
REQUIREMENTS FOR IASC-FUNDED PROJECT



All IASC-funded projects **must follow the requirements listed in this document**. It is the **responsibility of the project lead** to ensure they are fulfilled.

Failure to comply with the requirements will be reported by the IASC Secretariat to the IASC Working Groups providing the funding and may result in exclusion of the project leader from the possibility to receive future IASC funding.

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1. GENERAL INFORMATION

1.1. PROJECT CONTACT

The **main project leader** as listed in the proposal submitted to IASC is

- considered the **main project contact for the IASC Secretariat**
- responsible for **fulfilling the requirements for IASC-funded projects** listed in this agreement

If the project leader wants to designate an alternate person as responsible for the project and its reporting, the project leader must inform the [IASC Secretariat](#) about this as soon as possible.

1.2. ACKNOWLEDGING IASC FUNDING AND USE OF IASC LOGO

As an IASC-funded project, you **must acknowledge the IASC funding support** and use the IASC logo in any meeting materials, websites, social media channels, presentations, or publications created for or resulting from your planned activities / workshops as part of this project.

If you advertise your activity / workshop via social media, you must

- tag IASC if on Twitter (@IASC_Arctic), and
- post your advertisement also on the IASC Facebook (<https://www.facebook.com/groups/iascarctic>)

The full IASC logo set is available here: https://iasc.info/images/media/print/logo-forms/IASC_logo.zip

Please also encourage all attendees to join the

- IASC mailing list: <http://eepurl.com/cBLUFn>
- IASC Facebook Group: <https://www.facebook.com/groups/iascarctic>
- IASC Twitter https://twitter.com/IASC_Arctic

1.3. PROJECT INFORMATION ON THE IASC WEBSITE

IASC will announce all its funded projects via the IASC Newsletter in April each year.

Your project will then be added to the appropriate project databases on the IASC website:

- [Cross-Cutting Projects](#)
- [Atmosphere WG Projects](#)
- [Cryosphere WG Projects](#)
- [Marine WG Projects](#)
- [Social & Human WG Projects](#)
- [Terrestrial WG Projects](#)

For that the **project title and short public project summary from your proposal** will be used. If you would like to modify your project description, please contact the IASC Communications Manager Federica Scarpa (federica.scarpa@iasc.info).

2. REPORTING AND FINANCIAL MANAGEMENT

2.1. IMPORTANT IASC FORMS AND DOCUMENTS

Important **IASC reporting and financial forms and documents** that you must work with for your project are available for **download on the IASC website** <https://iasc.info/about/publications-documents/forms>

Here is an explanation for each of them:

- **Requirements for IASC-funded Projects updated 2022.pdf**
 - Main document for requirements for projects being funded by IASC. These requirements are also listed here in your funding agreement.
- **IASC_Workshop_Form**
 - In this form you have to list your budget for the workshop/event/meeting and how you plan to use the funding. The form must be approved by IASC prior to your workshop and the transfer of funds!
- **IASC Message to Grantees**
 - Letter we ask you kindly to send to participants that you choose to fund. See attached document.
- **IASC_General_Expenses_Form**
 - Expense form used for other claims than travel claims in connection with the workshop. For example online attendance and other cost. This form does also have to be approved by IASC before transfer of funds. If you choose to administer the funds yourself, you would only send this form to IASC and not the Travel Claim Forms
- **IASC_Travel_Claim_Form**
 - Note that travel claims should be submitted within 14 days of travel - see rules in the document
- **IASC_Pre_Travel_Claim_Form**
 - Pre-travel reimbursement is available for Indigenous and Early Career participants where they do not have funds to pay them self for travel and get refunded afterward – see rules in the document

2.2. FINANCIAL MANAGEMENT OF IASC PROJECT FUNDS

IASC funds are generally approved in April each year. Funds received **must be allocated by the end of the calendar year and used by the end of ASSW the following year** (e.g., projects funded at ASSW 2021 must use their funds until no later than ASSW 2022) or shortly after.

Final claims should be resolved shortly after ASSW.

2.2.1. PERMITTED USE OF THE IASC PROJECT FUNDS

All funds must be spent only on activity / workshop-related needs as outlined in your proposal and draft budget provided as part of the proposal.

Requirements for workshop participants who receive funding from your project:

- IASC funds may only be used to fund workshop participants from IASC member countries (Austria, Belgium, Canada, China, Czech Republic, Denmark, Finland, France, Germany, Iceland, India, Italy, Japan, Republic of Korea, The Netherlands, Norway, Poland, Portugal, Russia, Spain, Sweden, Switzerland, United Kingdom, USA).
- The funding recipient is required to have an active role in that meeting (e.g. by presenting in / chairing / moderating the meeting, participating in a panel discussion, providing virtual technical support, being meeting rapporteur). IASC will not fund participation of regular audience members.

