

# CMHC Housing Research Awards Program

North Star Award for Northern and Remote Research

## APPLICANT GUIDE 2022



*Photos taken prior to COVID-19  
physical distancing safety measures*

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**Use of Information & Disclaimer:** Information contained in this Applicants' Guide (Guide) is proprietary information to CMHC. It is made available and shall be used for the sole purpose of providing applicants with sufficient information to prepare responses to the Demonstration application process. You shall not make any other use of the information contained in this Guide.

## INTRODUCTION

This guide is intended for someone who wants to apply for the North Star Award for Northern or Remote Research. It will help you to understand what you are applying for and whether you are eligible. It will provide guidance so that you can put together the highest quality application that presents your project in the best light. It will also tell you about important details of the program so that your application is complete and can be properly reviewed.

## SECTION 1—GENERAL INFORMATION

The purpose of this section is to provide general information about Canada Mortgage and Housing Corporation (CMHC), the National Housing Strategy (NHS), the NHS Innovation and Research programs, and the CMHC Housing Research Awards (Awards) program.

### CMHC Housing Research Awards Program introduction

The Awards program highlights key accomplishments and provides recognition to impactful housing research. The Awards recognize Canadian housing research, research training, knowledge mobilization and outreach activities that are impactful and innovative. It also supports the research teams that produce this valuable information so that they can expand their work and share their knowledge with decision makers across Canada. These awards are designed to build on and sustain Canada's research-based knowledge culture across all fields related to housing, including social sciences and humanities, health and technology. Award recipients will be chosen based on the best applications that demonstrate research excellence and innovation and provide evidence of impact in areas of research and knowledge translation gaps related to the priority areas of action for the NHS (see appendix 1).

### Canada Mortgage and Housing Corporation background

As Canada's authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations.

CMHC is a Crown corporation, with a Board of Directors, reporting to Parliament through the Minister of Families, Children and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation.

CMHC has approximately 2,000 employees located at its National Office in Ottawa and at five business centres throughout Canada: Atlantic, Quebec, Ontario, British Columbia, and Prairies and Territories.

## National Housing Strategy overview

Canada's first ever National Housing Strategy (NHS) is a 10-year, \$40-billion plan that will strengthen the middle class, fuel our economy and give more Canadians a place to call home. Through the NHS, the federal government is re-engaging in affordable housing and bringing together the public, private and non-profit sectors to create a new generation of housing. The goal of this historic strategy is to make sure Canadians across the country can access housing that meets their needs and that they can afford. To achieve this goal, the strategy will first focus on the most vulnerable Canadians.

The NHS will create livable communities where families thrive, children learn and grow, and their parents have the stability and opportunities they need to succeed. It will spearhead innovative new housing research, data and demonstration projects to fill gaps in our knowledge, share the best ideas and shape the future of housing policy in Canada. It also creates new opportunities for the federal government to innovate through partnerships with the community housing sector, co-operative movement, private sector, and research community. More information on the NHS can be found at [www.placetocallhome.ca](http://www.placetocallhome.ca).

## National Housing Strategy—Innovation and Research Program descriptions

Over the next ten years, \$241 million will be invested under the NHS in new data collection tools, demonstration projects and solution labs as well as efforts to spur more housing-related research to help diversify information sources and perspectives. Each of the NHS Innovation and Research programs has a specific purpose, and it is important that you apply to the one that is the most relevant. Here are some brief descriptions of the programs that receive applications on a yearly basis. More information can be found in the links provided:

The **Solution Labs** program provides housing stakeholders with funding and expert innovation lab consultants to help solve complex housing problems using innovative methods and tools.

The **NHS Research and Planning Fund** provides funding for non-governmental organizations and other not-for-profits (housing providers, charities, Indigenous governments/organizations, etc.) to undertake housing-related research or research planning activities.

