

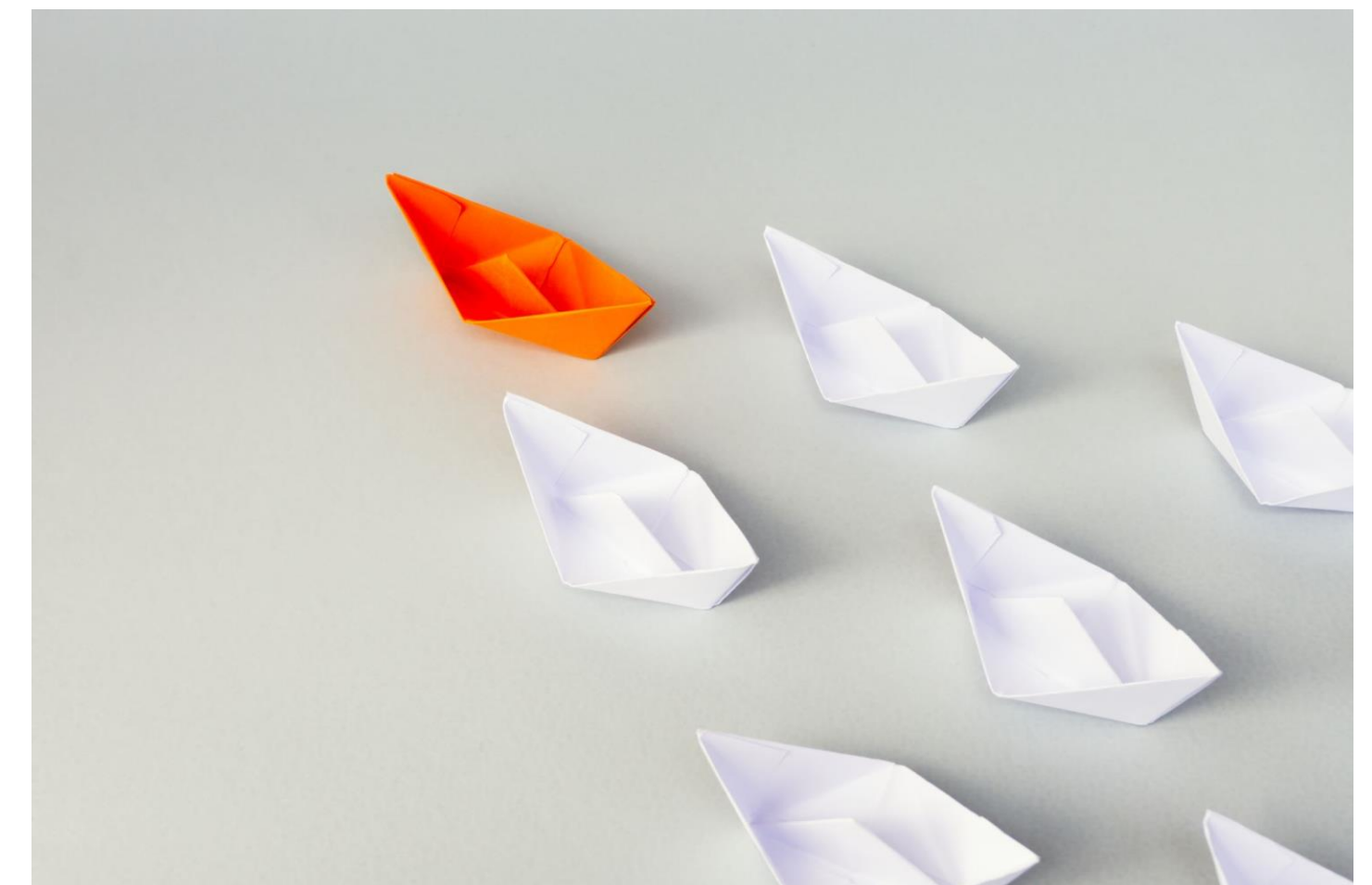
📌 Welcome to the “HowTo: AFG application”

The purpose of this presentation is to guide you through the application form for the Arctic Field grant (AFG).

