



Participant Funding Program

Funding Review Committee Guidelines



PF
Participant Funding
Program



PFP Funding Review Committee Guidelines

Purpose:

To provide Funding Review Committee (FRC) members with guidance for their review of funding applications for the CNSC's Participant Funding Program (PFP).

Background:

The FRC is an independent body external to the CNSC comprised of up to three members. The FRC reviews applications for participant funding offered by the CNSC for regulatory issues and proceedings, as determined appropriate by the CNSC. The FRC was established to review funding applications at arm's length and to provide funding recommendations to the CNSC, choosing applications that it considers likely to add value to Commission deliberations. While the Committee makes recommendations on whether a project would provide value, final funding decisions are made by CNSC management. The FRC's recommendations are made available to the public.

Process:

1. The FRC meets to discuss applications received.
2. The FRC reviews all funding applications received, recommends funding levels and deliverables for each applicant, and records its rationale and recommendations for each applicant in the FRC draft recommendations chart (see annex A).
3. The PFP administrator fills out the FRC recommendations report that summarizes the FRC's rationale and recommendations.
4. All FRC members review and sign the FRC recommendations report.
5. The FRC provides its final recommendations report to the PFP administrator.
6. CNSC management makes a final decision on funding.

Considerations for the FRC:

1. Eligibility – Eligible recipients are individuals, community members, Aboriginal groups, not-for-profit organizations and other stakeholders who have:
 - a direct, local interest in the existing or proposed CNSC-licensed activity(ies); for example, living or owning property near the project area, or
 - Aboriginal traditional knowledge and/or local community insight relevant to the existing or proposed licensed activity(ies) regulated by the CNSC, or
 - interests in potential project impacts on treaty lands, settlement lands or traditional territories and/or related claims and rights, or
 - plans to provide value-added* information relevant to the CNSC's mandate and the existing or proposed licensed activity(ies) regulated by the CNSC

*Value-added information is new, distinctive and relevant information that contributes to a better understanding of a project's anticipated effects.

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2. Conflict of interest – Applicant(s) must not be connected in any way with the proponent, the CNSC or the Public Service of Canada such that they would have a conflict of interest.
3. Other funding sources – Applicant(s) cannot already have received funding for the activities outlined in their application.
4. Justification – Are the costs outlined justifiable and reasonable? Will the deliverable(s) bring value-added information to Commission deliberations? Is the deliverable(s) achievable given the time and resources available? How does the applicant plan to obtain, gather, collect and present the information to the Commission? If there is an expert who will do the work for the applicant, is that expert reputable? Is the proposal within the scope of the PFP offering?
5. Collaboration – Is the proposal similar to other proposals for this offering? Are there reasonable opportunities for applicants to collaborate on a proposal or an aspect of a proposal?
6. What is the applicant’s previous experience with the management of CNSC PFP funds (if applicable)? Are there any risks involved?

Annex A:

Sample FRC draft recommendations chart

Name	Amount requested	Amount recommended by the FRC
Applicant name	Total: Up to \$ Professional fees: \$ Travel: \$ Other: \$	Budget as adjusted by the FRC, as necessary Total: Up to \$ FRC funding breakdown: Professional fees: \$ Travel: \$ Other: \$
<p>Summary of application: -short summary of original proposal</p> <p>FRC rationale: -FRC rationale for funding/not funding</p> <p>FRC recommendations: -Short summary of proposal as adjusted by the FRC</p> <p>Deliverable required: -Summary of what exactly is expected to be produced by the recipient (identify who is to present to the Commission and state that they are to be available for questions; use previous FRC recommendations reports as examples)</p>		

PFM Funding Review Committee Guidelines

Professional fee guidance (full document: see e-DOC [4880470](#))

Table 1: Standard professional fees based on the salary and wages of the Public Service of Canada

