Welcome to the "HowTo: AFG application"

The purpose of this presentation is to guide you through the new application form for the Arctic Field grant (AFG)!
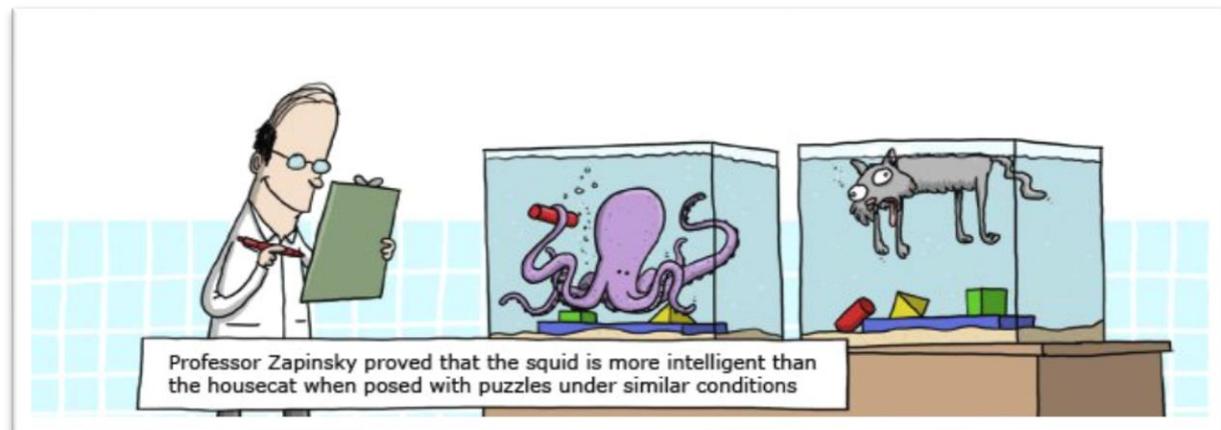
Remember that this guide is only advisory and only covers some aspects of the application process; it is your responsibility to ensure that your application follows all the rules and guidelines of the AFG. Please also see the FAQs on our webpage. Links to all pages and documents can be found on page 3 in this presentation.

The applications for the AFG goes through the Research Counsil of Norway's (RCN) application module. The questions in this module are not tailored for the AFG and to ensure we get all the relevant information we need to process your application, please follow the instructions in this guide.

This guide might not cover all your questions. We continuously improve it based on the questions we get so if you find things that are unclear or confusing please let us know!
We are looking forward to receiving your application!

Best regards

SSF

Professor Zapinsky proved that the squid is more intelligent than the housecat when posed with puzzles under similar conditions

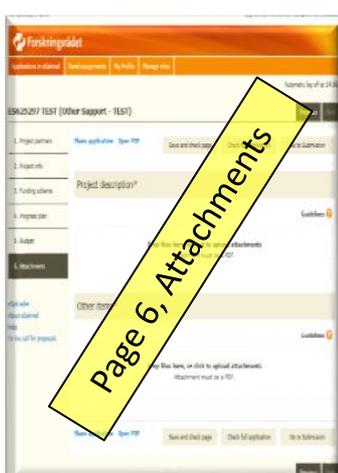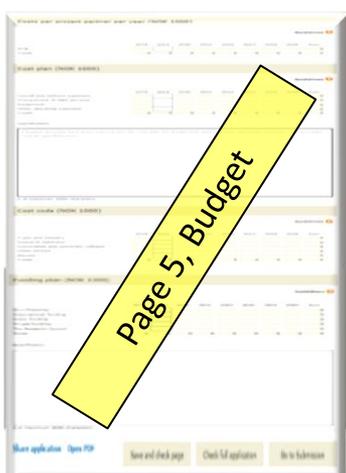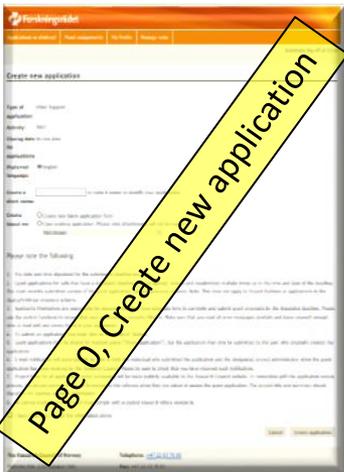# AFG timeline for the whole process

Before you start:

1. Before you begin the application process please **read all the information** on our webpage (including the terms & conditions and FAQs) and in the call on the RCN webpage. Also make sure you have all the **necessary forms** (the 4 listed on next page) and information at hand. All forms must be converted to PDFs. If any of these are missing or above the allowed length the application will be rejected. All forms and documents can be found on our webpage **www.forskningsradet.no/en/svalbard-science-forum/** . Click on Arctic Field Grant.

