

Guidelines for applicants to the SIOS Access Programme

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>).

Call management

The SIOS Knowledge Centre manages the programme and carries out the necessary administrative tasks, including:

- Preparing the call for access.
- Promoting the call and disseminating relevant information and guidelines.
- Providing support and guidance for applicants during the application process.
- Organising the evaluation of applications (scientific review and feasibility assessment).
- Communicating the decision of the selection panel.

The call text and accompanying documentation are developed with input from the Research Infrastructure Coordination Committee (RICC) and Board of Directors (BoD).

SIOS-KC will run webinars for applicants 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/AccessCall_2023)

Application process

Applicants are strongly encouraged to contact and discuss their application with the nominated contact person at the facility they wish to access before applying. The contact details may be found on the SIOS website: https://sios-svalbard.org/AccessCall2023_RIavailable

Proposals must be submitted electronically at <https://sios-svalbard.org/AccessCallWebform>. All project proposals must submit an application form with a project description (not exceeding 5 pages) and CV of the principal investigator (up to 2 pages) attached.

Access types

The SIOS access programme includes two access types:

Physical access involves the users being hosted at facilities, including observatories, laboratories, stations, platforms, research vessels, instruments, as well as associated logistical support. Hiring equipment for a field camp is treated as physical access. Applicants wishing to apply for the UiB ocean glider must note that

in this call SIOS facilitates access to the glider, but not ship time, and so this would be best suited to applicants with additional funding sources and access to a ship.

Remote access is the non-physical access of a user to a facility, including access to sensors, calibration facilities, machine time, sample collection, field work support, distribution of reference samples etc. In this call SIOS is offering remote access to airborne remote sensing platforms (flight hours) and support from SIOS field stations (sampling, deployment or recovery of equipment etc.).

Applications may be for one access type, or for a combination of both access types (e.g., physical access for project set up followed by remote access for continued sampling).

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.
- 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, support from facility staff etc.). Please be as specific as possible.
- Collaboration across institutions / countries / scientific disciplines.
- Training of young scientists / public outreach (if applicable).
- A paragraph describing the relevant expertise of the project members.

Budgeting

Table 1. Costs to be included in sections B and C of the project budget section of the online application form, specified here for each facility offering Access. Symbols: + Add to sections B and C of the project budget section of the online application form; - Do NOT include into sections B and C of the project budget section of the online application form (automatically included to the granted access); 0 Not reimbursed by SIOS Access Programme, do NOT include in the budget.

| Facility | Accommodation during stay at facility | Meals during stay at facility | Travel costs | Logistic/Freight costs |
|---|---------------------------------------|-------------------------------|--------------|------------------------|
| Hornsund Stanisław Siedlecki Polish Polar Station | - | - | + | + |
| Hopen Meteorological Station | - | - | + | + |
| Bear Island Meteorological Station | - | - | + | + |
| Ny Ålesund Research Station: AWIPEV Facility | - | - | + | + |
| Ny Ålesund Research Station: Dirigible Italia Facility | - | - | + | + |
| Ny Ålesund Research Station: Sverdrup Facility | - | - | + | + |
| Ny Ålesund Research Station: King's Bay AS | - | - | + | + |
| Airborne remote sensing platforms: NORCE | 0 | 0 | 0 | + |
| Longyearbyen Svalbard Science Centre: Norwegian Polar Institute | + | + | + | + |
| Ocean glider | 0 | 0 | + | + |

Eligible costs: Table 1 shows which costs are automatically included (-) in the granted access, and which need to be added (+) into the budget template in the application form. Those applying for physical access will receive up to 50 access days per project¹. The cost of access days will be worked out internally in SIOS and does not need to be included in the budget, but applicants must provide details of the number of days requested per person per location. This information should be provided in section A of the budget part of the application form.

Accommodation and meals during the stay should not be included in the budget in most cases, except for any access through Longyearbyen Svalbard Science Centre Norwegian Polar Institute, who provide neither accommodation nor meals. For this, you can use section C of the budget template to cover accommodation and food costs.

SIOS will reimburse the cost of travel from your home institution and back, and accommodation enroute. The details of the planned travel and the estimated cost must be provided in section B of the budget template. Applicants must choose the cheapest reasonable travel option.

¹ Maximum 50 days total per project, i.e. 50 days for 1 person or 25 days each for two people etc.

Additional costs (i.e., those not included in access to stations, such as consumables, cargo shipping, specific logistics) must be listed in section C of the budget template.

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

Non-eligible costs: The following costs are not eligible and are NOT REIMBURSED by SIOS. Therefore, do NOT include these in the budget: Insurance costs and personnel costs of any kind. Vaccination and health care costs. Daily allowances (per diems), km allowances, telephone and internet costs, purchase of equipment or chemicals, customs costs, meals and food purchases during journey to field facility and back, bar bills and other extra services at place of accommodation.

Questions regarding eligible costs may be addressed to the SIOS Observing Network Infrastructure Officer (eleanor.jones@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 using 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 and relevance to SIOS.

The detailed eligibility and evaluation criteria are described in the call text. In the interest of transparency, the guidance for reviewers is available on the call web page.

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?
- **Safety and permission:** Can the project be carried out safely, and is it likely to be granted the necessary permits?

Access providers may, if relevant, suggest amendments to the project plan that would increase the feasibility.

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.

Applicants are responsible for obtaining the necessary permissions to conduct their proposed work. These must be in place no later than 2 months before the start of fieldwork.

All users of the SIOS Access Programme must undergo mandatory safety training appropriate to the planned project.

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 but may seek guidance from the SIOS Observing Network Infrastructure 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.

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 expected (based on the budget submitted with your application) and actual costs. A template will be provided.
- 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. If samples collected during the project are still being processed (or similar), then there is no need to provide data from these in the summary. 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. Refer to <https://sios-svalbard.org/RIAccess> for examples from previously funded projects.

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. Both discovery metadata and the actual data generated using SIOS infrastructure must be submitted to a data centre integrated with the SIOS Data Management System. When non-SIOS data are used, discovery

metadata have to be provided to the SIOS Data Management System. 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.

Important! By submitting an application to the SIOS Access Programme the applicant confirms that they have received authorisation from their employer for their planned activity and that they will comply with the conditions outlined in this document.