

ARCTIC FIELD GRANT (AFG)

TERMS & CONDITIONS

The Svalbard Science Forum (SSF) is part of the Research Council of Norway (RCN) and is responsible for the processing and assessment of applications for the Arctic Field Grant. The AFG is aimed at researchers, master and doctoral degree students. The AFG is funded by the Research Council of Norway (RCN) and the Norwegian Polar Institute (NPI).

1. GENERAL

The grants are intended for **students** in a master's and doctoral programs and **researchers** who are studying/ employed at, or collaborating with, a Norwegian institution. Applicants from non-Norwegian institutions are eligible if the work is done in direct collaboration with a Norwegian scientific institution. The application must include a good description of how the collaboration takes place, how it is beneficial to both parties, data sharing, and how the workload prior to, during and after fieldwork is shared.

The grant can be applied for by the candidate in collaboration with a project liaison person/ **project administrator** (scientific or administrative staff) from the Norwegian institution that the candidate is associated with or, in case of a candidate from a non-Norwegian institute, collaborates with. The grant must be **administered by the Norwegian institution** and the associated project responsible. However the grant recipient is solely responsible for delivering all reports in time. The director/ head of the Norwegian institution must sign the confirmation form attached to the application to ensure that the institution accepts the project.

AFG is an individual grant, awarded to a named person and that person only. Funding can be sought for **one named student/scientist** and, when necessary for safety reasons, one field assistant for the aforementioned scientific personal. Travel costs are only covered for the field assistant if it can be justified that special qualifications or skills prohibit the use of a local field assistant.

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. The AFG is limited to 80.000 NOK for Svalbard and 100.000 NOK for Jan Mayen. The **project period** runs from March 1 the year the grand is handed out to the end of February the following year. Rates can be found in the budget template.

2. CHANGES IN THE PROJECT

If, due to unforeseen circumstances, any changes in project, scientific scope or budget become necessary this must be **immediately reported to SSF 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 as soon as possible and must be submitted prior to the fieldwork.

The grant is personal and can only be used for the purpose, expenses and personnel listed in the application. The grant cannot be handed over to another person. All the fieldwork must be conducted by the person named in the grand application.

Should the grant or parts of the grant no longer be needed, e.g. due to a change in plans or alternate funding, the SSF must be notified as soon as possible so that the funds may be redirected to other applicants.

3. REGISTRATION IN THE RiS DATABASE

Projects and personnel must be **registered in the SSF's "Research in Svalbard" (RiS) database**, at: <http://www.researchinsvalbard.no/>. Both you and your project must be registered. If the project is part of a larger project (umbrella project), the umbrella project must also be registered before the application is submitted to AFG and the RiS ID of the umbrella project must be entered in the application form. Descriptions of the collected data must be included in the database.

4. ASSESSMENT OF APPLICATIONS

In order for the application to be considered for funding there must be:

1. **Timely submission** of a complete application that meets all the pre-set requirements
2. **Delivered and approved financial and scientific report** from the any previous AFG allocations.

The following 4 items **must** be included in the application else it will be rejected:

- Confirmation form** signed by the project responsible from the Norwegian institution and the director/ head of the Norwegian institution confirming that the institution accepts the scientific and economic responsibility for the project. Including bank account details for the Norwegian institution and a description of cooperation from applicants from non-Norwegian institutions.
- CV** (max 1 page)
- Budget** in SSF template
- Project description** in SSF template, max 3 pages

For PhD candidates and MSc students the data gathered in the field must be necessary for and part of their thesis. Master students and PhD candidates as well as early career scientists and scientists not established in Svalbard will be prioritized.

The description of the scientific part of the project must refer to the **specific scientific questions** and concise objectives (goals) and should include descriptions of the **scientific problem**, working **method(s)**, **organisation** of the project and **progress plan**, planned **logistics**, and ways to **disseminate** results. The application will be assessed based on all elements of the call text. **Corporation opportunities** and **data sharing** possibilities with other projects should also be included, consisting of a minimum of **5 references** to the most important literature in the field and associated research programme(s). It must also refer to other research projects the grant will be used in combination with and the **supplementary costs** for which funding is being sought.

5. CONFIRMATION AND DISBURSEMENT

The Research Council for Norway is responsible for the issuance of allocation letters and disbursement of funds. The results of the allocation will be announced on the RCN and SSF webpages latest in February. The funds will be paid out when all contracts have been approved.

6. COSTS AND RATES

The following costs are covered by the grant and must be specified in the application. This is not a complete list. Please see FAQ and the budget template for specifications and rates:

- Travel costs** to/from the field (for the applicant and one field assistant). Cheapest available tickets/method should be utilized. Maximum two travels pr. year
- Field safety course** taken IMMEDIATELY prior to the planned fieldwork (additional travel and accommodation costs will not be considered)
- Cost of **accommodation and meals** during the fieldwork (for the applicant and one field assistant when applicable)
- Other transport costs, shipping, etc.;
- Rental** of equipment (specified);

- Purchase of **consumables** (specified)
- Up to **5% overhead** for the responsible institution

Please note that costs for max. **one field assistant** are covered if and only if it can be argued that it is necessary for safety reasons and/or the completion of the project. Travel costs are only covered for the field assistant if it can be justified that special qualification or skills prohibit the use of a local field assistant. **Helicopter** rental is covered only when absolutely necessary and other means of transport are not possible. Boat rental and helicopter transport must be **coordinated** with other groups (check the RiS database and 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 (for applicants or field assistants);
- Compensation for use of private equipment (e.g. Snow mobile, clothing)
- Purchase of instruments and other equipment.
- Any type of analysis costs
- Participation in courses, conferences or seminars
- Travel to Longyearbyen from the mainland for persons already located in Svalbard (residents, UNIS employees, permanent staff at research bases, course participants etc.)

Please note: In order to rent field equipment and/or book any logistic services in Svalbard must contact the relevant service providers well in advance. (For more information on logistics [click here](#)). This also applies to applications for permits submitted to the Governor of Svalbard and other authorities.

7. REPORTING

A **scientific report** (A) and a **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 1st of November** of the year for which the AFG was given. Grant recipients are obliged to ensure that these reports are submitted without any notifications from SSF.

- A. The **AFG scientific report** must follow the [SSF template](#) and be submitted through the RCN online reporting system (on My RCN web). The report must be in English and be submitted as a single good quality PDF file. SSF is entitled to publish this document online.
- B. The **financial report** must likewise follow the [SSF template](#) and be submitted through the RCN online reporting system. The report must include the financial report issued by the Norwegian institution associated with the project and must show that the expenses were paid by the Norwegian institution or reimbursed to the grant holder by the institution in accordance with the budget. Any overhead must likewise be documented.

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 will also have consequences for any funding application submitted by the institution in the following years.

Svalbard Science Forum, August 2018