2. Make sure both you and your project are registered in RiS as this is mandatory for receiving funding. Not registered? Start here **http://www.researchinsvalbard.no/** mark your project with project type AFG. You have to be registered as project personnel or owner of the project.

3. In order to start the application process you must have a user name for **My RCN web**. If you don't have one go here: **https://www.forskningsradet.no/mittNettstedWeb/?setLocale=en**

4. Find the call for proposals here: **https://www.forskningsradet.no/en/call-for-proposals/2019/funding-for-fieldwork-in-svalbard-afg/**

5. The screen dumps from the application module (pages 6-14) are from a test application so please **do not get confused** if yours look a bit different or shows AFG or SSF instead of TEST. Remember to write all amounts in 1000s kr (80.000 = 80)

6. Write everything in **English,** TURN OF CAPS LOCK and ignore the guidelines (little orange question marks) in the application module and use this presentation instead

7. If in doubt- try the **FAQs** and **read the information on our webpage,** or if this does not help, contact us: ssf@rcn.no or +47 97954433

Check that you have prepared the following 4 attachments as PDFs:

1. **Project description**, max 3 pages (short and concise please) must include: a fieldwork plan (Where, when, who and what), 5 references to papers relevant to your project, a dissemination plan and your RiS ID. If you are not from a Norwegian institution you must describe how you cooperate and how this is beneficial to both parties. You have to use the <u>mandatory</u> template (link on page 3).

2. **CV**, max 1 page. (only the most relevant listings here, not the shelf stacking job you had at age 15). Max 10 publications. Again, use the <u>mandatory</u> template.

3. **Specified budget,** the <u>budget calculator</u> can be downloaded from our webpage (link on page 3). Please see Terms and conditions on the same page for all rates and guidelines. But in short:
   - AFG only covers extra costs directly related to fieldwork on Svalbard (e.g. snow scooter rental, flights, rent of field equipment, food in the field, stay in Ny-Ålesund etc.)
   - AFG does not cover salary, the purchase of equipment (excluding a limited amount of consumables), analysis of samples, compensations for use of private equipment etc.

4. **Confirmation form** signed by the Norwegian institution you are associated or cooperating with confirming that they are informed about your project and willing to accept responsibility for it. For applicants from non-Norwegian institutions this must also include a detailed description of the cooperation. The <u>mandatory</u> form can be downloaded from our webpage (link on page 3).

Overview of application process

Page 0, Create new application

Page 1, Applicant

Page 2, Project info

Page 3, Funding scheme

Page 4, Progress plan

Page 5, Budget

Page 6, Attachments

Read this first (links on page 3):

1. Call for Proposals
2. Terms & conditions (pdf)
3. HowTo (this presentation)
4. Checklist (last page in this presentation)
5. FAQs (doc)

Required attachments (PDFs):

1. **Project description** (max 3 pages, mandatory template)
2. **CV** (mandatory template)
3. **Budget** (calculator)
4. **Confirmation form** (mandatory template)

Log out Carina Leander (cle@rcn.no) | Contact

Forskningsrådet

Applications in eSøknad | Panel assignments | My Profile | Manage roles

Automatic log off at 15:09.