Travel expenses for participants with the following rules:

- IASC funds should be distributed equally among IASC member countries
- Approximately one third of the IASC funds should be used to support early career researchers (ECRs).
 - ECRs may receive funding from IASC a maximum of four times within any five-year period during which they are considered early career (up to five years past final degree), unless they are in a leadership role for the event. The IASC Secretariat will help the project leaders check if the ECRs they want to fund are eligible for IASC funding.
- Meeting participants may fly any airline, but IASC will only reimburse for an economy class ticket.
- The use of public transport is required. Taxis can only be reimbursed for justified cases.
- IASC will pay up to a pre-designated hotel rate and a preset per diem rate to be provided by the Secretariat at the time of the award.
- Meeting organizers must make travel award recipients aware of their reporting requirements and travel rules as defined here.
- Meeting organizers must provide travel award recipients with the IASC travel forms.
- Meeting organizers must set a maximum limit on the amount that can be spent on each individual and notify the recipient and the IASC Secretariat (via the IASC Workshop Form) of that amount in advance of the meeting. IASC will not pay for any expenses above the stated amount.

Other logistical workshop costs:

- Renting meeting space.
- Food & beverages directly related to the meeting (coffee breaks, lunches, dinners, icebreakers)
- Office expenses (nametags, note paper, etc.)
- Other expenses as approved by the Secretariat in advance of the meeting.

For online workshops / meetings

- Generally approved expenses:
 - online conference fees
 - abstract submission fees
 - software needed to organize or participate in the online meeting (e.g. license for Zoom) during the month of the meeting / workshop. Please note that IASC has a Zoom account that could be made available for online events.
- Expenses that require pre-approval by the IASC Secretariat and would need some justification:
 - WiFi hotspot (in case the funding recipient has no internet at home) or a faster internet connection (in case the available connection is not fast enough for the online meeting / workshop) during the month of the meeting / workshop
 - phone charges that arise as a result of attending the meeting / workshop (only if the participant is unable to participate online but has to call into the meeting instead using a cell phone or landline)
 - day-care costs for children during the meeting times
 - Room rent of a meeting space where a group can come together to participate jointly online in the meeting (travel costs to this meeting space can be claimed by the participants)
 - other costs as suggested by the recipient and decided on by the IASC Secretariat on a case by case basis if deemed eligible for reimbursement
- Expenses that need pre-approval by the IASC Secretariat and that can only be claimed once ever from IASC (as IASC will not fund technical equipment for the same people every year):
 - computer / tablet (maximum amount 300€)
 - computer / tablet accessories (e.g. microphones, headsets, batteries, cables, camera) needed to join the meeting.
- Expenses of funding recipients living in remote Arctic communities that need pre-approval by the IASC Secretariat:
 - travel cost to access technology / internet connection (e.g. travel costs / accommodation / per diem to travel from a remote Arctic location to a larger urban center with a better internet connection)

Funding amounts: IASC wants to avoid paying very small funding amounts to each funding recipient as that would increase our bank charges significantly. When selecting the funding amounts per funding recipient, workshop / meeting organizers should therefore ensure that the individual claims ideally are

not less than 250 Euros (each funding recipient could claim a combination out of the above expenses with the total being more than 250 Euros).

IASC reserves the right to deny expenditures if they are not deemed to be directly related to the workshop.

2.2.2. OPTIONS FOR MANAGEMENT OF IASC PROJECT FUNDS

IASC funds can be

- **Option 1:** managed directly by IASC for the recipient of the award, or
- **Option 2:** managed by the recipient of the award themselves and transferred directly to an account dedicated for the use of these funds at their home institution or an alternative institution designated by them which can accept foreign funds and will manage the funds for the recipient.

OPTION 1: FUNDS ARE MANAGED BY IASC

If the funds are managed by IASC, the IASC Secretariat will be in charge of reimbursements of workshops costs as listed in the IASC Workshop Form submitted by the project leader to the IASC Secretariat.

OPTION 2: FUNDS ARE MANAGED BY THE PROJECT LEADER

If a project leader chooses to be responsible for managing the funds and to have them transferred directly to an account dedicated for the use of these funds at their home institution or an alternative institution designated by them which can accept foreign funds and will manage the funds for the recipient, **certain requirements apply:**

- All funds must be transferred in **one payment** to the designated account **via bank transfer** (no cheques are possible!!).
- Reporting requirement:
 - Project leaders must submit a **first expenditure/accounting report** (including copies of original receipts) to the IASC Secretariat **within 6 weeks of the end of the activity / workshop**.
 - Project leaders must submit a **second and final expenditure/accounting report** (including copies of original receipts) to the IASC Secretariat **within 6 months of the end of the activity / workshop**.
- Any funds remaining unspent within the 6 months period following the workshop must be returned to IASC via bank transfer.
- IASC reserves the right to deny expenditures if they are not deemed to be directly related to the workshop.

