

ARCTIC FIELD GRANT 2010

TERMS & CONDITIONS

The Svalbard Science Forum (SSF) is responsible for the processing and assessment of applications for the Arctic Field Grant for master's and doctoral degree students and for researchers funded by the Research Council of Norway (RCN) and the Norwegian Polar Institute (NPI). Grants for both groups are intended to cover supplementary costs related to fieldwork in Svalbard. A joint call for proposals and application deadline will be issued. Contracts will be drawn up between grant awardees and the NPI.

1. GENERAL

Grants are awarded to specific individuals and are intended to cover direct expenses in connection with field-based data collection for the project concerned. Grants may not be transferred to another person, and funding may not be sought for more than one researcher. The grants are to cover supplementary costs for fieldwork on Svalbard and are not intended to provide full financing of projects.

2. CHANGES IN THE PROJECT

Should the grant or parts of the grant no longer be needed, e.g. due to a change in plans, the SSF/NPI must be notified as soon as possible and no later than one month after receiving the Grant Letter so that the funds may be redirected.

The SSF/NPI must be notified immediately if any of the recipient's costs covered by the grant will be funded by another source. The amount of funding contributed by another source will be deducted from the grant.

3. PROJECT REGISTRATION IN THE RiS DATABASE

Projects that have received funding through AFG must be registered in the SSF's "Research in Svalbard" (RiS) database, at: <http://www.svalbardscienceforum.no/pages/database.htm>. When the project is registered, it will be issued with an identification number known as the RiS ID. If the project for which funding is being sought is part of a larger project (umbrella project), the umbrella project must be registered prior to application and the RiS ID of the umbrella project must be entered in the application form.

4. ASSESSMENT OF APPLICATIONS

Applications will be assessed in two stages:

- Timely submission of a complete application that meets all administrative requirements;
- Scientific merit of the research project.

The description of the scientific part of the project must refer to the scientific questions and objectives and should include references to the most important literature in the field, working method and associated research programme, organisation of the project and progress plan, as well as planned logistics, reporting and ways to disseminate results. It must also indicate other research projects the grant will be used in combination with and the supplementary costs for which funding is being sought.

5. CONFIRMATION AND DISBURSEMENT

The NPI is responsible for the issuance of allocation letters and disbursement of funds. Recipients must confirm that they wish to accept the grant no later than one month after receiving the Grant Letter. NPI will disburse the funds not later than two months after receiving the confirmation form.

Changes in the original budget and/or progress plan must be discussed with NPI in advance or at the same time as the applicant confirms acceptance of the grant, and before the funds are disbursed. If the suggested change does not fulfil the conditions stated in the Grant Letter, NPI is entitled to demand repayment of full or part of the grant. Also any unused funds must be paid back to NPI.

The following items **must** be sent to SSF before funds can be disbursed:

- Confirmation form (signed original)
- Bank account or postal giro number;
- Copy of the main section of the tax withholding card (not applicable for permanent residents of Svalbard).

Taxes will not be deducted from the grant. However, the amount of the grant must be reported to the tax authorities, and recipients should report on their tax returns how the grant has been used to cover actual costs.

6. COSTS AND RATES

The following costs are covered by the grant and must be specified in the application:

- Travel costs to/from the field by the cheapest mode of transport (for the applicant and max. one field assistant);
- Cost of accommodation and meals in the field (for the applicant and max. one field assistant);
- Other transport costs, shipping, etc.;
- Rental of equipment;
- Purchase of consumables.

Accommodation and meal costs in Ny-Ålesund are to be budgeted in accordance with the current Kings Bay price list (www.kingsbay.no). For other locations, a dietary supplement of NOK 250 may be calculated per day. Accommodation costs are covered according to applicable rates on site, with a maximum of NOK 500 per day in Longyearbyen.

Please note that costs for one field assistant are covered only if it's absolutely necessary for safety reasons. Helicopter rental is covered only when absolutely necessary and when the use of other means of transport is definitely not possible. Boat rental has to be synchronised with other groups (contact logistics in Longyearbyen while planning).

The following costs are **not** covered:

- Compensation for time at sea or for normal working hours (either for applicants or field assistants);
- Purchase of instruments and other equipment, not including consumables;
- Any type of analysis costs;
- Participation in courses, conferences or seminars.

Please note: Those who need to rent field equipment and/or book any logistic services in Svalbard must contact the relevant service providers well in advance. (For more information, see <http://www.svalbardscienceforum.no/pages/fieldwork.htm>.) This also applies to applications for permits submitted to the Governor of Svalbard and other authorities. (For more information, see <http://www.sysselmannen.no/hoved.aspx?m=44365&amid=2473955>)

7. REPORTING

A **scientific report** (A) and a detailed **financial report** (B) from the project must be submitted to the Svalbard Science Forum as soon as possible after the fieldwork is finished and **no later than 30 November** of the year in which the funding was spent.

- A. The **scientific report** should be rather brief, written in English and preferably include 1 – 3 photos, contact information to the grant recipient and links to the project website and other relevant online resources if there are any. The report should be sent to SSF in digital format as SSF is entitled to publish this document online.
- B. The detailed **financial report** should be completed with all original receipts. The receipts must show that the expenses were paid by the grant recipient (e.g. a bank receipt).

Grant recipients are obliged to submit these reports without further notifications.

If the reports are not submitted by the deadline and the SSF is not contacted in advance, the SSF may demand that the recipient repay all or part of the grant. This may also have consequences for any funding application submitted by the grant recipient in the following years.

Svalbard Science Forum /Norwegian Polar Institute
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