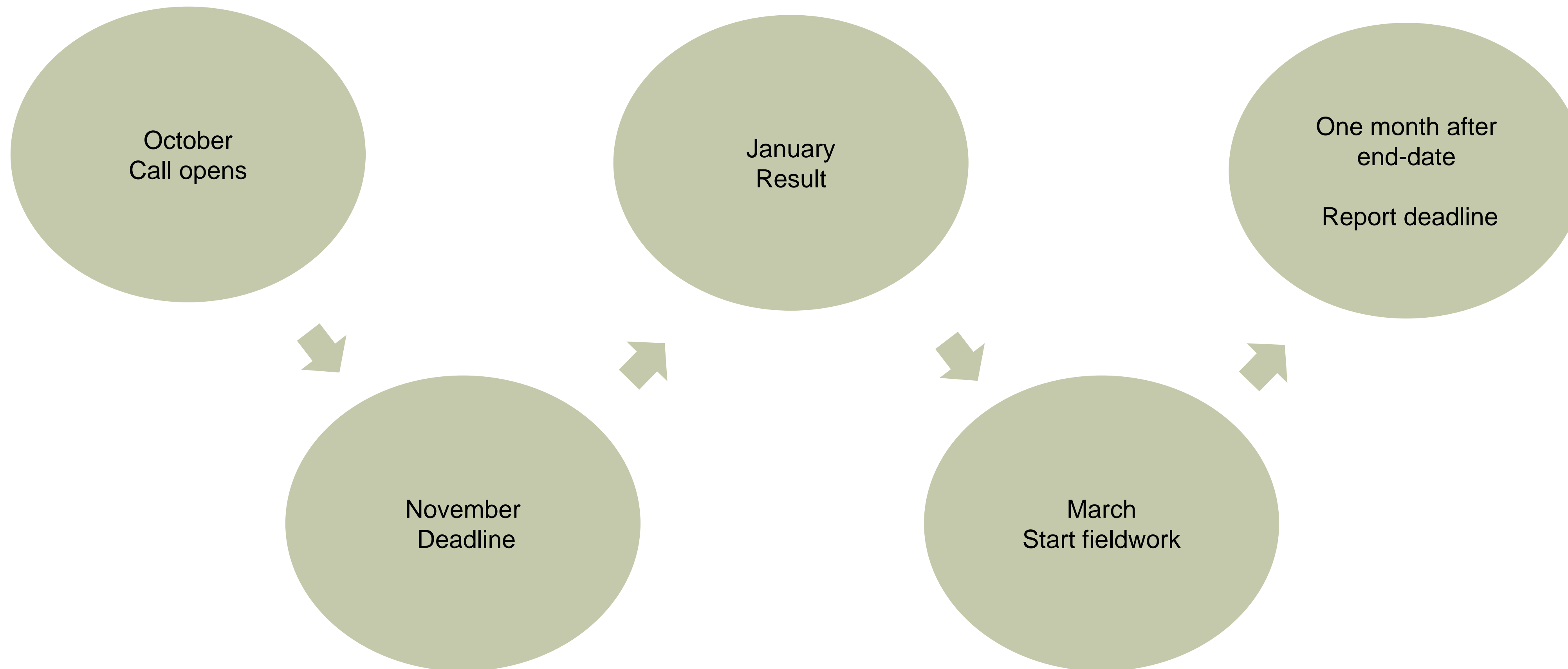
Remember that this guide is only advisory and only covers some aspects of the application process; it is your responsibility to ensure that your application follows all the rules and guidelines of the AFG. Please also see the FAQs on our webpage. Links to all pages and documents can be found on page 3 in this presentation.

The applications for the AFG goes through the Research Council of Norway's (RCN) application module. The questions in this module are not tailored for the AFG and to ensure we get all the relevant information we need to process your application, please follow the instructions in this guide.

This guide might not cover all your questions. We continuously improve it based on the questions we get so if you find things that are unclear or confusing, please let us know! We are looking forward to receiving your application!



