

ARCTIC RESEARCH AND STUDIES 2015-2017

Cooperation in the field of Arctic Research and Studies between Iceland and Norway

Programme Guide 2016

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1 Contact Information / Information and guidance

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2 Arctic Research and Studies objectives and introduction

The Icelandic and Norwegian Ministries of Foreign Affairs are the owners of Arctic Research and Studies and issue every year a total of approximately EUR 150.000 to fund activities within the frames of the programme.

The programme is based on a Memorandum of Understanding concerning co-operation between Iceland and Norway in the field of Arctic scientific research, signed on September 29, 2011.

All information about the Arctic Research and Studies programme is presented on the common website: www.arcticstudies.is

2.1 The main objective of Arctic Research and Studies 2015-2017

The purpose of the fund is to encourage scientific cooperation between higher education institutions and research organizations in Norway and Iceland in the field of Arctic science

2.2 Annual call for applications to Arctic Research and Studies – application deadline 19th September 2016

One call for applications will be annually.

The 2015 deadline was 18th September 2015.

The 2016 deadline is 19th September 2016.

The 2017 deadline will be 18th September 2017.

Applications for preparatory support will be accepted after the deadlines given availability of funds.

3 Arctic Research & Studies Administration and programme committee

The Icelandic Centre for Research (Rannis) has the main responsibility for the administration of the Arctic Research and Studies Programme and is in charge of processing applications. The Norwegian Centre for International Cooperation in Education (SIU) takes part in the application assessment process and is responsible for information and guidance to Norwegian applicants.

The Arctic Research and Studies Joint Programme Committee consists of representatives of the Icelandic Ministry for Foreign Affairs and the Norwegian ministry of Foreign Affairs. The programme committee has the responsibility to monitor and control the implementation and development of the Arctic Research and Studies programme. Rannis reports to the programme committee.

Rannis takes grant award decisions in cooperation with SIU in Norway. Grant award decisions exceeding 25.000 EUR annual funding are subjected to Joint Programme Committee approval.

4 Target groups and scope of the Arctic Research and Studies programme

Applicants to the Arctic Research and Studies programme, and their partners, must be an institution or an organisation. Individual persons cannot apply to the Arctic Research and Studies programme. The main target groups are:

- Higher Education Institution, public and private
- Research Institutions, public and private

Only institutions from Iceland and Norway can apply for funding and be a formal partner in an application. Experts from third country institutions can however participate if it is duly justified that their participation strengthens the Icelandic-Norwegian cooperation.

5 Activities in the Arctic Research and Studies Programme

Arctic Research and Studies activities can be focused on research and/or higher education activities in the field.

The programme is open to all subject areas given an Arctic relevance which needs to be clearly identified by the applicant.

There are two types of activities funded in the Arctic Research and Studies Programme:

5.1 Long-term cooperation between Icelandic and Norwegian institutions

Long-term cooperation activities are eligible for mobility funding. Funded duration of activities can be up to 24 months. There is no maximum application amount, but Rannis cannot allocate grants higher than 25.000 EUR per year without formal Joint Programme Committee approval.

Minimum number of participating institutions/organisations are two, one from each country. Eligible period of funded activities is from October after a given deadline plus 23 months. Maximum duration for 2016 funded activities is 1st October 2016 to 30th September 2018.

There is no minimum or maximum duration of individual mobilities. It is however expected that the main purpose of mobilities will be short-term (3-7 days) activities, such as working, planning and/or

preparation meetings, guest lecturing or joint research activities. Longer duration would have to be clearly justified.

General discussions about cooperation and how it can be increased, as well as visits “to get to know each other”, are not considered eligible for mobility funding.

The cooperation should have a clearly identified theme and long-term purpose. The partners must have a clear vision about future cooperation and how it will be sustained after funding has ceased.

The cooperation and funded activities can be linked to more than one project that the partners are working on.

There must be tangible output(s) or indicative milestone(s) that can be reported on as part of the results of the funded activities.

First payment, representing 80% of awarded grant, of long-term cooperation grants is paid within 60 days of grant agreement signing. The remaining 20% are paid after final report has been approved.

5.2 Preparatory support for the initiation of joint grant applications

Maximum duration of funded activity is 12 months. Maximum allocation is 12.000 EUR.

Eligible period of funded activities is from October after a given deadline plus 11 months.

Maximum duration for 2016 funded activities is 1st October 2016 to 30th September 2017.

Preparatory support activities are eligible for mobility funding and a lump sum for preparatory work.

The maximum amount awarded for mobility is 5.000 EUR. Disbursement of 20% of the mobility grant will be subject to documented submission of prepared application. The maximum duration of funded individual mobility is 6 days.

The maximum amount awarded for preparatory work is 7.000 EUR. Disbursement of this part of the grant will be subject to documented submission of prepared application. Eligible activities include work hours for preparation of application to the Horizon 2020 programme and other international competitive research and educational programmes such as Erasmus+, NordForsk, Nordic Master and more.

Either the Icelandic or the Norwegian partner must be the coordinator of the project being applied for, and it must be clear that both Icelandic and Norwegian partners have significant roles in the project. In programmes where the minimum number of participating countries is three, mobility funding for third country participants/experts is eligible.

First payment, representing 80% of awarded mobility grant, is paid within 60 days of grant agreement signing. Second payment, representing 100% of the preparatory support grant and the remaining 20% of the mobility grant, is paid after final report including documented submission of prepared application has been approved.