The **NHS Demonstrations Initiative** is for organizations that partner with affordable housing providers to showcase innovative solutions (practices, technologies, programs, policies and strategies), in order to increase innovation uptake and support replication by the affordable housing sector as well as create and disseminate real-world data for evidence-based decision making.

The **CMHC Housing Research Scholarship Program** builds Canadian expertise and promotes excellence in housing research by providing financial assistance to post-doctoral fellows undertaking housing research through partnerships with the Canadian Institutes of Health Research, the Social Sciences and Humanities Research Council and the Natural Sciences and Engineering Research Council.

The **Housing Research Awards Program** recognizes world-class housing research being conducted in Canada and provide funding for research teams to promote and expand their work.

The **Expert Community on Housing (ECOH)** is a collaborative, online network of housing experts that is about sharing housing knowledge and contributing to the development of housing solutions. Applicants to all Innovation and Research programs are encouraged to be part of this network.

## CMHC Housing Research Awards program overview

Four awards are offered annually:

### ***CMHC President's Medal for Outstanding Housing Research (\$20,000)***

The **President's Medal** is CMHC's highest research honour. This prestigious award recognizes a significant research contribution that has not only increased knowledge or understanding in one of the National Housing Strategy's priority areas but that has also addressed a priority action area identified by CMHC's President and Chief Executive Officer. The research outcomes must have led to demonstrable impacts within the academic community or the housing sector.

A cash award is given to the researcher, the research team or the organization that did the research. It is to be used to promote and extend the research being honoured.

### ***Gold Roof Award for Housing Research Excellence (\$10,000)***

The **Gold Roof Award for Housing Research Excellence** is for a significant research contribution that has increased knowledge or understanding in one of the National Housing Strategy's priority areas. The research outcomes must have led to demonstrable impacts within the academic community or the housing sector.

A cash award is given to the researcher, the research team or the organization that did the research. It is to be used to promote and extend the research being honoured.

### ***Gold Roof Award for Knowledge to Action (\$10,000)***

The **Gold Roof Award for Knowledge to Action** recognizes initiatives that close the gap between what is known from excellent research and what is done with that knowledge in the housing sector. Its aim is to acknowledge innovative initiatives that have made outstanding contributions to housing and that are leading the way in best practice applications.

A cash award is given to the researcher, the research team or the organization that undertook the initiative. It is to be used to promote and extend the work being done.

### ***North Star Award for Northern or Remote Research (\$10,000 total budget, maximum of \$5,000 per award)***

The **North Star Award** is a bursary that provides funding to support engagement (including travel) and consultation activities in order to undertake Northern and Remote housing research or fieldwork in an NHS priority area. The aim is to build knowledge and fill research gaps on Northern or remote housing topics from all disciplines and in multidisciplinary fields.

The Award will provide a cash bursary of up to \$5,000 each of two or more students or part-time faculty applicants to travel or to carry out in engagement and consultation activities at a distance.

**Note:** This Applicant Guide is only for the North Star Award for Northern and Remote Research. Please refer to the Applicant Guide for the Gold Roof Award for Housing Research Excellence, the Gold Roof Award for Knowledge to Action and the CMHC President's Medal for Outstanding Housing Research to apply for the other awards.

## SECTION 2—APPLICATION AND SUBMISSION INSTRUCTIONS

The purpose of section 2 is to inform you about CMHC's procedures and rules pertaining to the application process. It is useful to consult this section prior to submitting your application to make sure that your response is complete and includes all the mandatory requirements (as indicated below).

### Application intake process

The application portal is on the [NHS website](#).

By submitting an application, you agree to be bound by the terms of this Applicant Guide and the terms and conditions presented in the web application portal.

You can only apply for one North Star Award per year. Additionally, CMHC will only accept a maximum of two applications from research and academic institutions.

### Submission instructions and deadline

#### *Language of application*

You may submit your application and supporting materials in English or French.

#### *Delivery instructions and deadline*

The application link located on the NHS [web portal](#) is to be used to submit your award application and all supporting documentation.