Create new application

Type of application: Other Support

Activity: TEST

Closing date for applications: No due date

Preferred language: ⦿ English

1

Create a short name: [   ] to make it easier to identify your applications

2

Create based on: ⦿ Create new blank application form
○ Copy existing application (Please note attachments will not be copied)
Not chosen ▼

Please note the following:

1. The date and time stipulated for the submission deadline are final.
2. Grant applications for calls that have a stipulated deadline may be opened, revised and resubmitted multiple times up to the time and date of the deadline. The most recently submitted version of the grant application replaces previous versions. Note: This does not apply to Project Outlines or applications to the SkatteFUNN tax incentive scheme.
3. Applicants themselves are responsible for ensuring that they have adequate time to complete and submit grant proposals by the stipulated deadline. Please use the control functions to ensure that your application is correctly filled in. Make sure that you read all error messages carefully and leave yourself enough time to deal with any errors found in your application.
4. To submit an application, you must click on the "Submit" button.
5. Grant applications may be shared by multiple users ("Share application"), but the application may only be submitted by the user who originally created the application.
6. E-mail notification will automatically be sent to both the individual who submitted the application and the designated project administrator when the grant application has been received by the Research Council. Please be sure to check that you have received such notification.
7. Project titles for all applications under processing will be made publicly available on the Research Council website. In connection with the application review process, the project summary may be forwarded to the referees when they are asked to assess the grant application. The project title and summary should therefore not disclose sensitive information.
8. All parties involved in the project must comply with accepted research ethics standards.

3

☐ I have read and I accept the information above

Cancel   Create application

The Research Council of Norway
Postboks 564, 1327 Lysaker Oslo
Visiting Address: Drammensveien 288, 0283 Oslo

Telephone: +47 22 03 70 00
Fax: +47 22 03 70 01
Email: post@forskningsradet.no

Page 0, create new application

Start here: Go to the call for proposals (link on page 3). **Read all** the information on this and the next two pages carefully and then hit "**Create application**".

1. Give your application a **name** (anything you like, useful if you have more applications)

2. If you don't have a application already choose **create new**

3. **READ** the text and then **check the box**

Previous | Next

1. Project partners
2. Project info
3. Funding scheme
4. Progress plan
5. Budget
6. Attachments

eSøknader
About eSøknad
Help
To the call for proposals

Share application | Open PDF | Save and check page | Check full application | Go to Submission

Project Owner

Guidelines ?

Search and select an organisation. For the higher education sector:
The project owner must be specified on a department level

Search with name or organization number | Clear

Institution / company (Norwegian name) *
Address
Postal code *
City *
Country *
E-mail *
Website
Enterprise number
Partner's role *   Not selected

Project administrator

First name *
Last name *
Date of birth *   dd / mm / yy
Personal number
Gender *   Not selected
Position/title
Phone
E-mail *
Confirmation *   ☐ The application has been approved by the Project Owner

Project manager

Guidelines ?

First name *
Last name *
Date of birth *   dd / mm / yy
Personal number
Gender *   Not selected
Search and select an organisation

Search with name or organisation number | Clear

Institution / company (Norwegian name) *
Address *
Postal code *
City *
Country *   Norway
Position/title
Academic degree
Preferred language   ○ Bokmål ○ Nynorsk ● English
Phone
E-mail *

Page 1, Applicant (you)

1. Project owner: The **Norwegian institution** that you are **associated** with (student/researcher) or **collaborating** with (if you are studying at/employed at a foreign institution). Ignore the enterprise number

2. Project Administrator: **Contact person at the Norwegian institution**. Can be you (for Norwegian researchers), your supervisor, collaborator or the head of the institution or department depending on the rules and routines of the individual institution. Check with the relevant institution before filling out. All info regarding the application will be send to this e-mail address (so choose wisely) as well as be available on "My RCN web". This person is also responsible for approving the electronic contract.

3. **Project manager =** you
   Institution= your home institution (non-Norwegian)
   Position/title = e.g. master student, PhD candidate, postdoc etc.
   Academic degree: If you have one

4. **Ignore** all of these.

5. Your application number

Page 2, Project info

1. What is **your project** called, short and sweet! (e.g. Mapping of Longyearbreen with GPS, RiS ID 1234) include your **RiS ID.**

2. Should fill in automatically from page 0.

3. Not relevant for this application, you describe this in the 3 page project description but please fill in what **category of applicant** you are (see below)

Applicant	Write here
Researcher (incl. postdocs)	Researcher (just that one word)
Master student/ PhD candidates	1. Master student /PhD candidate (choose one) 2. Is this part of your thesis (Yes or No)

4. **Very short summary** of the project (5-10 lines) the full project description should be attached as a document (page 8, Attachments)
5. Short and precise, the dissemination plan comes later
6. Remember to press **save** once in awhile

Page 3, Funding scheme

1. Choose Polar

2. **Your general field**; geology, biology, physics, etc. The classification system for scientific disciplines is only available in Norwegian

3. If you have applied for funding for this project from **other sources**. This includes funding from your home institution and other funding agencies.

