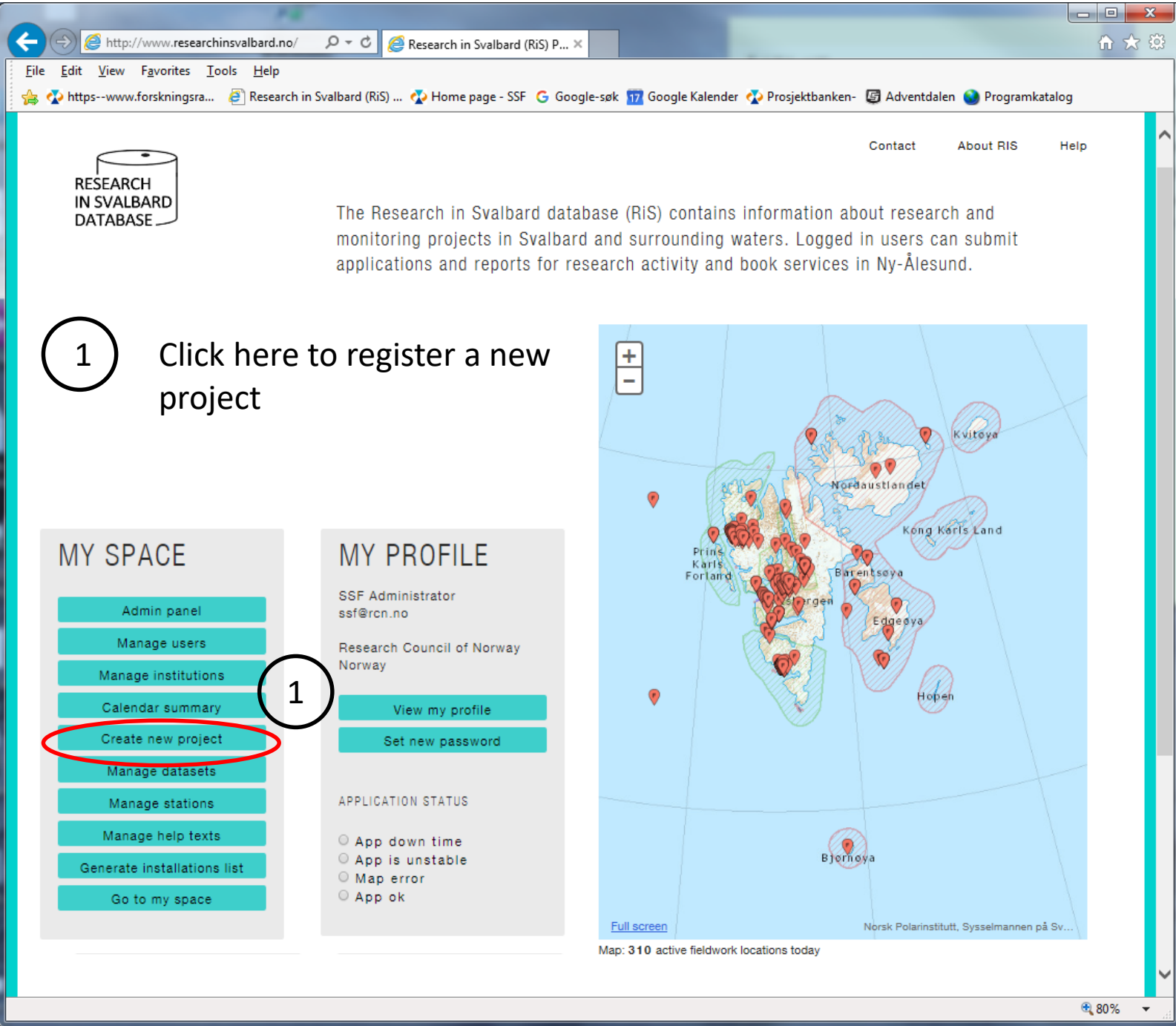


# RiS HowTo part 3- Register and edit projects in RiS

Make a new project

Edit existing projects



1

Click here to register a new project

### MY SPACE

- Admin panel
- Manage users
- Manage institutions
- Calendar summary
- Create new project**
- Manage datasets
- Manage stations
- Manage help texts
- Generate installations list
- Go to my space

