

Arctic Field Grant FAQs

<p>I have a question where can I find the answer?</p>	<p>All of what you need to know can be found in the HowTo, terms & conditions, templates and guidelines on our webpage here. Use CTRL+B to search for keywords in this document. The questions listed here are all from applicants, most of whom had not read the guidelines.</p>
--	---

<h2>1. The application process</h2>	
<p>What geographical areas are covered?</p>	<p>Jan Mayen and Svalbard. Svalbard is all areas between 74° and 81° north and 10° and 35° east. This includes the Fram straight. In borderline cases the committee will decide if the application is eligible for the AFG.</p>
<p>How about Jan Mayen?</p>	<p>Yes, if it can be argued that the fieldwork HAS to take place there.</p>
<p>How much can one apply for?</p>	<p>Max 80.000 NOK.</p>
<p>When is the deadline?</p>	<p>See the call for proposals.</p>
<p>Can I send in my application or some of the attachments after the deadline?</p>	<p>No, if the application is not complete and submitted on time it will be rejected. So don't start the application process 30 min before the deadline, we will not grand an extension if your computer crashes.</p>
<p>What time interval does the grant cover?</p>	<p>March 1st next year till February 28th the following year. For master student with fieldwork in jan/feb next year vital for their thesis: see the next question.</p>
<p>I need to do fieldwork in November this year- February next year, can I apply this year?</p>	<p>No, you would have had to apply the year before. The only exception is if you are a master student and have fieldwork that is vital to you thesis that must take place this dark season. You need to document this with a note from your supervisor and a copy of your master agreement from the university and include these in your application.</p>
<p>Can I save my application on-line and work on it again later?</p>	<p>Yes, just make sure that you remember to hit submit before the deadline.</p>
<p>I need to do fieldwork in November next year- February the following year, can I apply this year?</p>	<p>Yes, you have to apply now for the work even if it takes place 14-16 months from now.</p>
<p>Do I have to be registered in RiS?</p>	<p>Yes, both you and your project must be registered. If you are part of a bigger project you have to be registered as project personnel in this project. The project must be marked with AFG under project type. Register the project well in advance of the deadline.</p>
<p>I'm a master/PhD student/ researcher from a Norwegian institution can I apply?</p>	<p>Yes, if you plan to do fieldwork that has to take place on Svalbard. If you are a master/ PhD student is must be part of your thesis work.</p>

I'm a master/PhD student/ researcher from a non-Norwegian institution can I apply?	Yes, if you have a close and well established collaboration with a Norwegian institution, for instance a supervisor. Remember to describe the cooperation and the benefits to both parties in the application. If you are a master/ PhD student the fieldwork must be part of your thesis work.
Can I apply if I am not employed as a researcher/PhD/postdoc , but still employed by a research institution?	No.
I'm currently not associated with/employed at an institution, can I apply?	No, but exceptions can be made if you for instance have a contract starting before the allocation committee meets in the start of December. If in doubt contact the SSF for more details.
I would like to apply for a master/PhD student who has not yet started .	This is not possible as the AFG application must be written by the applicant.
How long should the project description be?	Max 3 pages in total. Quality over quantity, you don't need to fill 3 pages! This is a field grant so describe the field work (who, where, when, why, how) don't go into excruciating detail on methods or analysis. Anyone with a scientific degree should be able to understand this. The mandatory template can be found on our webpage.
How long should the CV be?	Use the mandatory template. Max 4 pages and only contain listings relevant for this grant! Your participation in a UNIS course or a publication is most likely relevant, your summer job as a shelf stacker in 1995 is not.
If I don't fulfil all the criteria on the checklist will my application be successful?	Most likely not. Read guidelines and how-to and follow them. If for instance there is a demand for relevant literature references or a fieldwork plan include them!
Who need to sign the confirmation form ?	The leader of the Norwegian institution needs to sign to confirm that you are associated with that institution and that they accept the economic responsibility. Also the contact person at that institution must sign (for students and foreign applicants)
What if leader the leader of my/Norwegian institution is absent and cannot sign the form?	If he/she is gone for the entire 6 weeks the call is open then she/he must have a temporary substitute that can sign the form. If it's the day before the deadline then tough luck- you should have planned ahead. We reject applications if the confirmation form is not filled in correctly or signed by someone else.
We are two people working together can we send in the same application twice (with different names)?	You can but you will probably not get money. AFG is a grant for YOUR fieldwork so write individual application explaining how you differ and how you cooperate. Cooperation is a plus but we do not support two persons doing the same work. You can use each other as field assistants and share costs but it is not guaranteed that both applications will be funded.
Who will evaluate my application?	The application is reviewed administratively by the SSF/ RCN by a panel of 5-6 experts. These have a combined Svalbard research experience of more than 100 years so you are in good hands. The final decision is made by the Research Council
Do I have to use the online form to apply	Yes, we do not accept any other form of application.
What do I have to do to accept the grant ?	If you get funded you will receive information on the conditions (if you get partially funded, else stick to your budget). The contracts will be send out electronically through MyRCN and the project responsible from the Norwegian institution will have to sign it. The funds will then be transferred to the Norwegian institution to the account you specified in the application.