The time of delivery for the purposes of this section is deemed to be the time recorded by the CMHC system receiving the application, and not the time you sent the application. If CMHC decides to allow for a deadline extension, the new deadline will be posted on the NHS website.

The supplementary documentation you provide (curriculum vitae, letter of recommendation, etc.) must be submitted along with the application through this same application intake portal.

Once we receive your application, we will send an automated confirmation to the email address you provided in the form. It is strongly recommended that you follow up with CMHC if you do not receive a confirmation within 30 minutes of submission.

Only applications submitted via the portal will be considered for further evaluation. In exceptional circumstances, where it is not possible to submit the application through an online application intake process (for example, remote areas without internet access, need for an application in an alternate format such as Braille), you must reach out to CMHC at least seven (7) business days before the application deadline to see whether an alternative arrangement can be accommodated.

### ***Application opening, verification period and deadlines***

All applications received on or before the closing date will be opened and reviewed for verification by CMHC. If, at that time, we are unable to open an application, we will contact you and provide you with an opportunity to resubmit a version that can be opened within two (2) hours of notification.

Your application must be submitted and received on or before the submission deadline set as:

**Your application must be submitted and received on or before the submission deadline posted on the NHS website.**

Applications arriving late will be automatically rejected, and you will be notified by email.

### ***Enquiries***

All questions regarding your application may be sent to the following contact information:

CMHC Research Awards Officer

[nhs-snl\\_researchawards@cmhc-schl.gc.ca](mailto:nhs-snl_researchawards@cmhc-schl.gc.ca)

1-800-668-2642

CMHC cannot ensure a response to enquiries received less than seven (7) business days prior to the application deadline.

### ***Offering period***

The terms of the application shall remain valid for a period not to exceed one hundred and twenty (120) days following the application closing date.

### ***Changes to application***

You are **not** permitted to make additions, deletions, edits or changes to your application or attachments after it has been submitted.

### ***No liability***

While CMHC has made considerable efforts to ensure that the information in this Applicant Guide is accurate and complete, it is possible that errors may exist. The information is not guaranteed or warranted to be accurate by CMHC, nor is it necessarily comprehensive or exhaustive. CMHC will have no liability of any kind to applicants for losses or damages arising from any errors that may be found in the Applicant Guide, regardless of how the errors are caused. You remain obliged to do your own investigation of relevant information and to form your own opinions and conclusions with respect to the matters addressed in this Applicant Guide.

By submitting an application, you and your team waive any claim or cause of action that you may have against CMHC or its representatives as a result of the conduct of this application process or any resulting award, except insofar as there is proof of willful misconduct on the part of CMHC or its representatives. You agree that you will not bring a court action or institute any other proceedings against CMHC for damages arising from the conduct of this application process or any resulting award. This section is intended to be a complete waiver of your right to claim damages subject to the limited exception noted above.



### ***Verification of the application***

CMHC reserves the right to conduct such investigation as it deems appropriate to verify the contents of the application.

### ***Corporation identification***

You agree that you will not make any use whatsoever of CMHC's name, logo or other official marks without the express written consent of CMHC.

### ***CMHC's obligations***

By issuing this call for applications and accepting applications, CMHC assumes the obligation of conducting the process in a fair and transparent manner. CMHC has no obligation to compensate you or anyone else for work done for the purposes of this application.

You will take sole responsibility for the timely and correct submission of the award application in the specified delivery platform. All risks and consequences of a failure to submit an application to CMHC are borne by you. CMHC will not assume those risks or responsibilities under any circumstances.

In addition, in the event that CMHC or the review committee determines that no application merits an award being offered, it will not be given.

## **SECTION 3—APPLICANT GUIDE**

The purpose of section 3 is to guide you through filling in the application form. It provides tips on how to answer the questions so that CMHC can verify your eligibility and so that the reviewers have all the information they need to properly evaluate your research idea and activities.

### **Section A: General Information**

This section tells us about you and the academic institution that is supporting your research. We will use this information as our primary contact information throughout the process. If applicable, you may self-identify as Indigenous in this section.

