

APPLICATION PACKAGE

IRG Travel Award for Short-term scientific missions

Contents

Enclosed is a set of documents relating to the IRG Travel Award for short-term scientific missions, including:

1. Information guide
2. The application form, which is available on the IRG web site www.irg-wp.com as an interactive form.
3. A host institution acceptance form.

Your application

Your completed application should consist of the application form and a host institution acceptance form from the institution you plan to visit. In addition, you must submit:

- A detailed working plan (one typed page would be suitable)
- A request for funding based on a breakdown of the expected actual costs.

Where to send it

You should submit your application to the IRG Secretariat at any time throughout the year. The IRG Secretary-General will be happy to answer any questions you might have.

**IRG Secretariat
Box 5609
SE-114 86 Stockholm, Sweden
Fax: +46 8 10 80 81
e-mail: irg@sp.se**

Information Guide

1. General

An IRG Travel Award for a short-term scientific mission (STSM) shall contribute to the realization of the scientific objectives of the IRG.

These missions are targeted to strengthen the existing IRG networks by allowing scientists to visit a laboratory in another country, or in some instances within their own country, to learn a new technique or to make measurements using instruments and/or methods not available in their own laboratory.

The Secretariat is responsible for the administration of the missions.

A special committee, The IRG Travel Award Committee, is responsible for selecting the candidates to receive support, based on the applications received.

The applicant will normally be a scientist or student establishing himself/herself in the field of wood protection, or in a field related directly to wood protection interests.

Generally, the applicant must travel to another country where he or she is not normally resident, however where intra-country travel between the institutions of 800 km or greater is contemplated, intra-country travel is permitted.

The host institution can be public or private, but should preferably have a member of IRG on staff, or be a sponsor member of the IRG.

2. The Applicant

1. Eligibility:
Normally restricted to researchers developing in the field of wood protection and to graduate students in the field. Applicants may only receive the award once.
2. Host institution
The host institution can be public or private, but should preferably have employed either an IRG member or be a sponsor of the IRG. The researcher is responsible for obtaining the agreement of the host institution.
3. Researcher Responsibilities
The researcher is responsible for applying to the IRG Secretariat for approval and for providing the necessary records relating to missions to the Secretariat. These records include the travel documents and the mission report.
4. Duration
Short-Term Scientific Missions, minimum 3 days, shall normally be made within 6 months of the award.
5. Applications
Applications, as completed application forms, may be submitted at any time to the IRG Secretariat, and awards will be made in a timely manner.
6. Evaluation
The applications will be evaluated for the scientific value of the proposed work as well as the reasonableness of the estimated costs requested. Incomplete applications will not be considered.

7. Finance
The maximum contribution for a mission will normally not exceed SEK 12 500 and a maximum of 10 awards will be made each year.
Payments will be made as follows:
 - a. 50 % of the estimated costs in advance of the mission from the Secretariat
 - b. 50 % upon submission of the completed Mission Report, and a detailed statement of the use of the allocated funds. This information must be returned within 4 weeks after the end of the mission.

The final statement must include copies of relevant vouchers, in particular the tickets used for travel, and the Mission Report must be duly refereed by the host institution.
8. Mission report
The researcher must send a mission report (See guidelines below) and a financial statement with copies of the expenses to the Secretariat within 4 weeks of the end of the mission. After verification, the balance due will be paid promptly.
9. Information to IRG members
A recipient must also present one of the following: preferably a paper or poster for presentation at the Annual meeting, or a short note in the Newsletter, in addition to the mission report to the Secretariat.
10. Policies
For the period of the Travel Grant the IRG is not in any way the employer and recipients must make their own arrangements for all health, social, personal security and pension matters.

3. Procedure

1. Researchers seeking support shall submit a completed application form accompanied by a completed acceptance form from the host institution to the IRG Secretariat.
2. The Secretariat will send copies of the applications to the members of the IRG Travel Award Committee.
3. Each member of the Committee will individually evaluate each application and based on the individual comments of the Committee members, the chairperson will prepare proposals for approval at a Committee meeting, which may be conducted either in person or through electronic communication.
4. Following consideration and approval by the Committee, grants will be made in a timely manner.
5. The Secretariat shall notify the applicant of the decisions of the Committee and report to the membership of the IRG at the Plenary on successful applicants.
6. Institutions may normally only receive a maximum of 3 participants or send no more than two participants per year.

4. Guidelines for Mission Reports of IRG Travel Awards

The report shall comprise the following:

1. Title.
Give a brief descriptive title for the mission.
2. Keywords.
Provide a set of keywords describing the mission's objectives and results.
3. Brief description of the objectives of the mission.
4. Description of the tour.
 - ◆ Name of the institute/laboratory
 - ◆ Persons contacted
 - ◆ Subjects discussed/work done/important observations
5. Where appropriate, a short description of methodology or laboratory, technique acquired.
6. Conclusions and further prospects
 - ◆ Brief statement on the main subjects of the mission.
 - ◆ Brief information on the benefits.
 - ◆ Plans for further cooperation.
 - ◆ Any further follow-up.

The report shall be prepared and submitted in electronic form.

This document supersedes IRG/WP 03-60175
Adopted by the Executive Council on 20 May 2007

APPLICATION FORM

IRG Travel Award for Short-term scientific missions

Name: _____

First Name: _____

Organization: _____

Address: _____

City/State: _____

Postcode: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

Qualifications: _____
(Title, Degrees)

Nationality: _____

1. Host institution

I intend to visit (name of institution) _____

2. Period requested

I apply for the period from _____ to _____

3. Detailed Work Plan (to be attached)

4. Details of funding requested

- Costs in SEK, US\$ or €, and Local currency

	SEK, US\$ or €	Local
▪ Travel cost	_____	_____
▪ Lodging	_____	_____
▪ Subsistence allowance	_____	_____
▪ Other (specify)	_____	_____
Total costs	_____	_____
• Indicate any contributions from other sources:	_____	_____
Amount requested from IRG	_____	_____

- 5.** I enclose the “Acceptance by the Host Institution” of the work plan duly signed. I declare that the information provided above and enclosed is accurate and complete to the best of my knowledge.

Date: _____ Signature: _____

ACCEPTANCE BY HOST INSTITUTION

IRG Travel Award for Short term scientific missions

This declaration is to be completed by the head of the host institution and returned to the grant applicant.

Name: _____

First Name: _____

Organization: _____

Address: _____

City/State: _____

Postcode: _____

Country: _____

Phone: _____

Fax: _____

E-mail: _____

(i) I am willing to receive _____, at my institution on an IRG Travel Grant for a short-term scientific mission to undertake the work described in the attached work plan.

(ii) Intended time frame for this work is from _____ to _____

Date: _____ Signature: _____