Expertise (specialty)	Proposed benchmark		Salary per hour (annual salary and benefits)	Double hourly rate	Triple hourly rate
	Annual salary	Benefit (20.45%)			
Researcher	\$ 51,718 to \$ 61,047	\$10,576.3 to \$12,484.1	\$ 32.44 to \$ 38.30	\$ 64.88 to \$ 76.6	\$ 97.32 to \$ 114.90
Documenter	\$ 51,718 to \$ 61,047	\$10,576.3 to \$12,484.1	\$ 32.44 to \$ 38.30	\$ 64.88 to \$ 76.6	\$ 97.32 to \$ 114.90
Administrative support	\$ 40,101 to \$ 55,724	\$ 8,200.6 to \$ 11,395.6	\$ 25.16 to \$ 34.96	\$ 50.32 to \$ 69.92	\$ 75.48 to \$ 104.88
Project coordinator	\$ 48,252 to \$ 55,724	\$ 9,867.5 to \$ 11,395.6	\$ 30.27 to \$ 34.95	\$ 60.54 to \$ 69.9	\$ 90.81 to \$ 104.85
Program manager	\$ 56,496 to \$ 90,420	\$ 11,553.4 to \$ 18,490.8	\$ 35.44 to \$ 56.72	\$ 70.88 to \$ 113.44	\$ 106.32 to \$ 170.16
Webmaster	\$ 45,711 to \$ 62,471	\$ 9,347.9 to \$ 12,775.3	\$ 28.68 to \$ 39.19	\$ 57.36 to \$ 78.38	\$ 86.04 to \$ 117.57
Programmer	\$ 45,109 to \$ 66,300	\$ 9,224.8 to \$ 13,558.4	\$ 28.29 to \$ 41.59	\$ 56.58 to \$ 83.18	\$ 84.87 to \$ 124.77
System Engineer	\$ 45,109 to \$ 66,300	\$ 9,224.8 to \$ 13,558.4	\$ 28.29 to \$ 41.59	\$ 56.58 to \$ 83.18	\$ 84.87 to \$ 124.77
Executive position	\$ 89,000 to \$ 135,500	\$ 18,200.5 to \$ 27,709.7	\$ 55.83 to \$ 85.00	\$ 111.66 to \$ 170	\$ 167.49 to \$ 255
Middle management positions	\$ 67,446 to \$ 102,379	\$ 13,792.7 to \$ 20,936.5	\$ 42.31 to \$ 64.22	\$ 84.62 to \$ 128.44	\$ 126.93 to \$ 192.66
Biologists and related scientists *	\$ 30,720 to \$ 96,499	\$ 6,282 to \$ 19,734	\$ 19.27 to \$ 60.53	\$ 38.54 to \$ 121.06	\$ 57.81 to \$ 181.6
Geologists, geochemists and geophysicists*	\$ 40,320 to \$ 123,072	\$ 8,245.4 to \$ 25,168.2	\$ 25.29 to \$ 77.20	\$ 50.58 to \$ 154.4	\$ 75.87 to \$ 231.6
Legal support	\$ 43,826 to \$ 47,447	\$ 8,962.4 to \$ 9,702.9	\$ 27.49 to \$ 29.76	\$ 54.98 to \$ 59.52	\$ 82.47 to \$ 89.28
Lawyer	\$ 54,580 to \$ 119,97	\$ 11,161.6 to \$ 24,534.8	\$ 34.24 to \$ 75.26	\$ 68.48 to \$ 150.52	\$ 102.72 to \$ 225.78
Expertise (specialty)	Proposed benchmark		Salary per hour (Annual salary and benefits)	Double hourly rate	Triple hourly rate
	Annual salary	Benefits (20.45%)			
Typist	\$ 31,706 to \$ 34,848	\$ 6,483.8 to \$ 7,126.4	\$ 19.89 to \$ 21.86	\$ 39.78 to \$ 43.72	\$ 59.67 to \$ 65.58
Stenographer	\$ 30,539 to \$ 37,346	\$ 6,245.2 to \$ 7,637.3	\$ 19.16 to \$ 23.43	\$ 38.32 to \$ 46.86	\$ 57.48 to \$ 70.30
Secretary	\$ 29,695 to \$ 46,040	\$ 6,072.6 to \$ 9,415.2	\$ 18.63 to \$ 28.88	\$ 37.26 to \$ 57.76	\$ 55.89 to \$ 86.64

* Information taken from the [Labour Market Information](#) website.