### **Section B: Eligibility Criteria**

#### ***Applicant eligibility***

To be eligible to apply, you must, at the time of application:

- be a Canadian citizen or permanent resident of Canada;
- be a registered, full-time college or university student (graduate or post-graduate) at an accredited post-secondary institution in Canada. Part-time or contract faculty not employed full-time are also eligible to apply but must be affiliated with an accredited post-secondary institution; and
- be in good standing with CMHC.

### ***Research subject eligibility***

To be eligible for the North Star Award, the research proposal must be related to housing in Canada's Northern or remote areas. For the purposes of the CMHC Housing Research Awards, Canada's North includes the three territories and the northern provincial areas from British Columbia to Labrador. The concept of remoteness applies to communities that are removed from major population centres, service centres, roads or transportation and/or general amenities.

### ***NHS priority areas***

Indicate here whether your research project will address any of the NHS priority areas or populations. Please refer to Appendix 1 for a description of the NHS priority areas and populations.

## **Section C: Research Description**

In this section, you are to provide information about the research that you intend to conduct. Please refer to the Application Form for the maximum allowable characters per section. You are asked to summarize your project and provide the following information:

### ***Summary***

This summary will be used to describe recipient projects when announced. Here are some ideas of things to include in your description:

- State the research question.
- Explain briefly how your research relates to Northern or remote housing and any other NHS priority areas, as applicable.
- Describe how your research will be impactful.
- Provide any other relevant information.

If your research project or activities are part of a larger research initiative, describe how these will align and contribute to the outcomes of the larger initiative.

### ***Northern or remote Canadian location***

Define the location where you plan to conduct your research. Give the names of surrounding towns or specific communities, or the latitude and longitude of where your research is expected to take place or focus on.

### ***Research and knowledge gaps***

Describe what research or knowledge gaps your project is addressing. Explain how your research will benefit community members and housing in Northern or remote communities.

### ***Outreach and interaction with Northern communities***

If applicable, describe your plans to incorporate and involve Northerners in your research. If your research involves human participation, you must obtain research ethics approval from your institution for your proposed research and be able to produce evidence of approval.

## Section D: Funding Request

In this section, please provide an overview of the expenses you expect to incur while undertaking your research. Your expenses must be related to collaboration and engagement activities that aid research targeted at Northern and Remote communities.

Eligible expenses may include:

- Travel expenses including flights and accommodation. Flights may include those from southern to northern and remote locations, or among northern and remote communities. Flights from northern and remote communities to major urban centres may also be considered so long as there sufficient justification.
- Technology license fees to support virtual collaboration.
- Honorariums to community members to engage in research activities at a distance.
- Fees to local community members that may aid in the research activities (in lieu of the physical presence of the researcher)
- The purchase of computer and mobile equipment is not eligible.

Please be aware that your travel claims are subject to Treasury Board rules. Refer to Section 5 for more information.

Up to \$5,000 will be awarded for eligible expenses. Please provide a statement on how the funds will assist you in the development of your academic and professional career.

## Section E: Letter of Recommendation

You must include a letter of recommendation (maximum two pages in PDF format) from your primary supervisor or department chair.

The letter must include your name and should include the period of time and capacity in which the referee has known you. The letter should also offer an overall assessment of your proposed research, including evidence of how it fulfils the evaluation criteria.

The letter of recommendation must be sent to you. The letter cannot be accepted directly by CMHC.

## Section F: Curriculum Vitae

Upload your CV (maximum five pages in PDF format). Please include the following:

- Education
- Experience
- Publications
- Relevant distinctions and awards received
- Any other relevant experience

## SECTION 4—SELECTION PROCESS

The purpose of section 4 is to give you a heads-up about the selection process once CMHC has received your application.

### Assessment of eligibility

Applications will be reviewed in the months following the application deadline, with an anticipated notice of decision in the fall of 2022.

