

REPORTING PROCEDURES

This document provides some guidelines about reporting, and includes information about why specific information is useful to the Executive (in italics) – which may help you when competing the reports.

1. Leaders of every formally recognized IFG, project and skill enhancement activity must submit ***an annual report*** to the President of the sponsoring Commission and the Secretary-General by 31st January of the year following that in which they received funding or recognition (in the case of projects for which funding was not requested). Presidents of sponsoring Commissions will assess reports (and raise any queries with authors) before presenting them to the INQUA Executive for acceptance. The INQUA Executive will not consider requests for continued funding or recognition of the activity without such acceptance.
2. Reports should be submitted on the INQUA Reporting Form, which is available at <https://inqua.org/funding/funding_forms>.
3. The reports are designed to provide the Executive with a ***concise*** overview of activities and achievements during the reporting year, as well as information on how monies allocated in the reporting year have been spent.
4. You are strongly encouraged to contact the President of the Commission sponsoring your activity for feedback on the report before submitting it. *The President should have an overview of your IFG/project and how it fits into ongoing INQUA activities, and can advise you whether the report is clear and summarizes your IFG/project adequately. This will help to avoid the situation where the Executive needs to request further information or clarification about an IFG/project before approving the report or further funding.*
5. In the section “summary of activities”, please list ***all*** activities carried out during the year, whether these were supported by INQUA funds or not. Activities may include e.g. setting up of a website, mailings to participating scientists, contributions to INQUA newsletters or publications, workshops or other meetings, presentations about IFG/project activities by members of the group to international conferences or workshops, production of handbooks or field guides, publications etc. Please explain how each of these activities contributed to the overall goals of the IFG/project, and whether they led to concrete products. *INQUA funds are awarded for IFGs or projects, not for specific workshops – it is therefore important that you do not confine your report to e.g. the workshop or activity on which the bulk of the funds were spent. IFGs or projects are selected on the utility and achievability of their specific goals, and thus you need to demonstrate how specific activities have advanced these goals.*
6. In the section “people involved in activities during the reporting year”, please list all scientists involved whether they were supported by INQUA funds or not. Please identify the current status of each participant clearly. The definitions of ECR and DCR are given on the INQUA webpage. If you are in any doubt about whether a participant fits within the definition, please consult the President of the Commission responsible for your IFG/project. *This information is important because it provides a way for the Executive to assess the extent of outreach to the wider community, including younger scientists and scientists from developing regions. INQUA’s funding is targeted at increasing the participation of younger and developing country scientists in international activities. INQUA IFGs/projects are not meant to be exclusive in their membership*.
7. In the section “summary of accomplishments”, please focus on ***outlining concisely*** what you have achieved during the year and indicate what this contributes to the overall goals of the IFG/project. For example, this section could list publications (with a one sentence summary of what they show) or workshops (with a one-sentence summary of what was achieved or decided) or datasets created (with an indication of how these will be used). This section should be concise so that your achievements are clear, and should not include e.g. agendas from workshops, the abstracts of published papers, photographs from fieldtrips, extracts from conference proceeding. If you wish to provide additional documentation, including any of the items listed above, please submit them as appendices to the main report (you can refer to these appendices in the report).
8. In the section, “list of publications” please provide full citations of publications that have been submitted or published during the reporting year. You may include publications that were listed as submitted in a previous report if they have been published, but please do not include published items that were included in previous reports. You may include the publication as an Appendix to the main report, but this is not required provided a full citation is given. *Please note that these publication lists may be used to advertise the work of the IFG/project through the Commission newsletters.*
9. Financial reporting. Please give details about the way in which funding was spent during the reporting year. These should be reported ***in Euros***. If the cost of the item was covered in full by INQUA, then please give this cost in both the third and fourth columns of the table. Otherwise, please give the total cost in column three and indicate how much of this was covered by INQUA in column four. When items apply to the IFG/project as a whole (e.g. the cost of a meeting room or publication of a handbook), please indicate IFG/project in column two; otherwise give the name and status of the person funded. *INQUA funding is limited and is designed to provide leverage for other funding sources. It is important that the report forms demonstrate that money has been spent in accordance with INQUA guidelines.*
10. Receipts. Please provide scanned copies of your receipts as an appendix to the Report. These should match with the items listed in the financial reporting section (i.e. the receipt may cover a total cost rather than the component funded by INQUA). Since these receipts may be in currencies other than Euros, please provide the conversion rates used. You (or your institution) should keep the original copies of the receipts against the eventuality that the INQUA accounts are audited.
11. Non-spend or carry-over. If you have not spent all the money that was allocated to the IFG/project in a specific year, you may request a carry-over to the following year. Carry-overs are not granted automatically, and you therefore need to explain why the money was not spent as planned, why the activity is still relevant and important, and how and when the money will be spent. If this information is not provided, the carry-over will not be approved and you will be asked to refund unspent money.