***Template for project description***   
***Arctic Field Grant 2024***

*Coordination and Support Activities – Mobility*

*Use this template for the project description. This is a mandatory attachment to the electronic grant application form and is to be completed and uploaded in PDF format. All italicised text and boxes are for guidance and information purposes only and should be deleted in the final version of this document. You can delete text and change the headings if you wish but make sure you include all the information we ask for. Leave table on the first page and remember to answer the questions.*

*- The project description is not to exceed three pages, using 11-point font (Times New Roman, Arial or Calibri). It is permitted to use 9-point font for references, tables and figure text.*

*- The Project Manager, the project and the fieldwork must be registered in the Research in Svalbard Portal (RiS) before you can complete the application process.*

*- Write everything in English.*

*The project description is to supplement the information you provide in the grant application form created on “My RCN Web”. Links and other documents listed in the project description will not be included in the assessment.*

*See the HowTo and FAQ on the SSF webpage for more information* [*https://www.forskningsradet.no/en/svalbard-science-forum/*](https://www.forskningsradet.no/en/svalbard-science-forum/)

***Fill out all the grey boxes below. Do not delete or alter the table.*** *If the question about part of thesis or home institution is not relevant for you write n/a.*

|  |  |
| --- | --- |
| **Name and RiS ID of project** | Project name, RiS ID |
| **Project Manager \*1** | Full name |
| **Category**  The field activity necessary for, and part of, your thesis? *\*2* | Master's student / PhD candidate / Researcher |
| Yes / No |
| **Previous AFG grants** | year, RiS ID |
| **Home Institution***\*3* | Name, department, Country |
| **Project Owner** *\*4* | Name, department |
| **Your Affiliation with the Project Owner** 1) Are you enrolled as a master`s or PhD candidate or employed at the project owner?  2) If no, have you added a letter of support from your host *\*5* | Yes / No |
| Yes / No |

*\*1 You, the person who writes the applications and for whom the funding is being sought  
\*2 For master's students, PhD candidates  
\*3 for Project Managers who are not enrolled or employed at the Project Owner  
\*4Norwegian Institution responsible for the project  
\*5 This is a mandatory attachment for all applicants not enrolled as a master`s or PhD candidate or employed at the project owner. This must describe in detail how you cooperate and the value of the cooperation to both parties*?

**Added value of the field work**

*Explain how the field work is part of and provides added value to your thesis or research. The following points must be addressed:*

* *It is vital that the project is located on Svalbard / Jan Mayen? Why?*
* *Has similar/identical work been done before in Svalbard (use the RiS database)?*
* *Provide max 5 References to important literature to support the relevance of your project. List titles, year and main authors.*

**Environmental footprint**

* + *Is the fieldwork within the span of the legal regulations of Svalbard or do you need any permits?*
* *Are you planning to use means of transport with high environmental impact (e.g. helicopter, plane)? If so, present arguments for using such means rather than alternative ones.*
* *If traveling within Svalbard, explain why it has to take place in Ny-Ålesund/Hopen, Hornsund etc. Could it be done in Longyearbyen with less costs and transport?* 
  + *Is it possible to coordinate field activities and/or transport with other groups?*
  + *Will you be handling/terminating live animals?*
  + *Are there other impacts of the methods you plan to use? Have you considered less invasive alternatives and if so, why are they ruled out?*

**Cooperation**

* *Describe your cooperation with other groups, applicants, and institutions when it comes to fieldwork, coordination, analysis, publications etc. Include the benefits to both parties.*
* *In Ny Ålesund, you must describe how are you cooperating with the 4 flagship programs*
* *How are you planning to share data?*

**Activities and organisation**

* *Plan for the field work – activities and objectives.* *Who, where, when and how; dates, locations and means of transport.*
* *Timetable for the activities*

**Field assistant (if applicable)**

*Justify your need for field assistant. Please note AFG only finances one field assistant and only when necessary for safety reasons.*

* *Why do you need a field assistant?*
* *Which tasks will be assigned to the assistant?*
* *Will you recruit someone local?*
* *If you have a specific person in mind: Why is it necessary to use that person (special skills, required qualifications etc.).*

**Risks/feasibility:**

* *Is the project feasible as it is described (location, time frame, methods, budget, personnel, equipment, safety, etc.)? What is the plan B? plan C?*
* *Risk evaluation of the activities and the likelihood of getting the necessary data. How to minimise and manage the risks.*

**Budget**

*An accrual-based budget summary, cost plan and funding plan are to be entered in the* ***online grant application form.***

*In addition, you need to fill in the itemised* ***AFG budget template*** *in Excel, convert to PDF, and submit it as an attachment*

*Any supplementary information to the budget can be entered here*