2. Financial issues	
I always boost my expenses to get more money even if a cut is made, will you figure that out?	Yes, so don't bother. If your budget is not realistic or overinflated this will decrease your chances of receiving the grant. We know what things costs and a realistic budget ensures a much better score.
What can I apply for?	Only extra expenses in connection with fieldwork in Svalbard. See the terms & conditions and budget template on our webpage
Where can I find the rates for AFG	On our webpage and in the budget calculator
Can I buy field equipment for the money?	No, only consumables (see below)
What constitutes consumables ?	Items that you use exclusively for fieldwork that cannot be used again such as gas for the engine, collection bottles, markers, batteries (non-rechargeable ones), silver tape, strips etc. you must list what you need and the costs in the budget. "Consumables XXX NOK" will not be accepted as a budget post. Max 5000 NOK in total
Can I apply for analysis costs	No, only expenses directly connected to doing fieldwork are covered. Extra travels, shipments, accommodation, software, equipment, rent of lab space etc. in connection with analysis of samples and/or data are not covered. AFG covers the collection of your samples in the field, keeping them stable and shipping them to your home university.
Can I apply for someone else ?	No, the AFG is a personal grant. If you are not doing the fieldwork you cannot apply. You cannot apply for your master student. She/he has to do it themselves.
Who is the money paid out to?	The Norwegian institution you are associated with. It is not possible to get the money paid out to a foreign institution or your private account.
Can I get the money into my personal account or the account of a non- Norwegian institution	No.
How do I get expenses reimbursed then?	Talk to your institution, they will have routines for reimbursing expenses.
I'm a poor student, what if I need an advance to pay for plane tickets etc.?	Talk to your institution, they will have routines for all this
Can I bring a field assistant ?	Yes, one (1!) if and ONLY if it is necessary for safety purposes (you must explain why).
Can I bring any field assistant I like?	If you need a field assistant with specific skills exceptions can be made, other vice a local student is preferable.
Can my field assistant come from abroad ?	Yes, but IF and only if the assistant is required to have special skills and therefore cannot be replaced by someone local. (Being your girlfriend/boyfriend/friend/brother/ supervisor etc. is not a good enough reason!) You must describe how exactly why this person is vital for the work and why they cannot be replaced.
Does the grand cover travel from the mainland/abroad to Svalbard?	Yes, if the purpose of the travel is fieldwork then the travel is covered from your home institution. See budget for rates. No, if you already live on Svalbard, is attending an UNIS course/ cruise or other activity that brings you to Svalbard anyway.
Does the grand cover travel from Longyear to Ny-Ålesund ?	Yes
Is office rent in Ny Ålesund covered?	Yes if you can give a reason for why you need it to complete your fieldwork