6 Financing

Two types of funding are awarded;

6.1 Travel and Subsistence / Mobility grants

Mobility grants are awarded for travel and subsistence according to lump sums.

If beneficiary is able to implement approved mobilities for a lower amount than awarded grant, the difference may be used for other costs related to the cooperation.

Travel rates - 5 categories: 200 € / 500 € / 700 € / 900 € / 1100 €						
FROM/TO	Reykjavik	Iceland, not Reykjavik	Oslo	Norway, not Oslo	Svalbard	Third country
Reykjavik		200 €	500 €	700 €	900 €	500 €
Iceland, not Reykjavik	200 €		700 €	900 €	1.100 €	700 €
Oslo	500 €	700 €		200 €	200 €	500 €
Norway, not Oslo	700 €	900 €	200 €		200 €	700 €
Svalbard	900 €	1.100 €	200 €	200 €		700 €
Third country	500 €	700 €	500 €	700 €	700 €	

Subsistence	Rate
Daily rate for subsistence in Iceland	220 €
Daily rate for subsistence in Norway	250 €
Daily rate for subsistence in third country	220 €

6.2 Lump sums for Preparatory Support

Preparatory Support grants are awarded for work hours according to lump sums based on full day rates for staff cost.

Staff costs for preparatory work	Rate
Daily rate in Iceland	250 €
Daily rate in Norway	280 €

The maximum amount for Preparatory Support is 7.000 € given that the application being prepared exceeds 233.000€, otherwise the maximum is 3% of the amount being applied for.

The applicant must explain the need for the number of days applied for Preparatory Support.

7 The application and application deadline

The application is electronic, but signed Declaration of honour from the applicant and signed Mandate letter(s) from partner(s) must be scanned and attached to the application form along with a standard excel Budget form and description including Activity Plan.

7.1 Who can apply

Icelandic and Norwegian institutions can apply and be partners.
Individuals can not apply.

7.2 The online application form and annexes

The online form and the standard forms for the annexes are available at:

<http://www.arcticstudies.is>

Only these standard forms for the annexes are accepted.

The application system uses Flash player to display the form. If the form does not appear then the applicant might need to update or install Flash player. Changing web-browser can also work.

Navigation buttons at the top of the form:



- The **“Prev page”** and **“Next page”** buttons must be used. Do not use the **“back”** and **“forward”** buttons in the web-browser. The form is on three pages:
 - Page 1: Annex upload (Budget & Activity plan, declaration of honour and mandate letters)
 - Page 2: Identification of applicant, partners and type of application (it is not possible to apply for Long Term Cooperation and Preparatory Support in the same application)
 - Page 3: Description of activities and amount applied for (information from the Budget and the Activity plan)
- It is possible to **“Save”** the form at any time. If this option is used the applicant gets a web address for the saved form that needs to be save (i.e. by bookmarking in web-browser). This option should not be needed if the applicant has completed the Annexes beforehand.
- In order to **“Send form”** all obligatory field (yellowish) must be completed
- It is not possible to **“Print”** the entire form until after it has been sent. Printed version is not needed

7.3 Annex 1 to the application; Budget & Description

This must be the standard excel document which is in four sheets:

- Sheet 1: Identification of the applicant and partner(s) and auto completed budget overview
- Sheet 2: Budget for Mobilities
- Sheet 3: Budget for Staff Costs. Only applicable for Preparatory Support
- Sheet 4: Description and Arctic Relevance

This form is attached to the online application but does not need any signing.

7.4 Annex 2 to the application; declaration of honour from the applicant

Standard form to be signed by the legal representative and the contact person of the applicant, scanned and attached to the online application.

7.5 Annex 3 to the application; mandate letters from partners

Standard form to be signed by the contact person of the partner(s), scanned and attached to the online application.

8 The application assessment process

Applications can only be submitted electronically. Applications must be submitted in English.

Eligibility

The following criteria must be fulfilled for an application to be eligible for assessment:

- It must be submitted;
 - by the application deadline for Long-term Cooperation.
 - by the application deadline for Preparatory Support to get priority. Preparatory Support applications are accepted after the deadline given availability of funds.
- It must be complete with all annexes; budget & activity plan, declaration of honour and mandates.
- It should be written in English.
- It must include at least two institutions, Icelandic and Norwegian.
- There is a clear Arctic relevance.
- For long-term cooperation there is a clearly identified theme and long-term purpose. The partners have a clear vision about future cooperation and how it will be sustained after funding has ceased.

Assessment of applications

Applications are assessed by experts from Rannis and SIU, who agree on a consolidated list of applications which should receive funding. Rannis takes final grant award decisions, but single decisions exceeding 25.000 EUR in annual funding are subject to Joint Programme Committee approval.

The applicant can expect an answer within 45 days after the application deadline.

Applications may receive full funding (what has been applied for), partial funding (only some of the applied activities are funded, or the budget has been reduced) or be rejected.

9 Follow-up and reporting

All recipients of Arctic Research and Studies grants are obligated to report to the Arctic Research and Studies programme no later than 30 days after the contract period has expired.

The reports are to be submitted online, in the final report form which will be available here:

<http://www.arcticstudies.is/>

The following documents must be attached to the final report.

- For Mobility: Copies of flight tickets or invoices. The documents must verify who travelled where, and when (full name, places from and to and dates).
- For Preparatory Support: Verification from the programme being applied to stating that application has been received and is eligible.

For grant agreements exceeding 12 month's duration an interim report will be requested. Standard form for interim report will be provided by the programme.