

## Guidelines for applicants to the SIOS Access Programme

### Background

The SIOS Access Programme plans, facilitates and supports access to the research infrastructure (RI) owned by SIOS members. Access will be in accordance with the SIOS Access Policy (<https://www.sios-svalbard.org/Documents>).

### Organisation

The SIOS Knowledge Centre will administrate the programme and will carry out the necessary administrative tasks. These include:

- Preparing the call for access.
- Promoting the call and disseminating relevant information and guidelines.
- Providing support and guidance for applicants during the application process.
- Preparing the meetings of the selection panel.
- Communicating the decision of the selection panel.

The call text and accompanying documentation are developed by a task force dedicated to developing the call for access, with input from the Science Optimisation Advisory Group (SOAG), Research infrastructure Coordination Committee (RICC) and Board of Directors (BoD).

### Application process

Applicants are encouraged to get in touch with the nominated contact person at the facility they wish to access to discuss their needs before submitting an application.

The contact details may be found on the SIOS website ([https://sios-svalbard.org/Call2019\\_availableRI](https://sios-svalbard.org/Call2019_availableRI)).

SIOS-KC will run webinars for applicants at various times during the period the call is open. These will be open to all interested parties and will include a general introduction to the access call, an explanation of the application form, and an opportunity to ask specific questions. Details of the dates and times of webinars will be posted on the SIOS website ([https://sios-svalbard.org/Access\\_Call\\_2019](https://sios-svalbard.org/Access_Call_2019)).

Proposals must be submitted electronically at [https://sios-svalbard.org/AccessCall2019\\_ApplicationForm](https://sios-svalbard.org/AccessCall2019_ApplicationForm). All project proposals must submit an application form with a project description (not exceeding 5 pages) and CVs of all partners attached.

### Guidance for writing a project proposal

The project proposal must not exceed 5 pages of minimum size 12 font and should include:

- General scientific background;
- Specific aims of the project;
- Methods;

- Expected outcome;
- Contribution to SIOS/ESS/observing system;
- Datasets that will be generated;
- The access requirements of the project (location, timing, data etc.). Please be as specific as possible;
- A logistical plan for the project (dates, travel plans, equipment needed, support from facility staff needed etc.). Please be as specific as possible;
- Collaboration across institutions / countries / scientific disciplines;
- Training of young scientists / Public outreach.

The call text gives details of the highlighted topics in this call. If you aim to address one of these in your project please describe this in your project proposal.

### **Guidance on writing a budget**

Applicants are asked to provide a budget using the template in the application form.

Those applying for physical access will receive free access to field stations, including room and board, for a maximum of 50 days per project. The cost of access will be worked out internally in SIOS and does not need to be included in the budget, but you must provide details of the number of days requested per person per location.

SIOS will reimburse travel costs up to a maximum of 15 000 NOK per person. The details of the planned travel must be provided in the budget along with the estimated cost. Applicants should choose the cheapest available travel option.

SIOS will not normally cover the cost of transporting equipment or additional costs not normally included in the cost of accessing stations (e.g. fuel and chemicals). Details of how such costs will be funded through external financing must be provided in your budget.

Costs related to applications for remote or virtual access should be listed in section C of the budget. Such applications should select the facility they require remote / virtual access to in section A, and list travel costs in section B if applicable. If no travel funding is required, write N/A in all fields of section B.

If you are unsure if something you require is included in the cost for access, please ask the SIOS Access and Logistics Officer ([logistics@sios-svalbard.org](mailto:logistics@sios-svalbard.org)).

### **Procedure for assessing applicants**

SIOS-KC will carry out a pre-screening of applications to ensure the eligibility criteria outlined in the call text are met. Applications that meet the criteria will be evaluated on the basis of the evaluation criteria outlined in the call text. A selection panel consisting of representatives from the SIOS working groups (<https://sios-svalbard.org/WorkingGroups>) will evaluate the submitted applications.

The selection process will be fair, impartial and transparent, and the focus of the selection panel is on scientific excellence. The final decision on which projects to fund will be made by the BoD.

The detailed eligibility and evaluation criteria are described in the call text.