 AFG timeline for the whole process



Before you start:

1. Before you begin the application process please read all the information on our webpage (including the terms & conditions and FAQs) and in the call on the RCN webpage. Also make sure you have all the necessary forms (the 4/5 listed on next page) and information at hand. All forms must be converted to PDFs. If any of these are missing or above the allowed length the application will be rejected. All forms and documents can be found on our webpage www.forskningsradet.no/en/svalbard-science-forum/. Click on Arctic Field Grant.
2. In order to start the application process you must have a user name for My RCN web. If you don't have one go here: <https://www.forskningsradet.no/mittNettstedWeb/?setLocale=en>
3. Find the call for proposals here: <https://www.forskningsradet.no/en/call-for-proposals/>
4. The screen dumps from the application module (pages 6-14) are from a test application so please **do not get confused** if yours look a bit different or shows AFG or SSF instead of TEST. Remember to write all amounts in 1000s kr (80.000 = 80).
5. Write everything in **English**, DON'T WRITE IN CAPS LOCK and ignore the guidelines (little orange question marks) in the application module and use this presentation instead.
6. If in doubt- try the **FAQs** and **read the information on our webpage**, or if this does not help, contact us: ssf@rcn.no.
7. When you receive funding, make sure both you, your project and fieldwork are registered in RiS. Start here <http://www.researchinsvalbard.no/> mark your project with project type AFG. You have to be registered as project personnel and/or owner of the project.

✎ Check that you have prepared the following 4 or 5 attachments as PDFs: 1 to 4 is mandatory for all applicants. Number 5 is only mandatory for applicants not employed at or enrolled as a master's student or PhD candidate at the project owner.

1. **Project description**, max 3 pages (short and concise please) must include: a fieldwork plan (Where, when, who and what), 5 references to papers relevant to your project, a dissemination plan and your RiS ID. You have to use the mandatory template (link on page 3).
2. **CV**, (only the most relevant listings here, not the shelf stacking job you had at age 15). Max 10 publications. Again, use the mandatory template. Max 4 pages.
3. **Specified budget**, the budget calculator can be downloaded from our webpage (link on page 3). Please see Terms and conditions on the same page for all rates and guidelines. But in short:
 - AFG only covers extra costs directly related to fieldwork on Svalbard (e.g. snow scooter rental, flights, rent of field equipment, food in the field, stay in Ny-Ålesund etc.)
 - AFG does not cover salary (for you or others), the purchase of equipment (excluding a limited amount of consumables), analysis of samples, compensations for use of private equipment etc.
4. **Confirmation form** signed by the Norwegian institution (project owner) you are enrolled in, employed at or cooperating with confirming that they are informed about your project and willing to accept responsibility for it. The mandatory form can be downloaded from our webpage (link on page 3).
5. **Cooperation description**: Mandatory for all applicants not employed at or enrolled as a master's student or PhD candidate at the project owner (Norwegian institution) Attach at letter from the project owner giving a detailed description of the scientific and logistical cooperation with and the benefits to both parties. One of the main reasons for projects not getting funding is a missing or inadequate cooperation description.



The Research Council of Norway | My RCN web

My overview | **Application in eSøknad** | Projects / Reports | Referee/panel assignments | My Profile | Manage roles

Create a new application

Application type: 207
Program/activity: TEST
Application deadline:

Language *
 Nynorsk
 Bokmål
 English

Short name - so that you can more easily distinguish your applications from each other *

0/45

2. Create application based on *
 New, blank application form
 Copy the existing application (attachments will not be copied)

Conditions for creating a grant application

I understand and accept

1. the guidelines and requirements that are set out in the call for proposals;
2. that by submitting the grant application I consent to making the project's title publicly available;
3. that the project title, objectives and summary will be forwarded to the referees who are being asked to assess the grant application;
4. that if the project receives funding, I consent to making a popular science presentation of the project publicly available;
5. that the Research Council will make public and share information relating to grant applications and funded projects in accordance with [the guidelines for dissemination](#);
6. that the grant application can only be submitted by the individual who created it;
7. that when the call for proposals stipulates an application submission deadline:
 - a) the date and time are final,
 - b) the grant application may be opened, revised and resubmitted multiple times up to the deadline,
 - c) that the Research Council will only receive the most recently submitted version of the grant application (does not apply to applications to the SkatteFUNN tax)

I have familiarized myself with and accept the above information *

3

Page 0, create new application

Start here: Go to the call for proposals (link on page 3). Read all the information in this and the next two pages carefully and then hit «Create application».

