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**2018 PROJECT REPORTING**

**AND**

**2019 APPLICATION FOR CONTINUATION OF ACTIVITIES**

**This form is divided into two sections:**

1. **A report of 2018 activities, including description of expenses and all related receipts and documentation.**
2. **An application for 2019 activities, including budget.**

**This form, *with the reporting section left blank*, must be received by the President of the sponsoring Commission by *15th October 2018*. Please read the funding guidelines on the INQUA webpage before completing this document; we encourage you to consult the appropriate Commission President at an early stage in the development of your proposal or if you have any queries about eligibility.**

**The complete form, including the completed reporting section and finalized proposal, must be received by the INQUA Secretary-General and the President of the sponsoring Commission by *15th December 2018*. Please keep your reports on activities and achievements (item 6) concise. You may attach additional supporting documents (e.g. meeting agenda, news items, copies of publications) if you wish. In the case of new applications, the reporting section will remain blank.**

**No late applications will be considered.**

 SECTION 1:

INQUA ANNUAL REPORT FOR FUNDING GIVEN IN 2018

1. IFG/Project/Skill grant number
2. Title
3. Sponsoring Commission
4. Leader(s) (name, mailing address, e-mail address): (All communications will take place by email unless specifically requested otherwise, in which case a fax number should be supplied.):

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| --- | --- | --- |
| Name | Mailing address | Email address |
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1. People involved in activities during reporting year.

Please use the INQUA activity reporting spreadsheet available [here](https://www.inqua.org/media/uploads/INQUA%20activity%20reporting%20form.xlsx):

<https://www.inqua.org/funding/funding_forms>

1. Brief summary of activities and accomplishments during reporting year (Please keep this summary brief. You may attach additional supporting documents, e.g. meeting agenda, news items, copies of publications if you wish) (*maximum one half page*).
2. List of publications during reporting year
3. Paragraph describing your aims and activities, to be included in *Quaternary Perspectives* (photos for this publication can be sent directly to the editor).
4. Breakdown of use of the INQUA funding.

You will need to supply electronic (scanned) copies of receipts for your expenditures; we request that you (or your organization) keep the original receipts in case of any subsequent audit of INQUA. Please list the item paid for in the second column, and give a brief description (e.g. taxi receipt, room booking fee). Please make sure that the scanned receipt is marked with the appropriate number for this item. Please give the cost in the original currency (i.e. to match the receipts you are providing) and then the equivalent sum in Euros (because your budget from INQUA was awarded in Euros). If the item involves funding travel or subsistence for a specific person, they should be named in the second column. Please indicate their status (PhD, ECR, DCR) so that it is easy to check that the expenditure conforms to INQUA policy.

Please use the INQUA activity reporting spreadsheet available [here](https://www.inqua.org/media/uploads/INQUA%20activity%20reporting%20form.xlsx):

<https://www.inqua.org/funding/funding_forms>

**Signed (Leader):**

**Date:**

 SECTION 2:

INQUA PROJECT APPLICATION FOR 2019 ACTIVITIES

**DETAILS**

1. **Year of application**
2. **Name of primary Commission supporting your proposal**
3. **Name of International Focus Group supporting your proposal**
4. **Project title**
5. **Leader(s)** (1) All communications will take place by email unless specifically requested otherwise, in which case a fax number should be supplied. 2) Leadership should reflect the international community it is designed to serve. 3) attach CVs for each):

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| --- | --- | --- |
| Name | Mailing address | Email address |
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1. **Confirmed international participation.** Please give name and affiliation, and indicate if the participant is a graduate student (PhD), early-career researcher (ECR), developing-country researcher (DCR) or senior scientist (SS), using the table below). Please add rows to this table as necessary!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Institute | Country | Role | Status (PhD, ECR, DCR, SS) | To receive INQUA funding (yes/no) |
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1. **Proposed overall duration** (years or inter-congress period)

**DESCRIPTION**

1. **Description of project for general audience.** Please describe the background and long-term goals of the project in terms accessible to a non-specialist. ***If the application is successful, this paragraph will be used by the sponsoring Commission to advertise your activity on the website.***

(*maximum half page*)

1. **Background and rationale.** Please provide a justification of the need for the project. Please identify the benefits of this activity, both for individuals involved and the wider INQUA community.

(*maximum 1 page*)

1. **Specific objectives**.

(*maximum 1 page*)

1. **Fit to remit of sponsoring Commission.** Please explain how the proposed project will enhance the activities of the sponsoring Commission and specifically how it contributes to the goals of the sponsoring IFG. Please explain how the IFG and the project will communicate and interact.

(*maximum 1 page*)

1. **Planned workshop/meetings** (if any,dates and venues if known).
2. **Inclusivity plan.** Please give details of how the project will promote its activities, and seek to involve, e.g., early-career scientists and scientists working in low-GDP countries and gender balance.

*(maximum 1 page)*

1. **Detailed description of activity.** Please give details of the proposed activity (or activities) including type of activity, where/when it will be carried out and who will be involved. Please identify (by name if possible) any people who will be funded by INQUA to participate in the activity. Please ensure that you describe BOTH the activities during the life of the activity and the specific things planned for the current year.

(*maximum 2 pages*)

1. **Anticipated scientific results, impacts and products.** (publications, presentations, public outreach, organization of sessions in large international meetings, such as EGU, AGU, IGC, IUGG, etc.)

 (*maximum 1 page*)

1. **Strategy for data dissemination, curation and public access** (link to public catalogues and data bank managed by international organizations such as NCDC, IAEA, etc.)

 *(maximum one half page)*

1. **Other initiatives addressing this area of science.** Please provide details of any such activities and explain how the proposed project differs from or will enhance ongoing initiatives. Please indicate whether you have been in contact with these groups to discuss future synergies/interactions.

(*maximum one half page*)

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**PROPOSED BUDGET FOR 2019**

Please complete the table below, giving the full costs (in Euros) in the third column and the amount requested from INQUA for any allowable item in the fourth column. If the item involves funding e.g. travel or subsistence for a specific person, they should be named in the second column. This budget is intended for activities to be conducted in 2019.

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| --- | --- | --- | --- |
| **Item** | **Person involved (and status)** | **Cost (in Euros)** | **Funding requested from INQUA** |
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| ***Totals*** |  |  |

**BUDGET JUSTIFICATION**

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| --- | --- | --- |
| **Item** | **Justification and basis of calculation** | **Link to outcomes/products** |
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**ADDITIONAL SUPPORT FROM OTHER ORGANIZATIONS**

We recognize that INQUA may not be able to provide all the level of support that you need for an activity. Please specify additional sources of funding (in Euros) for this activity in the table below.

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| --- | --- | --- |
| **Source** | **Amount requested** | **Status**Confirmed (C), pending confirmation (P), application to be made (TA) |
|  |  |  |
|  |  |  |
| ***Total*** |  |  |

**Please note:** INQUA grants may be held in institutional or non-institutional accounts. Because INQUA requires that its limited funding is specifically used to assist Developing Country and Early Career scientists, it does not allow overheads to be taken off its grants. In the case of institutional accounts, INQUA anticipates that the institution will waive any overheads normally charged. In case of non-institutional accounts, it is the Project Leader’s responsibility to make sure that his/her institution allows this, and that all formalities and legalities are observed. Grants are normally transferred to the Project Leader. However, at the Project Leader's request they can be transferred to a co-leader or local organizer.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**