1

### MY PROFILE

SSF Administrator  
ssf@rcn.no

Research Council of Norway  
Norway

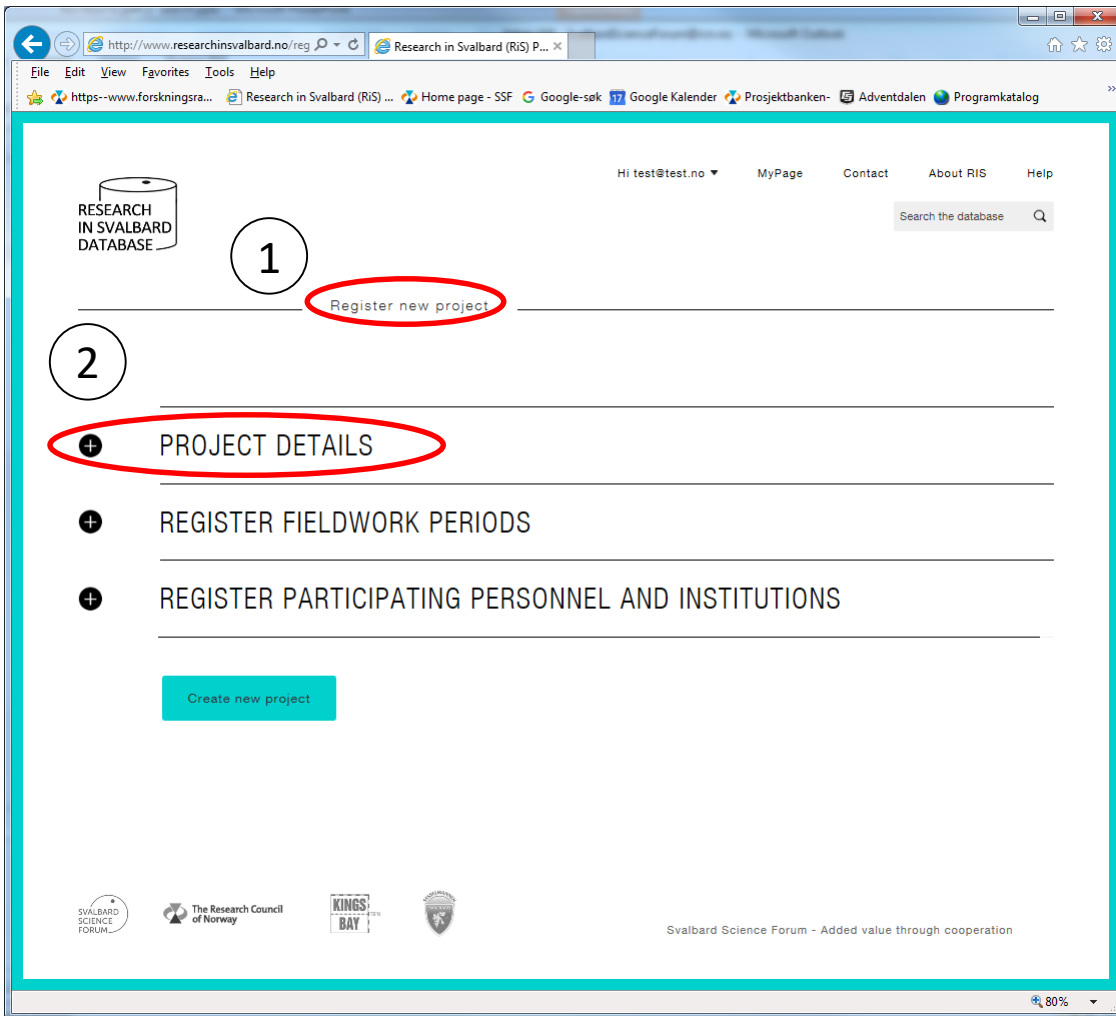
- View my profile
- Set new password

#### APPLICATION STATUS

- App down time
- App is unstable
- Map error
- App ok



Map: 310 active fieldwork locations today



1 Project registration page

2 Click on the + to expand the tabs for the 3 topics



You can always go back and edit your project later. Fields marked with \* must be filled out.

PROJECT DETAILS 1

Full project name \*

Short name (Acronym)

255 characters left

Associated projects ? 2

Search Project Add

Short description \* ?

350 characters left

Summary \* ?

4000 characters left

URL to Web Page

Start date \* End date \* 3

From YYYY-MM-DD To YYYY-MM-DD

1 Project details. What you are going to do.

2 Projects you work with, are part of, go in the field with etc.

3 The project period is the whole lifespan of the project (e.g. a 3 year grant or PhD). The fieldwork period(s) are the actual dates you are out in the field in Svalbard (next slide).

Tip

The details you fill in here will be used when you apply for permits or book services in Ny-Ålesund.

Tip

Please add good and many keywords, this will help with matching your projects with other relevant projects for future cooperation.

**1 REGISTER FIELDWORK PERIODS**

A fieldwork period in RIS is defined as the period when one or more persons from your project do fieldwork connected to the project in Svalbard, Jan Mayen and adjacent waters.

- Click on the map to add as many fieldwork locations and periods as you need. Or click on an existing point in the map to view and edit details. Zoom in and set the position accurately, or enter the place name in the text field to set the desired location.
- Fieldwork periods must be registered to enable bookings affiliated to stations in Ny-Ålesund and to submit applications for environmental permits to the Governor of Svalbard.
- For researchers in Ny-Ålesund, the fieldwork period is defined as the period from the first person in your project group arrives in Ny-Ålesund to the last person leaves. It is not possible to make a booking in Ny-Ålesund for a time period not included the field work period. You have to choose a station in Ny-Ålesund in your fieldwork period registration to be able to make a booking in Ny-Ålesund.
- Please remember that there is a radio silence area within 20 km radius from Ny-Ålesund (it covers the whole Brøggerhalvøya and Kongsfjorden including a strip of land on its North and East shores). This is a lawful regulation due to the presence of the Norwegian Mapping Authority's (NMA) geodetic station. This means that you cannot use any radio-operated systems (e.g. drones) without fulfilling certain requirements and obtaining relevant permits before coming to Ny-Ålesund. WIFI, Bluetooth and mobile phones have to be turned off and the use of radio frequencies is strictly regulated. Detailed information can be found on Kings Bay's website. You may also contact NMA directly.

Or enter desired location:

**2**

**3**

**4**

**1** Register all your fieldwork periods and/or locations

**2** Zoom in on your site and click in the map or enter place name to add a new location.

**3** The field period(s) are the actual dates **you are out in the field** in Svalbard.

**4** For Ny-Ålesund you must choose your local station to book services later. For other locations choose “no station” or other stations in the list

**Tip**

Make a new period for each new fieldwork. **Never** “recycle” a previous field period for new fieldwork or make year long fieldwork periods as this will mess up your bookings and permits for that period.

**Tip**

In order to book in Ny-Ålesund or apply to the Governor you must have an active fieldwork period.

Thanks for watching