4. Other AFG applicants that you are **collaborating** with: Name, institution, RiS ID, subject and how you collaborate (joined fieldwork, supervisor/student, colleague etc.)

Previous Next

1. Project partners

2. Project info

3. Funding scheme

4. Progress plan

5. Budget

6. Attachments

eSøknader
About eSøknad
Help
To the call for proposals

Share application   Open PDF   Save and check page   Check full application   Go to Submission

Progress plan

Guidelines ❓

Project period

Earliest date for project to start is 20200301.
Latest date for ending the project is 20210228.
The maximum length of the project period is 12 month(s).

1

From date (yyyymmdd) *   To date (yyyymmdd) *
yyyy/mm/dd   yyyy/mm/dd

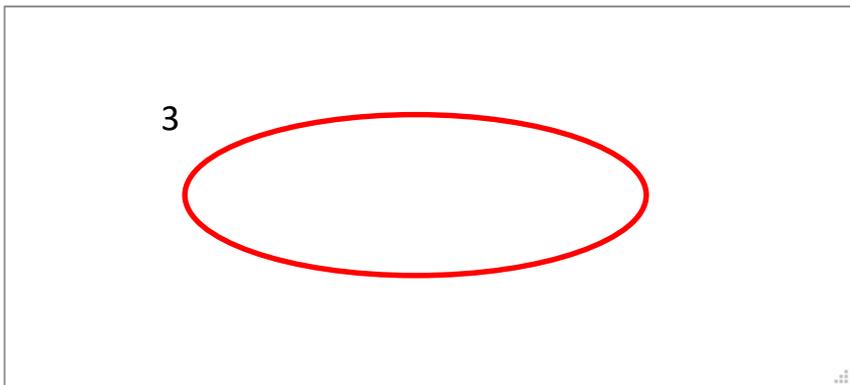Main activities and milestones in the project period (year and quarter) *

2

Main activity / milestone   From   To
1.

Add new   Sort chronologically

Dissemination of project results

Guidelines ❓

Dissemination plan

3

0 of maximum 3000 characters

Share application   Open PDF   Save and check page   Check full application   Go to Submission

Previous Next

Page 4, Progress plan

1. Project period: Always use **2020/03/01** to **2020/12/31** (even if you plan fieldwork only in the summer or in January 2021)

2. Fieldwork locations and periods, e.g. Ny-Ålesund ca. 27/6-15/8, Sassendalen 19-24/9 **One line pr. field period**. Just enter the right quarter into the to/from boxes and add the dates in the text

3. Important field! Describe your plan for the results from this fieldwork. This includes thesis, planned papers, conference presentations, outreach, data handling and sharing etc.

Forskningsrådet

Applications in eSøknad | My Profile | Manage roles

Automatic log off at 14:11

ES653416 Teat1 - SSF

Coordination and Support Activity - Support for Researcher Mobility

Previous | Next

1. Project partners
2. Project info
3. Funding scheme
4. Progress plan
5. Budget
6. Attachments

eSøknader
About eSøknad
Help
To the call for proposals

Share application   Open PDF | Save and check page | Check full application | Go to Submission |

Costs per project partner per year (NOK 1000)

1 Guidelines ?

	2020	2021	2022	2023	2024	2025	2026	2027	Sum
Prosjektansvarlig	2								0
Totals	0	0	0	0	0	0	0	0	0

Cost plan (NOK 1000)

Guidelines ?

	2020	2021	2022	2023	2024	2025	2026	2027	Sum
Payroll and indirect expenses									0
Procurement of R&D services									0
Equipment									0
Other operating expenses	3								0
Totals	0	0	0	0	0	0	0	0	0

Specification

If budget amounts have been entered into the Cost plan for 'Equipment' and/or 'Other operating expenses', the amounts must be specified here.

