***Template for project description
Arctic Field Grant 2023***

*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 the tick boxes on the first page and remember to answer them all.*

*- 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 and the project 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/)

**Name and RiS ID of project**

**Project Manager** (you, the person for whom the funding is being sought)

* Name:
* Category:
□ Master's student, □ PhD candidate, □ Researcher
* For master's students, PhD candidates: Is the field activity necessary for, and part of, your thesis?
□ Yes □ No
* Previous AFG grants (year, RiS ID):

**Project Owner** (Norwegian Institution responsible for the project):

**Home Institution**(for Project Managers who are not enrolled or employed at the Project Owner)

**Your Affiliation with the Project Owner**

* Are you enrolled as a master`s or PhD candidate or employed at the project owner?
□ Yes □ No
* If No, have you added a letter of support from your host describing how you cooperate and the value of the cooperation to both parties? Remember this is a mandatory attachment for all applicants not employed at or enrolled as a master's student or PhD candidate at the project owner.
□ Yes □ No

**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 5 References to important literature to support the relevance of your project*

**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)? If so, present arguments for using such means rather than alternative ones.*
	+ *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, 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 field assistants necessary for safety reasons.*

* *Why do you need field assistant for safety reasons?*
* *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?*
* *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*