

Arctic Field Grant FAQs

I have a question where can I find the answer?	All of what you need to know can be found in the HowTo, terms & conditions, templates and guidelines on our webpage here . You can also look for answers to your questions in this FAQ.
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1. The application process	
What geographical areas are covered?	Svalbard (including Bjørnøya and Hopen) and Jan Mayen. Svalbard is all areas between 74° and 81° north and 10° and 35° east. This includes the Fram Straight. In borderline cases the AFG allocation committee will decide if the application is eligible for the AFG.
How about Jan Mayen?	Yes, if it can be argued that the fieldwork has to take place there.
How much can one apply for?	Max 120.000 NOK.
When is the deadline?	See the call for proposals.
Can I send in my application or some of the attachments after the deadline?	No, if the application is not complete and submitted on time it will be rejected. Be sure to create and submit the application in time.
Can I save my application on-line and work on it again later?	Yes. You may revise and resubmit your grant application form multiple times up to the application submission deadline. We recommend that you submit your application as soon as you have filled in the application form and included all mandatory attachments. After the deadline, it is the most recently submitted version of the grant application that will be processed.
What time interval does the grant cover?	1 March next year to 28 February the following year.
I need to do fieldwork in November this year- February next year, can I apply this year?	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 your 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 your home university and include these in your application.
I need to do fieldwork in November next year- February the following year, can I apply this year?	Yes, you have to apply now for the work even if it takes place 14-16 months from now.
Do I have to be registered in RiS?	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.

I'm a master/PhD student/ researcher from an approved Norwegian institution, can I apply?	Yes, if you plan to do fieldwork that has to take place on Svalbard. If you are a master/ PhD student, the work must be part of your thesis work. See the list of approved institutions here.
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 an approved Norwegian institution, for instance a supervisor. Remember to describe the cooperation and the benefits to both parties in the application and include the mandatory letter from the Norwegian institution. 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 AFG allocation committee meets in 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. This is a field grant so describe the field work (who, where, when, why, how) don't go into detail on methods or analysis. Anyone with a scientific degree should be able to understand the description. The mandatory template can be found on our webpage.
How long should the CV be?	Max 4 pages, use the mandatory template.
If I don't fulfil all the criteria on the checklist in the HowTo, will my application be successful?	Most likely not. Read guidelines and HowTo and follow them.
Who need to sign the confirmation form?	Both the Project administrator and representative from the Norwegian institution (the project owner) needs to sign to confirm that you are associated with that institution and that they accept the economic responsibility. Ask the institution who the person that may sign is.
What if leader/contact person from my Norwegian institution is absent and cannot sign the form?	Then she/he has a temporary substitute that can sign the form. 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)?	No. AFG is a grant for your individual fieldwork. Cooperation may be a plus, but we do not support two persons doing the same work. You can use each other as field assistant and share costs but it is not guaranteed that both applications will be funded.
Who will evaluate my application?	The application is reviewed by the AFG allocation committee, consisting of SSF/RCN and a review panel of 3-6 experts with Svalbard research experience. The final decision is made by the RCN.
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. The contracts will be sent out electronically through My RCN and the project administrator from the Norwegian institution will have to sign. The funds will then be transferred to the Norwegian institution.

2. Financial issues	
I always boost my expenses to get more money even if a cut is made, will you figure that out?	Yes. A realistic budget will increase your chances of receiving the grant.
What can I apply for?	Only extra expenses in connection with fieldwork in Svalbard. See the 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 6000 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 = project owner. It is not possible to get the money paid out to a foreign institution or to your private account.
How do I get expenses reimbursed?	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 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, otherwise a local assistant is preferable.
Can my field assistant come from abroad?	Yes, but if and only if the assistant has special skills and therefore cannot be replaced by someone local. You must describe how exactly why this person is vital for the work and why they cannot be replaced.
Does the grant 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 to Svalbard. See budget for rates. No, if you already live on Svalbard, is attending a UNIS course/ cruise or other activity that brings you to Svalbard anyway.
Does the grant cover travel from Longyearbyen 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.
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 course of maximum one day taken immediately prior to the fieldwork and conducted in Svalbard by UNIS, NPI or Kings Bay AS.
Can we apply for salary for professional services (e.g. plumber, mechanic etc.)	No.
Is rabies vaccine covered?	Yes, if you are working directly with live or dead mammals that might carry the virus. We follow the recommendations from the hospital in Longyearbyen.
Is a camera for documenting fieldwork covered by the grant?	No, it is not considered a consumable.
When is the money paid out?	The funds are paid out to the Norwegian institution (Project owner), and you get reimbursed from them.
Are the 300 NOK/day for food an allowance?	Yes, but your home institution might still require receipts.
Is the rate pr. night an allowance?	No, this is the maximum rate for accommodation costs. We do not cover more than the maximum rate. If you spend less than this, we only cover the amount you have receipts for. Private accommodation is not covered.
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. Send a request to ssf@rcn.no for approval.
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 mobile, is this possible?	It is not a problem if you need to add new posts, change you field location, methods etc, as long as it does not affect the scientific scope of the fieldwork. Apply through My RCN and include an 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 registered in RiS, and this is also where you apply for permits from Sysseimesteren (the Governor of Svalbard) and book transport and accommodation in Ny-Ålesund. It can take some time to be registered so do it well ahead of time. Also fill out everything properly. 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?	No. But have a look at our webpage for useful links.
When do I have to apply for permits from Sysseimesteren?	Have a look at the researcher guidelines on the governor's webpage www.sysseimesteren.no/en/ . You apply through the RiS database. Please note that the processing time is at least 6 weeks often longer. Find the deadlines here .
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 January. The allocations will be announced on our webpage and a mail will be sent 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. Mark all questions and requirements and then answer all the questions, fill out the forms correctly. Follow the HowTo carefully. Check again that you answered all questions and included everything.

4. Reporting	
Do I have to report?	Yes, a science and field report, and a financial report must be delivered by 1 November. If you don't deliver them in time, we will reclaim the money. You can apply for extensions through My RCN.
Who writes the reports?	The person that received the grant writes the reports.
Does my institution send 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. See the template on our webpage.
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?	No, but there is a guideline.
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 questions on this list?	You can find more info and all contact details for SSF here
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