

Requirements for IASC-funded Project

1. Recognizing IASC

Your activity / workshop is an IASC-funded project. Please be sure to recognize IASC by including IASC and the IASC logo in meeting material / acknowledgement sections on any websites, presentations or publications. If you advertise the activity / workshop via social media, please make sure to tag IASC if on Twitter (@IASC_Arctic), and post it 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

If the activity / workshop results in a publication, please inform the IASC Secretariat (info@iasc.info) by submitting the publication's a) Title, 2) Authors, 3) Abstract, 4) Link (if available). The IASC Secretariat will add the publication on to the "IASC Publications" webpage: <https://iasc.info/iasc/publications>

Please also encourage all attendees to join the...

- IASC mailing list: <http://eepurl.com/cBLUFn>
- IASC Facebook Group: <https://www.facebook.com/groups/343786799008379/>
- IASC Twitter https://twitter.com/IASC_Arctic

2. Reporting Requirements for Project Leads

Before your planned workshop / activity

- The short public project summary from your proposal will be posted on the IASC website and social media. If you would like to modify the description, please contact the IASC Communications Manager Federica Scarpa (federica.scarpa@iasc.info).
- Project leads should **keep the IASC Secretariat (info@iasc.info) updated regularly** about their **planned activity / workshop** (e.g., exact dates / location, calls for registration, call for funding for participants, updated workshop description / agenda) so that the IASC Secretariat can help with advertising it via the IASC Website, Newsletter and Social Media Channels.
- if your activity / workshop is scheduled to take place during the next **Arctic Science Summit Week (ASSW)** please submit it via the "**Business and Community Meeting Requests**" form that will be distributed by the IASC Secretariat. This is necessary so it can be included in the conference schedule. The relevant form is usually available from May – October each year on the ASSW website for the ASSW that will take place in March the following year (e.g., the form for the ASSW 2022 will be available from May – October 2021).
- Project leads have to **submit the [IASC Workshop Form](#)** at least **6 weeks prior** to the planned activity / workshop to the **IASC Secretariat info@iasc.info** including a detailed list of the expected costs (see chapter 3 for funding requirements).

After your activity / workshop

- Within **2 months following the activity / workshop**, the project leads have to submit the following information **to the IASC Secretariat info@iasc.info** for the IASC Website:
 - A **1-2 paragraph summary of the activity / workshop** and its outcomes for the IASC website:

- 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)!
- **3 scientific highlights in bullets** – appropriate for an interdisciplinary audience
- Any **other material**, such as slides, documents, articles, agenda.
- All early career scientists funded by your IASC funds must fill out a short survey: <https://goo.gl/forms/ZPZxJkoVLRsBzDmf1>

3. Funding Requirements

IASC funds are generally allocated at ASSW.

- Funds 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).
- Final claims should be resolved **shortly after ASSW**.

Management of funds:

IASC funds, can be

- managed directly by IASC for the recipient of the award (**Option 1**), or
- sent directly to an account dedicated for their use at an institution which can accept foreign funds (**Option 2**).

Option 1: If project leads chose to have IASC manage their funds the following rules apply:

- All funds must be spent only on activity / workshop-related needs as outlined in your proposal. These include:
 - Travel expenses for participants.
 - IASC funds may only be used to fund workshop participants from IASC member countries (Austria, 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).
 - IASC funds should be distributed equally among IASC member countries
 - Approximately 1/3 of the IASC funds should be used to support early career scientists.
 - Meeting participants may fly any airline, but IASC will only reimburse for an economy class ticket.
 - 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 below.
- 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 of that amount in advance of the meeting. If the recipient exceeds that amount, IASC will not pay for any expenses above the stated amount.
- 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**, IASC has developed guidelines on how organizers can fund attendance https://iasc.info/images/media/print/logo-forms/Guidelines_-_Funding_attendance_in_online_meetings.pdf
- IASC reserves the right to deny expenditures if they are not deemed to be directly related to the workshop.

Option 2: If project leads chose to have the funds transferred directly to an account dedicated for their use at an institution which can accept foreign funds certain requirements apply:

- All funds must be transferred at one time to the account by wire transfer.
- All funds must be spent only on activity /workshop-related needs as outlined in your proposal. These include:
 - Travel expenses for participants.
 - IASC funds may only be used to fund workshop participants from IASC member countries (Austria, 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).
 - IASC funds should be distributed equally among IASC member countries
 - Approximately 1/3 of IASC funds should be used to support early career scientists.
 - Meeting participants may fly any airline, but IASC will only reimburse for an economy class ticket.
 - 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.
 - Renting meeting space.
 - Expenses related to facilitating remote meeting participation and access (speakers, microphones, devices, phone expenses, etc.). If any hardware is purchased, it should be discussed on a case-by-case basis if the host retains it or it is sent to the IASC Secretariat; be sure to budget for additional VAT expenses case of the latter.
 - Food and beverages directly related to the meeting (coffee breaks, lunches, dinners, icebreakers).

- Office materials expenses (nametags, note paper, etc.).
- Expenses related to writing of a workshop report or journal article.
- Other expenses related to the meeting as approved in advance by the secretariat.
- for **online workshops / meetings**, IASC has developed guidelines on how organizers can fund attendance [https://iasc.info/images/media/print/logo-forms/Guidelines - Funding attendance in online meetings.pdf](https://iasc.info/images/media/print/logo-forms/Guidelines_-_Funding_attendance_in_online_meetings.pdf)
- Reporting requirement for project leads:
 - Project leads must submit a first expenditure/accounting report to the IASC Secretariat **within 6 weeks of the end of the meeting / workshop**.
 - project leads must submit a second expenditure/accounting report to the IASC Secretariat **within 6 months of the end of the meeting / workshop**.
- Any funds still remaining unspent **within the 6 months** period following the workshop **must be returned to IASC** via wire transfer.
- IASC reserves the right to deny expenditures if they are not deemed to be directly related to the workshop.

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](#).

5. Contact Information for the IASC Secretariat

You can find the contact information for the IASC Secretariat here <https://iasc.info/iasc/organization/secretariat>