The feasibility of proposed access projects will be assessed by the access provider. Key considerations of the feasibility assessment are:

- **Availability:** Is the RI available at the time requested?
- **Scale:** Can the facility accommodate a project of the scope and size proposed?
- **Staff:** Does the proposed project make unrealistic demands on staff time at the facility?

## GDPR

In order to be compliant with the EU's data privacy law, the General Data Protection Regulation (GDPR), SIOS would like to inform you how we use your personal information.

SIOS stores contact information for all applicants to our calls for funding (access, SESS, workshops, training courses etc.). We register this information in order to update previous applicants on news of the SIOS consortium, such as the opening of SIOS calls or events such as the SIOS Polar Night Week.

### What information is registered?

We register the following information:

- Your name
- Your email address
- Your affiliation, if applicable

### How was the information collected?

The information is collected through your application to a SIOS call.

### Consent

Applying to a SIOS call implies you give SIOS your consent to contact you with relevant information about SIOS.

If you would like to revoke your consent, please contact the SIOS information officer on [information@sios-svalbard.org](mailto:information@sios-svalbard.org).

### Other information

SIOS does not share your personal information with anyone outside SIOS-KC.

Your information will be stored at SIOS-KC until such time as SIOS is wound up, or until you request for your information to be deleted from our databases.

If you have questions about how we are handling your personal information, please contact the SIOS information officer on [information@sios-svalbard.org](mailto:information@sios-svalbard.org).

## Conditions

In principle, SIOS members cannot withdraw access to their facility once an access project has been accepted. There may however be exceptional circumstances under which access must be withdrawn. SIOS does not accept liability for any losses incurred under such circumstances. All users are responsible for their own insurances.

Access is granted on the understanding that it is used for the purpose stated in the application. Anyone found to not comply with this condition may have access withdrawn.

Most research conducted in Svalbard requires permission from the Governor of Svalbard, and other permissions may also be required depending on the nature of the work. Information is available from Svalbard Science Forum (<https://www.forskningsradet.no/en/svalbard-science-forum/svalbard-research-planning/research-permissions/>). The SIOS Access and Logistics Officer can assist with determining which permissions are required, but it remains the responsibility of the user to ensure permissions are in place before embarking on fieldwork.

All users of the SIOS Access Programme must undergo mandatory safety training appropriate to the planned project. Failure to attend planned training may result in access being withdrawn.

All users of the SIOS Access Programme must register their project on the Research in Svalbard (RiS) database.

Users are responsible for organising their own travel and cargo freight. Guidance may be sought from the SIOS Access and Logistics Officer if required. SIOS does not accept liability for any losses incurred due to transport delays or similar circumstances. Users must have adequate insurance to cover such losses.

In the event of the user requiring assistance due to unforeseen circumstances they should in the first instance contact the station leader at the facility they have been granted access to. The SIOS Access and Logistics Officer may also be contacted for assistance.

All projects must submit a final report to SIOS at the end of the project. The report must consist of three parts:

- A financial report, containing a breakdown of projected (based on the budget submitted with your application) and actual costs.
- A project summary, with a brief description of how successful the project was in carrying out the activity and achieving the aims stated in the application. If

the project did not meet the stated aims, please indicate possible reasons why. Max 500 words.

- A field log with photos, which can be used as a SIOS news item and shared on our website. Photos may also be used for other outreach purposes. Max 300 words.

Final payment from SIOS to the project will only be released once the final report has been received and approved.

Users of the access programme commit to making their data available to SIOS, in accordance with the SIOS data policy. Guidance on data sharing and a metadata collection form may be found on the SIOS website: <https://sios-svalbard.org/sites/sios-svalbard.org/files/common/sdms-guidelines4providers.pdf> and <https://sios-svalbard.org/metadata-collection-form>.

Users are required to share information with SIOS about external publications resulting from the access. The contribution made by SIOS and by the facilities accessed must be acknowledged in any such publications. Reporting of publications may be done on the RiS database.

By submitting an application to the SIOS Access Programme the applicant confirms that they have received authorisation from their employer for their planned activity.

Failure to comply with the conditions listed above will result in access being withdrawn.