Is rent of rifle, tent, boat and other field equipment covered?	Yes, see budget template for rates or contact the relevant institution.
I need to rent a satellite phone is this covered?	Yes if you are outside mobile phone coverage. The calling charges are however NOT covered.
If could not find accommodation/flights within the rates stated in the guidelines, can I apply for more?	No the rates pr. Night/trip are fixed and non-negotiable. We can advise you on the cheapest options.
Can one apply for salary, field compensation, insurance etc. for researchers, field assistants or others?	No
Does the grant cover courses ?	Only if it is a necessary/ mandatory safety courses taken immediately prior to the fieldwork and conducted in Svalbard by UNIS, NPI or Kings Bay. Maximum one day.
Can we apply for salary for professional services (e.g. plumber, mechanic etc.,) when designing/ producing special instruments for field work (e.g. Special traps, sleds).	Borderline, but you can always try if you have some very good arguments.
Is rabies vaccine covered?	We follow the recommendations from the hospital in Longyearbyen. Yes, if and only if you are working directly with live or dead mammals that might carry the virus.
Is a camera for documenting fieldwork covered by the grant?	No, it's not considered a consumable.
When is the money paid out?	The funds are paid out to the Norwegian institution and you get reimbursed from them
Are the 250 NOK/day for food an allowance?	Yes, this is the only allowance in the grant, but your home institution might still require receipts.
Is the rate pr. night an allowance?	No, this is only the maximum rate for accommodation costs we cover. If you spend more than this we do not cover it. If you spend less than this we only cover the amount you have receipts for. Private accommodation is not covered so don't send in a bill from your mother/friend/supervisor whose floor you crashed on.
What if I need to change my budget during the field season?	Minor changes are no problem as long as you stay within the budget items you were awarded money for. If you need to add new posts, change you field location, methods etc. need to apply through MyRCN and get it approved. This has to be done BEFORE you use the funds.
The sea ice was bad this year so I would like to hire a zodiac for two days in the summer instead of a snow scooter is this possible?	Yes, not a problem as long as this does not affect the scientific scope of the fieldwork. Apply through MyRCN and include a good explanation prior to the fieldwork and we will process it.

3. Other things	
Must I be registered in the RiS database in order to receive the grant?	Yes, both you and your project must be in there, this is also where you apply for permits from Syssemmannen and book accommodation in Ny-Ålesund. It can take some time to be registered so do it well ahead of time, not 2 hours before the deadline! Also fill out everything properly not just a few lines. This information is used as background info on your project. Register here: www.researchinsvalbard.no
Does SSF secure the necessary permits for my fieldwork?	No, you are responsible for that, but we might be able to give advice.
Does the SSF book my flights , accommodation, equipment etc. for my fieldwork for me?	No. But have a look at our webpage for useful links. Also we don't pick up packets for your, store or sell dry ice, distilled water, ammunition, socks, field equipment or anything else.
When do I have to apply for permits from Syssemmannen ?	Have a look at the researcher guidelines on the governor's webpage www.syssemmannen.no/en/ . You apply through the RiS database. Please note that the processing time is at least 6 weeks.
Will you look over my application and give me advice on what to write?	No, ask someone who has previously received the grant or your supervisor if you have one.
Can you send me copies of successful applications from previous years?	No
When will I get an answer to my application ?	Latest in February. The results of the allocations will be announced on our webpage and a mail will be send out to all applicants. As stated in the call No individual feedback or grades will be given to the applicants.
Are there any special tricks for creating a successful application ?	Read the call and all the documents. Read them again. Mark all questions and requirements and then answer ALL the questions, fill out the forms correctly and follow the HowTo carefully. Don't skip things and hope that we won't notice, we will.

4. Reporting	
Do I have to report ?	Yes, a scientific AND an economic report must be delivered in time. If you don't deliver them in time we will reclaim the money. The deadlines will be announced on our webpage.
Who writes the report ?	You. The person that received the grant writes the reports.
Do my institution sent the economic report to you automatically?	No. You are responsible for the report, not the institution. Also you must include description of the final budget.
What is the economic report?	An official statement issued by the financial department of your institution showing how and for what the expenses have been reimbursed. If these items are not specified in the same way as your budget you need to explain this. (eg. Statement says "travel costs 8546kr". You add a note saying "Longyearbyen- Ny-Ålesund t/r 5000 NOK, Bergen- Longyearbyen t/r 3546 NOK"). Have a look at the template from last year on our webpage
We are several persons working together can we send in one report?	No. AFG is an individual grant with individual reports. If you copy someone else's work your report will be rejected.

Are there templates for the reports?	Yes, on our webpage.
Does the SSF need my receipts	No, you handle all reimbursements directly with your home university.
Do I have to update my RiS project as part of the reporting	Yes, you also have to add meta-data (see template for reporting) and upload your scientific report.

What if I cannot find the answer to my question on this list?	You can find more info and all contact details for SSF here: www.svalbardscienceforum.no
--	---