4

0 of maximum 3000 characters

1. **Ignore these**, follow the instructions below and attach a PDF of the budget calculator under Other items in attachments.

2. Fill in the **total sum** (in 1000s NOK) from the specified budget you have created from the budget calculator plus your own funding.
   If you have problems with the white boxes check that the project period is correct.
   Remember the max you can apply for is 80.000 NOK (80) for Svalbard and 100.000 NOK (100) for Jan Mayen. Amounts are in 1000kr. **For 64.000 write 64**.

3. Same sum as above, **total sum, 2020** under **other operating expenses** (specify).

4. Specify all costs or attach a PDF of the budget calculator under Other items in attachments.

Cost code (NOK 1000)

	2020	2021	2022	2023	2024	2025	2026	2027	Sum
Trade and industry									0
Research institutes									0
Universities and university colleges	**5**								0
Other sectors									0
Abroad									0
Totals	0	0	0	0	0	0	0	0	0

Funding plan (NOK 1000)

	2020	2021	2022	2023	2024	2025	2026	2027	Sum
Own financing	**6**								0
International funding									0
Public funding									0
Private funding									0
The Research Council	**7**								0
Totals	0	0	0	0	0	0	0	0	0

Specification

0 of maximum 3000 characters

Person for whom a fellowship/position is being sought

Person for whom a fellowship/position is being sought

Add new

Share application   Open PDF   **8**   Save and check page   Check full application   Go to Submission

---

Page 5b, Budget (cont.)

5. Same as in 2 and 3, **total sum, 2020** but this time under **Universities and university colleges.**

6. Add **own financing** from institutions, other grants etc. Specify the own funding below.

7. The amount you apply for from RCN (from your specified budget). The total sum of 6 +7 must be equal to the amount you entered in 2. I.e Your own funding (6) + what you apply for from RCN (7) = Total budget of project (2)

8. Save and check page!

Page 6, Attachments

Only PDFs can be uploaded. Links to templates and requirements can be found on page 3:

1. **Project description**. Maximum 3 pages, additional pages will not be uploaded. (see mandatory template for what to include)

2. **CV** (mandatory template)

3. **Confirmation form** (Mandatory template)

4. **Budget** (from calculator)

5. **Save and check page**

6. **Check full application** (see checklist on the next page)

7. **Open PDF** to see a PDF of your final application. This is how it will look to us so make sure it makes sense. Also make sure ALL the PDFs are listed under Attachments on the last page

8. **Go to Submission** (You can re-open and edit your application until the deadline, after the deadline the application is final!)

Checklist for AFG applications

This list is only **advisory** and only covers some aspects of the application process; it is **your** responsibility to ensure that your application follows all the rules and guidelines of the AFG. All documents can be found on our webpage (links on page 3)

❑ **Formal requirements**
- ❑ The project is part of my master/PhD thesis or I'm a researcher
- ❑ The applicant is employed/studies at or has a close and well described cooperation with a Norwegian institution
- ❑ The application is written in English
- ❑ The applicant and project are registered in RiS
- ❑ If the candidate has previously received the AFG the reports connected to that grant have been delivered on time and been approved
- ❑ All mandatory forms are included and in line the templates

❑ **CV**
- ❑ Mandatory template is used
- ❑ Only lists things which are directly relevant to this grant

❑ **Project description**
- ❑ Short and concise
- ❑ Max 3 pages, mandatory template is used
- ❑ Includes 5 references to important and relevant literature
- ❑ Describes in detail the cooperation with Norwegian institution (mandatory for persons from abroad)
- ❑ Fieldwork description
  - ❑ Who, where, when and how
  - ❑ Time table for the activities
  - ❑ Need for field assistant (must be justified)

❑ **Budget**
- ❑ Use the budget calculator
- ❑ Specified and in line with the terms & conditions for the AFG
- ❑ Only items directly connected to fieldwork are included
- ❑ The cheapest mode of transport is used
- ❑ Include funding from other sources

❑ **Confirmation form**
- ❑ Approval of project and acceptance of the institutions responsibilities
- ❑ Is signed by both the contact person AND the leader /director of the Norwegian institution
- ❑ Includes a detailed description of the cooperation (point nr. 7, for applicants from non-Norwegian institutions)