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INQUA GRANT RELEASE PROCEDURES

To activate the release of funds for your project, you need to complete the form below. Please only claim funds that you will spend during the year the grant is allocated. If, due to unforeseen circumstances, you cannot spend the funds allocated to you at this time, you must return the funds to the INQUA Treasurer’s account no later than 15th May 2026. If you are applying to continue your activity and additional funding for 2025, you must complete and submit a new application form in September 2025.

After completing and signing the form, please submit one copy to the INQUA Treasurer (treasurer@inqua.org), Secretary (info@inqua.org), Vice-President for Commissions (maria.sanchez-goni@u-bordeaux.fr), and President of the Commission. The INQUA Treasurer will release funds at any time before September 1st of the funding year, but please be aware of delays inherent in the international transfer of funds.

Please note that:

* INQUA grants may be paid to institutional or non-institutional accounts. Where they are to be paid into non-institutional accounts, it is project leaders’ responsibility to ensure that their institutions allow this, and that all formalities and legalities are observed.
* Funds can only be transferred between full-service banks (i.e. wire transfers to credit unions will not be possible).
* Grants are normally paid to the project leader but, at the project leader's request, may be paid to a co-leader or local conference organizer.
* Because INQUA requires that its very limited grants be used specifically to assist developing country and early career scientists to participate in international projects organized by the project leader, it does not allow overheads to be charged on its grants.
* INQUA requires that you submit electronic copies of receipts for expenditure with your annual reports. We request that you (or your organization) keep the original receipts in case of any subsequent audit of INQUA.

INQUA GRANT RELEASE FORM

1. Year of the grant award
2. Award grant number
3. International Research Network – IRN/ Skill Activity – ISA grant title
4. Award amount (Euro)
5. Leader(s) (name, mailing address, e-mail address): (All communications will take place by email).

|  |  |  |
| --- | --- | --- |
| Name | Mailing address | Email address |
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|  |  |  |
|  |  |  |

1. **Financial details** (For countries using IBAN, SWIFT and BIC codes).

|  |  |
| --- | --- |
| **Name of account holder (not necessarily PI)** |  |
| **Home address of account holder (not bank address)** |  |
| **Bank name** |  |
| **Bank address** |  |
| **IBAN** |  |
| **SWIFT or BIC code** |  |
| **Email address of account holder** |  |

**NOTE – If from a country not using IBAN, SWIFT or BIC codes**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Name of account holder (not necessarily PI)** |  | | **Home address of account holder (not bank address)** |  | | **Bank name** |  | | **Bank address** |  | | **Sort or routing codes (not IBAN)** |  | | **Account number** |  | | **Email address of account holder** |  | |

1. **Your deadline for money transfer**

# I hereby request release of the funds allocated to the above project for this year, and confirm that the project leader(s)

# will supply a report by the 31st of December of the year of the grant allocation, which will include a budget report specifying how the INQUA funds were used to support this project’s activities during the year;

# accept(s) any conditions attached to the allocation, as set out in the award letter received from the INQUA Vice-President responsible for the Commission, and;

# will appropriately acknowledge INQUA sponsorship and support in the project's activities and publicity material.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (*Project leader)* **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**