2.3. COMMUNICATION AND REPORTING REQUIREMENTS BEFORE PLANNED PROJECT ACTIVITIES

2.3.1. DATES / LOCATION

Project leaders **must inform the IASC Secretariat of confirmed dates and locations of the planned activities** of the project **at the earliest possible time**. The IASC Secretariat will then update these in its relevant project databases on the IASC website.

2.3.2. SHARING OF PROJECT ANNOUNCEMENTS

Project leaders must share with the IASC Secretariat **any public announcements related to the planned activities of the project**, including but not limited to:

- “Save the Date” announcements
- workshop announcements
- calls for registration
- call for funding for participants
- calls for abstracts

The IASC Secretariat will help to distribute this information via the IASC newsletter, website, and social media channels.

If the project is setting up a website for its planned activities (e.g. a workshop), the link must also be shared with the IASC Secretariat so that it can be included in the IASC project databases.

Two weeks before the date of the planned activity please again send a short reminder with main information (title, date, location, short description) regarding the activity for distribution via the IASC communication channels.

For questions on advertising of project activities, please contact the IASC Communications Manager Federica Scarpa in the [IASC Secretariat](#). She can also help with examples for draft announcements used at previous workshops.

2.3.3. IASC WORKSHOP FORM

Project leaders must submit the [IASC Workshop Form](#) to the **Executive Officer Kolbrún Reynisdóttir** at the [IASC Secretariat](#) **at least 6 weeks prior to the planned activity / workshop** including a

- description of the activity
- list of IASC supported participants
- details on other expected expenses that the IASC funding will be used for.

2.3.4. FORM ONLY FOR ASSW WORKSHOPS

If your activity / workshop is scheduled to take place during the next Arctic Science Summit Week (ASSW), you also must **submit a request to hold an ASSW Business and Community Meeting via the relevant form advertised for this purpose on the ASSW website**. This is necessary to ensure your workshop is added to the ASSW schedule and we know your specific logistical requirements for it.

This form is available on the ASSW website **between May and until October** prior to the ASSW <https://assw.info/programme/business-and-community-meetings> . For example, the form for the ASSW 2023 will be available from May – September 2022 on the ASSW website.

2.4. FINAL PROJECT OUTCOMES REPORTING

2.4.1. PROJECT REPORT FOR THE IASC WEBSITE

Within **2 months following the activity / workshop**, the project leads must submit the following final project outcomes report to info@iasc.info , which will be posted on the IASC website:

- **2 paragraph (max 1 page) summary of the activity / workshop** and its outcomes. Some advice:
 - Start the text with a hook/strong message that catches your readers attention (rather than date/time/place, this information will be included in the header).
 - Avoid jargon and use shorter sentences. Be specific if possible and try to make the text accessible to all IASC community.
 - Remember your audience is all Arctic researchers, so make sure to provide motivation and takeaways. Restate important points/goals.
 - Make the text referable. Use links rather than including copied information.
 - Please remember to take pictures for promotion (and share them with us indicating the name and surname of the photographer and permission that IASC is allowed to use them on the IASC website)!
- **3 (scientific) highlights in bullets** – appropriate for an interdisciplinary audience
- **Any other materials**, such as slides, documents, articles, agenda.

2.4.2. REPORTS FROM FUNDED EARLY CAREER RESEARCHERS

All early career scientists funded by your IASC funds must fill out a short survey: <https://goo.gl/forms/ZPZxJkoVLRsBzDmf1>. The project leader should remind all early career researchers they are funding of this requirement.

2.4.3. REPORTING PROJECT PUBLICATIONS

If the activity / workshop results in a publication, please inform the Communications Manager Federica Scarpa at the IASC Secretariat by submitting the publication's

- Title,
- Authors,
- Abstract,
- Link (if available)

The IASC Secretariat will add the publication on to the [IASC Publications webpage](#).

2.4.4. PRESENTATION OF FINAL PROJECT RESULTS TO THE IASC WORKING GROUPS

The project leader (or designated project member) may be requested to present / report the outcomes of their projects to the IASC Working Groups at the next ASSW following the completion of their activities. The IASC Secretariat will be in touch with project leaders before an ASSW if such a report will be required as well as the form of the report / presentation.

3. OTHER RECOMMENDATIONS

IASC encourages event project leads to implement measures to make their meetings as inclusive as possible. IASC and many other organizations [provide guidelines with this aim of inclusivity](#).

4. CONTACT INFORMATION FOR THE IASC SECRETARIAT

IASC Executive Secretary	Dr. Gerlis Fugmann	gerlis.fugmann@iasc.info
IASC Executive Officer	Kolbrún Reynisdóttir	kolbrun.reynisdottir@iasc.info
IASC Communications Officer	Federica Scarpa	federica.scarpa@iasc.info

To reach all members, you can also email info@iasc.info .

You can also find the contact information for the IASC Secretariat on the IASC website: <https://iasc.info/about/organisation/secretariat>