1. Give your application a name (anything you like, useful if you have more applications)
2. If you don't have a application already choose create new
3. READ the text and then check the box

1. Project partners
2. Project info
3. Funding scheme
4. Progress plan
5. Budget
6. Attachments

Share application Open PDF Save and check page Check full application Go to Submission

Project Owner

4 Guidelines ?

Search and select an organisation. For the higher education sector:
The project owner must be specified on a department level

Search with name or organisation number [input] [search] Clear

Institution / company (Norwegian name) * [input]
Address [input]
Postal code * 1 [input]
City * [input]
Country * Norway [dropdown]
E-mail * [input]
Website [input]
Enterprise number [input]
Partner's role [Both research activity and financing]

Project administrator

2

First name * [input]
Last name * [input]
Date of birth * dd | mm | yy [dropdown]
National identity number [input]
Gender * Not selected [dropdown]
Position/title [input]
Phone [input]
E-mail * [input]
Confirmation * The application has been approved by the Project Owner

Project manager

3

Guidelines ?

First name * [input]
Last name * [input]
Date of birth * dd | mm | yy [dropdown]
National identity number [input]
Gender * Not selected [dropdown]

Search and select an organisation

Search with name or organisation number [input] [search] Clear

Institution / company (Norwegian name) * [input]
Address * [input]

Page 1, Applicant (you)

- Project owner: The **Norwegian institution** who is responsible for the project. Ignore the enterprise number.
- Project Administrator: **Contact person employed at the project owner**. It can be you if you are a researcher employed at the project owner. For everyone else it can be your supervisor, collaborator or the head of the institution or department. Who it is depending on the rules and routines of the institution. Check with them before filling out. All info regarding the application will be send to this e-mail address (so choose wisely) as well as be available on "My RCN web". This person is also responsible for approving the electronic contract. If you don't have a "real" Norwegian personal number leave the box blank.
- Project manager = you, the one for whom the grand is intended.
Institution= your home institution (if it is not the project owner)
Position/title = e.g. master student, PhD candidate, postdoc etc.
Academic degree: If you have one.
- Ignore** all of these.
- Your application number



Page 2, Project info

1. What is your project called, short and sweet! (e.g. Mapping of Longyearbreen with GPS, RiS ID 1234) include your **RiS ID**. DON'T USE CAPS LOCK
2. Should fill in automatically from page 0.
3. Not relevant for this application, you describe this in the project description attachment but please fill in what category of applicant you are (see below)

Applicant	Write here
Researcher or Postdoc	Researcher/ Postdoc (choose one)
Master student/ PhD candidates	1. Master student /PhD candidate (choose one) 2. Is this part of your thesis (Yes or No)

4. Very short summary of the project (5-10 lines) the full project description should be attached as a document (page 8, Attachments)
5. Short and precise, the dissemination plan comes later
6. Remember to press save once in awhile. You can reopen and work on the application until the deadline



1. Project partners
2. Project info
3. Funding scheme
4. Progress plan
5. Budget
6. Attachments

[Share application](#) [Open PDF](#) [Save and check page](#) [Check full application](#) [Go to Submission](#)

Funding scheme - supplementary info from applicant

Programme / activity: ARRANGEMENT
Application type: Coordination and Support Activity

Topic [Guidelines ?](#)
Choose relevant topics from the text of the call.

1.

