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**2018 IFG 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 President of the sponsoring Commission by *15th December 2019*. Please keep your reports on activities and achievements (items 5 and 7) 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.):

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*).

1. People involved in activities during reporting year

Please you the reporting spreadsheet available here:

1. List of publications during reporting year
2. Paragraph describing your aims and activities, to be included in *Quaternary Perspectives* (photos for this publication can be sent directly to the editor).
3. 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 you the reporting spreadsheet available here:

**Signed (Leader):**

**Date:**

 SECTION 2:

INQUA IFG APPLICATION FOR 2019 ACTIVITIES

**DETAILS**

1. **Year of application**
2. **Name of primary Commission supporting your proposal**
3. **International Focus Group title**
4. **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):

|  |  |  |
| --- | --- | --- |
| 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 IFG for general audience.** Please describe the background and long-term goals of the IFG 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 IFG. Please identify the benefits of this activity, both for individuals involved, the sponsoring commission and the wider INQUA community.

(*maximum 1 page*)

1. **Detailed description of IFG structure and design, including timeframe and evolution of activities:** Please give details (***maximum two pages***) of the proposed activity (or activities) including type of activity, where/when it will be carried out and who will be involved, and projects that will be developed. Please identify (by name if possible) any people who will be funded by INQUA to participate in the activity.

(*maximum 2 pages*)

1. **Anticipated scientific results from this activity (including potential publications):** Please list the key science questions that the activity seeks to address.

 (*maximum one page*)

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**PROPOSED BUDGET FOR 2019**

Please complete the table below, giving the full costs 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. The budget must be drawn up in Euros. 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** | **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) |
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| ***Total*** |  |  |

**Please note:** INQUA grants may be held in institutional or non-institutional accounts. Because INQUA requires that the 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**