CMHC staff will first pass through your application to ensure that you meet the eligibility requirements, that the application form is complete and that supporting documentation is provided. They will also ensure that the content of the proposed research addresses Northern or remote housing. CMHC will contact you to let you know if your application is eligible to move on to the review committee.

### Review committee

A review committee made up of CMHC staff will evaluate all eligible complete applications using pre-established selection criteria and recommend the recipients of the award. The committee will also recommend the amount of eligible funding for each recipient.

### Evaluation scale

The reviewers will be asked to score each application according to the evaluation scale below and according to the evaluation criteria. They will use their judgment to evaluate the proposals based on merit relative to similar projects done by students and part-time faculty across Canada (your peers). The evaluators will be using the following scale from 0 to 5 in their responses:

- **5:** Stands out as exemplary when compared to other research projects being conducted by your peers.
- **4:** Shows clear merit and is a very good example when compared to research projects being conducted by your peers.
- **3:** Meets normal expectations when compared to research projects being conducted by your peers.
- **0-2:** Shows weaknesses relative to one or more criteria, such that giving it an award is not recommended.

The scores from each question in the application will be weighted and then converted into a percentage. The recommended recipient will have the highest score among all applicants having scored at least 80% and having no criteria marked as “Not recommended.”

## Evaluation criteria and weighting

### **Relevance (20%)**

Relevance to housing in Canadian Northern or remote societies or communities and, if applicable, alignment with one or more NHS priority areas.

### **Research impact (40%)**

Evidence of how research will contribute to the advancement of Northern or remote housing research and knowledge.

### **Applicant strength (40%)**

Demonstrated strength of applicant based on the letter of support from the sponsor and the professional development statement.

## SECTION 5—CONDITIONS OF FUNDING

The purpose of section 5 is to inform you about the conditions of funding, should your research project be chosen to receive an award.

### Conditions of funding

Funding of the award is conditional on the signing of a recipient award agreement, which will set out the terms and conditions of the award funding. Award funds must be used for engagement and collaboration activities.

Travel that is already completed or that will occur before the award contract is signed is ineligible for consideration. All travel-related costs must comply with the **Treasury Board Travel Directive**, and you must select the most economical means of travel when booking transportation or accommodations.

Eligible expenses include travel and/or accommodation for the research project or fieldwork as well as disability accommodation costs (such as accessible transportation, interpreters or note takers). Ineligible expenses include subsistence costs (such as food or laundry), tuition or related fees and costs for equipment or services considered typical student expenses (such as a laptop or books).

### Deliverables

You will be required to submit a report within 1 month of the completion of activities. This report should include a breakdown of travel dates, locations and other expenses. It should also highlight the results of the research undertaken and explain how the award helped to achieve those results. You may also be required to provide additional project information in order to assist CMHC in developing knowledge mobilization products.

# APPENDIX 1—NATIONAL HOUSING STRATEGY PRIORITY AREAS

Your proposed research project must fit within the following priority areas:

## Priority Areas

### Housing for those in greatest need

- Improve housing and supports for the most vulnerable, including those who are homeless and those with distinct needs
- Improve affordability of housing for low-income households

### Community housing sustainability

- Improve sustainability of community housing and build capacity

### Indigenous housing

- Improve housing conditions among First Nation, Métis and Inuit households
- Increase Indigenous autonomy and capacity for housing

### Northern housing

- Improve housing conditions in Canada's territories

### Sustainable housing and communities

- Improve building performance, durability and energy efficiency of housing
- Increase housing options near transportation and transit, work, supports and services, as part of mixed income, age-friendly, accessible communities

### Balanced supply of housing

- Increase Canada's supply of rental housing
- Preserve and renew existing rental housing
- Meet evolving homeownership needs of Canadians

Please go to [cmhc-schl.gc.ca/en/nhs/guidepage-strategy](https://cmhc-schl.gc.ca/en/nhs/guidepage-strategy) for more detailed information regarding the NHS priority areas and the NHS priority population groups.

