

Use of Administrative Fees in Contribution Agreements Policy

The **Northwest Territories Geological Survey (NTGS)**, a Division of the Department of Industry, Tourism and Investment, Government of the Northwest Territories, advances and disseminates geoscience knowledge across the Northwest Territories (NWT). The NTGS undertakes original geoscience research, compiles and analyzes data from a variety of sources, evaluates mineral and energy resources, and provides digital geoscience information to stakeholders.

To fulfill its research mandate, each year the NTGS engages in collaborative partnerships with several academic, industry, and community-based researchers. Such collaborative research initiatives are typically supported by the NTGS through **contribution agreements**. The mutually beneficial agreements aim to build and strengthen the broader NWT geoscience research ecosystem and support the interests of NWT residents. These agreements are awarded to projects that strengthen the research capacity and capability of the NTGS, including but not limited to:

- University student research initiatives;
- Collaborative projects with academic, government, and industry partners; and
- Corporate and prospector exploration activities.

The NTGS recognizes that recipients of contribution agreement funding incur administrative and overhead expenses as part of program delivery. Whereas such costs are ineligible under NTGS funding, academic institutions may impose such costs on contribution agreements. However, these costs must remain reasonable and proportionate to the project's overall budget.

Policy Statement

When entering into a contribution agreement, where the NTGS is providing funds to a recognized academic institution, the NTGS will allow for the inclusion of an administrative fee in the proposed budget to a **maximum of fifteen percent (15%)** of the total NTGS funding provided for that agreement. Applicants are responsible for ensuring their budgets comply with this limit at the proposal stage, and all final agreements will include provisions to enforce this maximum.

This policy ensures that the majority of NTGS funding is directed toward direct project activities that advance geoscience knowledge and capacity in the Northwest Territories.



Director
Northwest Territories Geological Survey

AUG 20 2025