[Add new](#)

Classification of scientific disciplines* [Guidelines ?](#)

Filter by subject field: Filter by subject: Discipline*:

[Add new](#)

Other relevant programmes/ activities/projects

3

0 of maximum 200 characters

If applying for additional funding, specify project number:

Is this proposal related to other grant applications or ongoing projects allocated support from the Research Council and/or any other public funding scheme? *

No Yes 4

[Share application](#) [Open PDF](#) [Save and check page](#) [Check full application](#) [Go to Submission](#)

Page 3, Funding scheme

1. Choose Polar
2. Your general field; geology, biology, physics, etc. The classification system for scientific disciplines is only available in Norwegian
3. If you have applied for funding for this project from other sources. This includes funding from your home institution and other funding agencies.
4. Other AFG applicants that you are collaborating with: Name, institution, RiS ID, subject and how you collaborate (joined fieldwork, supervisor/student, colleague etc.)



1. Project partners
2. Project info
3. Funding scheme
4. Progress plan
5. Budget
6. Attachments

Share application Open PDF Save and check page Check full application Go to Submission

Progress plan

Guidelines ?

Project period

Earliest date for project to start is 20230801.
Minimum length of the project period is 1 month(s).
The maximum length of the project period is 12 month(s).

From date (yyyymmdd)* To date (yyyymmdd)*
yyyy/mm/dd yyyy/mm/dd

Main activities and milestones in the project period (year and quarter) *

Main activity / milestone	From	To

Add new Sort chronologically

Dissemination of project results

Guidelines ?

Dissemination plan

3

0 of maximum 3000 characters

Share application Open PDF Save and check page Check full application Go to Submission

Previous Next

Page 4, Progress plan

1. Project period: Always use the planned period. If you are not sure, then use **2025/03/01 to 2025/12/31** (even if you plan fieldwork only in the summer or in January 2025)
2. Fieldwork locations and periods, e.g. Ny-Ålesund ca. 27/6-15/8, Sassendalen 19-24/9.
One line pr. field period. Just enter the right quarter into the to/from boxes and add the dates in the text
3. Important field! Describe your plan for the results from this fieldwork. This includes thesis, planned papers, conference presentations, outreach, data handling and sharing etc.



1. Project partners [Share application](#) [Open PDF](#) [Save and check page](#) [Check full application](#) [Go to Submission](#)

2. Project info

3. Funding scheme

4. Progress plan

5. Budget

6. Attachments

[About eSøknad](#)
[To the call for proposals](#)

Costs per project partner per year (NOK 1000)

1 [Guidelines ?](#)

	2023	2024	2025	2026	2027	2028	2029	2030	Sum
Prosjektansvarlig									0
Totals	0	0	0	0	0	0	0	0	0

Cost plan (NOK 1000)

[Guidelines ?](#)

	2023	2024	2025	2026	2027	2028	2029	2030	Sum
Payroll and indirect expenses									0
Procurement of R&D services									0
Equipment									0
Other operating expenses									0
Totals	0	0	0	0	0	0	0	0	0

3

Specification

If budget amounts have been entered into the Cost plan for 'Equipment' and/or 'Other operating expenses', the amounts must be specified here.

4

0 of maximum 3000 characters

Cost code (NOK 1000)

[Guidelines ?](#)

	2023	2024	2025	2026	2027	2028	2029	2030	Sum
Trade and industry									0
Research institutes									0
Universities and university colleges									0
Other sectors									0
Abroad									0
Totals	0	0	0	0	0	0	0	0	0

5

Page 5a, Budget

1. Ignore these, follow the instructions below and attach a PDF of the budget calculator under Other items in attachments.
2. Fill in the total sum (in 1000s NOK) from the specified budget you have created from the budget calculator plus your own funding. If you have problems with the white boxes check that the project period is correct. Remember the max you can apply for is 120.000 NOK (120). Amounts are in 1000kr. For 64.000 write 64.
3. Same sum as above, total sum, YYYY under other operating expenses (specify).
4. Specifications that are not part of the attached PDF of the budget calculator (under Other items in attachments).
5. Same as in 2 and 3, total sum, YYYY but this time under Universities and university colleges.

If you have an open field for next year, check the project dates on the previous page



Funding plan (NOK 1000)

Guidelines ?

