

ARCTIC FIELD GRANT (AFG) 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 is issued annually. Contracts are drawn up between grant awardees and the NPI.

1. GENERAL

The grants are intended for students (master's and doctoral degree) and researchers from Norwegian or non-Norwegian institutions. Candidates from non-Norwegian institutions are eligible if the work is done in direct collaboration with a Norwegian scientific institution. The grant can be applied for by a project liaison person (scientific staff) from the Norwegian institution the candidate is associated with or, in case of a candidate from a non-Norwegian institute, collaborates with. The grant must be administrated by the Norwegian institution and associated project responsible.

Funding can be sought for one student/scientist only and, when necessary for safety reasons, 1 field assistant for the aforementioned scientific personal. The grant solely covers supplementary costs for fieldwork on Svalbard and is not intended to provide full financing of projects. The grant only covers direct expenses in connection with field-based data collection for the project concerned and no more than 5% overhead for the institution.

2. CHANGES IN THE PROJECT

If, due to unforeseen circumstances, any changes in personal, project content, time schedule or budget become necessary this must be immediately reported to SSF/NPI and is subject to approval by the grantors. The grant can be revoked if the grantee fails to comply with these rules. Applications for redistribution of funds and changes must be well documented and will be processed by SSF/NPI as soon as possible.

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>. If the project is part of a larger project (umbrella project), the umbrella project must be registered before the application is submitted to AFG and the RiS ID of the umbrella project must be entered in the application form.

4. ASSESSMENT OF APPLICATIONS

Applications will be assessed in three stages:

1. Timely submission of a complete application that meets all administrative requirements;
2. Scientific merit of the research project;
3. Delivered financial and scientific report from the last AFG.

Priority will be given to PhD students and MSc students who need to gather data in a field to be able to complete their thesis.

The description of the scientific part of the project must refer to the specific scientific questions and concise objectives (goals) and should include description of the scientific problem, working method(s), organisation of the project and progress plan, planned logistics, and ways to disseminate results. Corporation opportunities and data sharing possibilities with other projects should also be included. This should include references to the most important literature in the field and associated research programme(s). 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. In case of a candidate from a non-Norwegian institute a description of the scientific collaboration with the applying Norwegian institute has to be included.

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.

Changes in the original budget and/or progress plan must be discussed with SSF/NPI in advance or at the same time as the project responsible 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. 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 by the project responsible from the Norwegian institution (signed original)
- Bank account details for the Norwegian institution and RiS project number
- Collaboration agreement between applying Norwegian institution and candidate (for candidates from non-Norwegian institutions only)

6. COSTS AND RATES

NOTE: wherever possible the costs have to comply with the AFG rates table provided in the “AFG Guidelines” document (<http://www.svalbardscienceforum.no/pages/arktisstipend.htm>).

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

- Travel costs to/from the field (for the applicant and one field assistant). Cheapest available tickets/method should be utilized. For travel to Norway costs above 8000 NOK will not be covered by AFG
- field safety course taken IMMEDIATELY prior to the planned fieldwork (additional travel costs will NOT be considered)
- Cost of accommodation and meals during the fieldwork (for the applicant and one field assistant);
- Other transport costs, shipping, etc.;
- Rental of equipment (estimated total);
- Purchase of consumables (estimated total)
- Up to 5% overhead for the responsible institution

Flight, accommodation and meal costs in Ny-Ålesund are to be budgeted in accordance with the current Kings Bay price list (www.kingsbay.no). Please note that MSc students have a discount at Kings Bay. Accommodation costs are covered according to applicable rates on site. Dietary costs for field camps not associated to any research station are covered up to NOK 250 per day. Please note that costs for one field assistant are covered only if it's 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. Consumables for instruments and equipment are permissible. Boat rental and helicopter transport must if possible be synchronised with other groups (contact logistics in Longyearbyen while planning).

The following costs are **NOT** covered:

- ✘ Salaries
- ✘ Compensation for time at sea/in the field or for normal working hours (either for applicants or field assistants);
- ✘ Compensation for use of private equipment (e.g. Snow mobile)
- ✘ Purchase of instruments and other equipment.
- ✘ Any type of analysis costs
- ✘ Participation in courses, conferences or seminars
- ✘ Travel to Longyearbyen from the mainland for UNIS students (as they are expected to be already on site)

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.syssemmannen.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 by the project responsible at the Norwegian institution to the SSF as soon as possible after the fieldwork is finished and **no later than 30 November** of the year for which the AFG was given.

- A. The **AFG scientific report** must follow the template available on the SSF website (<http://www.svalbardscienceforum.no/pages/arktisstipend.htm>). The report must be in English and should be sent to SSF in digital format as SSF is entitled to publish this document online.
- B. The detailed **financial report** (issued by the Norwegian institution associated with the project) must show that the expenses were paid by the Norwegian institution or reimbursed to the grant holder by the institution. Any overhead must likewise be documented.

Grant recipients are obliged to submit these reports without any notifications from SSF.

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 institution in the following years.

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