject to another review. Recipients will also be required to submit a final report within three months of the end of funding. Details of reporting requirements will be provided as part of the terms and conditions of funding agreements, as applicable.

Application Deadline and Procedures

Applications must be submitted and received at the Government of Canada IPY Program Office by **11:59 PDT June 7, 2010**. Applications **must** be completed on

the Application Form, failure to do so will result in your application being screened out.

Proposals are to be submitted by email to:

API-IPY@ainc-inac.gc.ca

Note: Do Not Send proposals in a compressed file (e.g. *.zip) as the departmental email system will reject your submission without notification.

Questions? Please call or email Scott Tomlinson, IPY Data Management Coordinator (819) 934-6084, Scott.Tomlinson@ainc-inac.gc.ca