Maximum amount sought from The Research Council of Norway over the project period (in thousands) is 150.
Minimum amount sought from The Research Council of Norway over the project period (in thousands) is 50.

	2023	2024	2025	2026	2027	2028	2029	2030	Sum
6 Own financing									0
International funding									0
Public funding									0
Private funding									0
7 The Research Council									0
Totals	0	0	0	0	0	0	0	0	0

Specification

0 of maximum 3000 characters

Fellowship

Guidelines ?

Add new

8

[Share application](#)

[Open PDF](#)

[Save and check page](#)

[Check full application](#)

[Go to Submission](#)

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Page 5b, Budget (cont.)

6. Add own financing from institutions, other grants etc. Specify the own funding below.
7. The amount you apply for from RCN (from your specified budget). The total sum of 6 +7 must be equal to the amount you entered in 2. I.e Your own funding (6) + what you apply for from RCN (7) = Total budget of project (2)
8. Save and check page!



The screenshot shows a multi-step application form. On the left, a sidebar lists steps: 1. Project partners, 2. Project info, 3. Funding scheme, 4. Progress plan, 5. Budget, and 6. Attachments. The main content area has sections for 'Project description*', 'Curriculum vitae (CV)', 'Recommendation and invitation', and 'Confirmation from partner(s)'. Each section has a 'Drop files here, or click to upload attachments' area with the note 'Attachment must be a PDF.' At the bottom, there are buttons for 'Save and check page', 'Check full application', and 'Go to Submission'. Annotations include: '8' above the top navigation buttons; '1' above the first upload area; '2' above the CV section; '3' above the confirmation section; '4+5' above the 'Other items' section; and '6', '7', and '9' above the bottom navigation buttons. Red circles highlight the 'Open PDF' button, the 'Project description*' header, the CV header, the confirmation header, the 'Other items' header, and the 'Save and check page', 'Check full application', and 'Go to Submission' buttons.

Page 6, Attachments

Only PDFs can be uploaded. Links to templates and requirements can be found on page 3:

1. Project description. Maximum 3 pages, additional pages will be deleted (see mandatory template for what to include)
2. CV (mandatory template)
3. Confirmation form (Mandatory template)
4. Budget (from calculator)
5. Cooperation description from the project owner
6. Save and check page
7. Check full application (see checklist on the next page)
8. Open PDF to see a PDF of your final application. This is how it will look to us so make sure it makes sense. Also make sure ALL the PDFs are listed under Attachments on the last page.
9. Go to Submission (You can re-open and edit your application until the deadline, after the deadline the application is final!)

Checklist for AFG applications

This list is only **advisory** and only covers some aspects of the application process; it is **your** responsibility to ensure that your application follows all the rules and guidelines of the AFG. All documents can be found on our webpage (links on page 3)

- **Formal requirements**

- The project is part of my master/PhD thesis or I'm a researcher/Postdoc
- The applicant is employed/enrolled at or has a close and well described cooperation with a Norwegian institution
- The application is written in English
- The applicant and project are registered in RiS
- If the candidate has previously received the AFG the reports connected to that grant have been delivered on time and been approved
- All of the 4 or 5 mandatory forms listed below are included and in line the templates

- **CV**

- Mandatory template is used and only lists things which are directly relevant to this grant
- Max 4 pages

- **Project description**

- Short and concise
- Max 3 pages, mandatory template is used
- Answers all the questions posed in the call and the template

- **Budget**

- Use the budget calculator
- Specified and in line with the call for the AFG
- Only items directly connected to fieldwork are included
- The cheapest mode of transport is used
- Include funding from other sources and mark what is paid by whom

- **Confirmation form**

- Approval of project and acceptance of the institution's responsibilities
- Is signed by both the contact person AND the leader /director of the Norwegian institution

- **Cooperation description from the project owner**

- Mandatory for all applicants not employed or enrolled as a master's student or PhD candidate at the project owner
- Written by the project owner
- Describing in detail the cooperation with Norwegian institution and the benefits to both parties