REQUIREMENTS FOR IASC-FUNDED PROJECT 2025

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. <u>Failure to comply with the requirements</u> 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.

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 all requirements for IASC-funded projects** listed in this agreement.

The project leader must inform the IASC Secretariat as soon as possible if they want to designate an alternate person to be responsible for the communication with and reporting to IASC.

1.2. PROJECT DURATION

All project activities must be completed by 02 April 2026.

Extensions are generally only possible in well justified cases and pending approval of the IASC Executive Secretary. Extensions will be granted only for project activities but not for spending of project funds.

1.3. ACKNOWLEDGEMENT OF 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 workshop materials, websites, announcements to social media channels, presentations, or publications created for or resulting from your planned activities / workshops as part of this project.

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

Please tag the relevant IASC social media channels when using social media:

- IASC Facebook Group: https://www.facebook.com/groups/iascarctic
- IASC Bluesky https://bsky.app/profile/iasc-arctic.bsky.social
- IASC X https://twitter.com/IASC_Arctic
- IASC LinkedIn https://www.linkedin.com/company/international-arctic-science-committee

Please also encourage all attendees of your IASC-funded activity to join the **IASC mailing list** to receive the **IASC Newsletter**: http://eepurl.com/cBLUFn

1.4. 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. FINANCIAL MANAGEMENT OF IASC PROJECT FUNDS

2.1. FINAL DEADLINE FOR USE OF PROJECT FUNDS

All funds received **must be used by the end of ASSW 2026 (25 March – 1 April 2026)**. Final claims should be resolved **shortly after ASSW 2026**. Extensions are generally only possible in well justified cases and pending approval of the IASC Executive Secretary.

> All project funds must be used by
> ## 02 April 2026

2.2. OPTIONS FOR MANAGEMENT OF IASC PROJECT FUNDS

IASC funds can be managed:

- **Option 1:** directly by IASC for the recipient of the award, or

- **Option 2:** 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.

Please inform the IASC Secretariat by no later than 30 April 2025 which option you prefer for the management of your project funds:

OPTION 1: IASC MANAGES FUNDS

If the funds are managed by IASC, the IASC Secretariat will be responsible for reimbursements of workshops costs as listed in the IASC Workshop Form submitted by the project leader to the IASC Secretariat **latest 6 weeks before the planned activity**.

OPTION 2: PROJECT LEADER MANAGES FUNDS

With the approval of the IASC Secretariat, a project leader may choose 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 for this option:

- All funds must be transferred in one payment to the designated account via bank transfer (no cheques are possible!!).

- Reporting requirement:

  o The IASC Workshop Form must be submitted for approval to the IASC Secretariat **a minimum of 6 weeks prior to the planned project activity**.

  o a first expenditure/accounting report (including copies of original receipts) must be submitted to the IASC Secretariat **within 6 weeks of the end of the activity / workshop**.

  o a second and final expenditure/accounting report (including copies of original receipts) must be submitted 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 approved workshop and the approved project.

2.3. IASC REPORTING AND FINANCIAL FORMS

All IASC reporting and financial forms and documents that you must work with for your project are available for download on the IASC website.

Link to IASC Forms:
https://iasc.info/about/publications-documents/forms

Name	Explanation

IASC Workshop Form	Project leaders must submit the IASC Workshop Form to info@iasc.info **at least 6 weeks prior** to the planned activity / workshop including a
	
	• description of the activity,
	
	• the budget and how you plan to use the IASC funds:
	
	    o the IASC-supported participants
	
	    o details on other expected expenses that the IASC funding will be used for.
	
	→This form must be approved by IASC prior to your workshop and the transfer of funds!

IASC General Expenses Form	Expense form used for claims other than travel claims in connection with the workshop (e.g. online attendance and other costs). →This form must be approved by IASC before transfer of funds.
IASC Travel Claim Form	Regular form for all travel claims. →Travel claims must be submitted to IASC within 21 days of travel.
IASC Pre Travel Claim Form	Pre-travel reimbursement is available for Indigenous and Early Career participants when they do not have funds to pay themselves for travel and get refunded afterward
Requirements for IASC-funded Projects 2025	Main document with the requirements for projects being funded by IASC. These requirements are also listed here in your funding agreement.

2.4. 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, Türkiye, United Kingdom, United States).

• 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 <u>one third of the IASC funds</u> 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 we 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 <u>public transport is required</u>. 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.

- Visa costs can be claimed by the participants.

- other costs (e.g. daycare costs for children during meeting times) as suggested by the recipient are decided on by the IASC Secretariat on a case-by-case basis if deemed eligible for reimbursement.

- Meeting organizers must make travel award recipients aware of their reporting requirements and travel rules as defined here and in the IASC Travel Claim Form.

- 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 because of attending the meeting / workshop (only if the participant is unable to participate online but must 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.

3. COMMUNICATION AND REPORTING REQUIREMENTS

These communications and reporting requirements apply for **all IASC-funded projects**, no matter what option they choose for their financial management.

3.1. BEFORE THE PLANNED ACTIVITY

3.1.1. 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.

3.1.2. 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 and to the Working Groups that funded your project**.

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.

3.1.3. FOR ASSW 2026 WORKSHOPS

If your activity / workshop is scheduled to take place during the Arctic Science Summit Week 2026 (ASSW 2026; 25 March – 1 April 2026 in Aarhus, Denmark), 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 will be available on the ASSW website **until 30 September 2025**:
https://assw.info/programme/business-and-community-meetings.

3.2. AFTER THE PLANNED ACTIVITY

3.2.1. FINAL PROJECT OUTCOMES REPORTING 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:

- **1 - 2 pages summary report of the activity / workshop** and its outcomes. Some advice:

    o The text should _not_ be just bullet points or sparse notes.

    o 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).

    o Avoid jargon and use shorter sentences. Be specific if possible and try to make the text accessible to all IASC community.

    o Remember your audience is all Arctic researchers, so make sure to provide motivation and takeaways. Restate important points/goals.

    o Make the text referable. Use links rather than including copied information.

    o 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 pictures, slides, documents, articles, agenda.

3.2.2. 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.

3.3. REPORTING TO THE IASC WORKING GROUPS THAT FUND THE PROJECT

For projects that are <u>completed</u> by the ASSW 2026:

- The project leader (or designated project member) is required to present / report the **outcomes** of their project to the IASC Working Groups that fund their project at the ASSW 2026. The IASC Secretariat will be in touch with project leaders before the ASSW 2026 about the form of the report (written report and/or presentation) requested by the various Working Groups.

For projects that are <u>not completed</u> by the ASSW 2026:

- The project leader (or designated project member) is required to present / report a **status update** of their project to the IASC Working Groups that fund their project at the ASSW 2026. The IASC Secretariat will be in touch with project leaders before the ASSW 2026 about the form of the report (written report and/or presentation) requested by the various Working Groups.

4. 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](#).