

GUIDELINES 2012 ARCTIC FIELD GRANT (AFG) (ONLINE FORM)

Note: you can save the online form page by page but if you get problems during the application process (e.g computer crash) you will lose all unsaved information. It is therefore advisable to prepare parts of your application (e.g CV, project description etc.) in a text editor, before filling in the online form. The application must be in English.

Arctic Field Grant is meant for fieldwork in Svalbard or Jan Mayen. However, a scientifically sound argumentation has to be included in the project description if the project is to be carried out in Jan Mayen (why this location is essential for the successful outcome of the project?)

Arctic Field Grant online form – you should submit your AFG proposal online at: <http://arcticfieldgrant.npolar.no>. Follow the instructions on the screen to access the online form.

- Click on “new application”.
- Remember to click on the “Save and continue” button at the bottom of each page to save the data and to be able to access this application at later stage. You can modify the application as long as it has not been submitted but saved only.

Go from one tab to another to fill the entire form. Fields marked with * are mandatory.

- **AFG candidate:**
 - **Home Institution:** Please fill in the name of your home institution.
 - **Applicant’s Curriculum Vitae:** Please note that we do not accept CV’s longer than two A4 pages. We also do not accept CV’s send as attachments. **Supervisor at home institution (students only):** If you apply for a student grant, please fill in the name of your supervisor for the applied project
- **Applying institution**
 - **Applying institution:** The Norwegian institution you are associated or collaborating with.
 - **Responsible person at applying institution:** A researcher at a Norwegian institution. For Ph.D. and master students this will typically be their supervisor. For researchers at Norwegian institutions it can be themselves. For non-Norwegian candidates this is the researcher at the Norwegian institution with whom the candidate is collaborating with.
 - **Phone, mail and position:** Of the person responsible at the applying institution.
 - **Description of collaboration between Norwegian institution and AFG candidate:** Only applicable for candidates from non-Norwegian institutions.

This should describe the exact nature and purpose of the collaboration and how the results of the fieldwork will contribute to the research of the collaborating partners (e.g. joint publications).

- **Project:**
 - **Project description** should be concise and relevant for the planned fieldwork. It should include the goal(s), background, scientific problem description and methods that will be used. No attachments. Supervisors who have more than one student applying for AFG the same year should add explanation how their projects and travel could be coordinated so that there is smaller impact on the environment. Supervisor should also add description of the roles these individual projects have in the bigger picture (or within the umbrella project).
 - The **project period** is usually longer than the fieldwork period and the start and end dates should be relevant for the project here.
 - **“If this is a part of a larger (umbrella) project, please provide RIS ID for the umbrella project:”** The umbrella project (if there is any) should be registered in RiS project database prior to the submission of the AFG application. Only then the RiS ID can be included here.

- **Fieldwork:**
 - You should write the **planned time periods** for your fieldwork. If the fieldwork is going to take place at several different locations, **list all locations** and mark (in the “Field periods” text box) which time period refers to which location.

- **Cost specification:**
 - Note: the limit of funding for a single AFG application is set to 80 000 NOK in Svalbard and 100 000 NOK on Jan Mayen;
 - UNIS MSc students have the starting point in Longyearbyen. Therefore, they cannot apply for AFG funds for travel to Longyearbyen from mainland Norway.
 - You should provide a list of **all items eligible** to be covered by AFG (see AFG Terms & Conditions). State the cost per item and the amount of items you need. Note: transport in Svalbard (e.g. between Longyearbyen and Ny-Ålesund) should be included in the planned costs.

Example:

Item: Flight Longyearbyen-Ny-Ålesund

Cost/item: 5200,-

No of items: 2

Total costs: 10 400 (field updated automatically)

Comments: applicant & 1 field assistant

- Please note that the Arctic Field Grant does only cover direct costs of field work in Svalbard or Jan Mayen, not entire projects.

- In the online form: new line will be added when you save the current item.
- **Have you applied for funding of the same items/costs elsewhere (source, what items?):** list the items that might be funded from other sources and list the sources (e.g. flight tickets – applied for from University of Oslo)

Table 1. Rates (estimated costs) for AFG applicants to use in the AFG form wherever relevant.

ITEM	Sub-Item	Rate 2012	Comment
Flights	OSL-LYR-OSL	5000	Estimated costs from any other large Norwegian airport Max. amount reimbursed from destinations outside Norway Kings Bay price list
	TOS-LYR-TOS	4000	
	Other –LYR-other	6000	
	Other –LYR-other	Max. 8000	
	LYR-NyÅ-LYR (scientists, PhD students)	5200	
	LYR-NyÅ-LYR (MSc students)	4000	Kings Bay price list
Other transport/shipment		N/A	Costs specified by the transport provider
Accommodation	LYR	500	1 pers/1 night
	NyÅ (scientists, PhD students)	535	Kings Bay price list
	NyÅ (MSc students)	330	Kings Bay price list
	Other & field	500	1 pers/1 night
Subsistence (meals)	LYR	250	Per pers/day
	NyÅ (scientists, PhD students)	475	Kings Bay price list
	NyÅ (MSc students)	300	Kings Bay price list
	Other & field	250	
Equipment rental		N/A	Costs specified by the supplier
	Snow scooter	1200	UNIS prices pr. day
	Zodiac	2000	UNIS prices pr. day
	Polar circle	800/6000	UNIS prices pr. hour/day
	Viking explorer	16000	UNIS prices pr. day
Consumables		N/A	Specify the items and give an estimated cost

More information on rental costs can be found here:

<http://www.svalbardscienceforum.no/pages/logistics.htm>

<http://www.kingsbay.no/images/stories/english%20pricelist%202011%20010611.pdf>

<ftp://ftp.npolar.no/Out/Varekatalog/varekatalog2011.pdf>

- **Budget**
 - **Current year's fieldwork budget:** Please fill in the budget for the upcoming field season.
 - Note that total sum applied for from AFG is automatically transferred here from the Cost Specification section.
 - You should **complete the budget section** by adding resources obtained from others: e.g. your home institution and list all other funding agencies and institutions if they contribute to your fieldwork budget (e.g. salary for field assistant from RCN - total amount should be given)
- **Additional:**
 - **References:** Provide names of 1-3 mentors, colleagues or people that know you, who can be contacted for more information about you and the project. Please include name, institution, phone number and e-mail address.
 - **Other Arctic Field Grant applications associated with the project:** Please fill in the name(s) of other applicant(s) to AFG who are connected to the same project and /or the same umbrella project as yours and describe how the projects are connected. This is especially important in the case of collaborations between foreign and Norwegian institutions. In the case of collaborating projects which are dependent on mutual funding, all the connected projects will be evaluated as a whole.

NB! Registration in RiS: If your AFG application has been **accepted** for funding, you have to register the project in the Research in Svalbard (RiS) database:

www.svalbardscienceforum.no/pages/database.htm and obtain RIS ID for your project.

NB! Upon fulfilled fieldwork you are **obliged to submit the scientific and financial report by 30 Nov. 2012** The scientific report template is available on the SSF website (<http://www.svalbardscienceforum.no/pages/arktisstipend.htm>). The failure to submit the report might result in rejected application the following year.