

THE INTERNATIONAL RESEARCH GROUP ON WOOD PROTECTION

APPLICATION PACKAGE – IRGWP Travel Award

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1. Introduction

1.1. Aim

The objective of the Travel award is to encourage and facilitate international cooperation between young researchers and IRGWP specialists and member organisations working on complex problems of wood protection and durability.

1.2. The Award

The Travel Award is granted once a year. It is restricted to one or two awards per year. The maximum amount granted is 15 000 Swedish kroner per year. The Travel award is for younger researchers who wants to travel abroad to get access to equipment or expertise and learn new techniques. The Award is not designed to pay 100 % of costs associated with the trip. Some of the costs are expected to be the responsibility of the applicant or the hosting institution.

By this award IRGWP gives attention to young promising scientists and helps improve their research by facilitating international cooperation. IRGWP is the most important network within wood protection and this is one way of introducing and sharing this network with young researchers.

The award shall contribute to the realisation of the scientific objectives of the IRGWP and strengthen the existing networks.

The award winner will be given special attention at the IRGWP Annual Meeting through the presentation of an award/ plaque during the plenary session. In addition the awardee or his/her representative is highly encouraged to present the outcome of the work during the plenary session. Finally the awardee will also be recognized in the Newsletter by highlighting the background of the individual and the work completed with the award.

2. Application guide

2.1. Eligibility

- The Award is restricted to younger researchers such as students or post doctoral research fellows active in the field of wood protection.
- The applicant must be an IRGWP student, regular or corresponding member.
- Applicants may only receive the award once.
- The applicant for the IRGWP Travel Award for year Y shall not have been granted for the RCA the year Y-1 and year Y.
- The host institution can be public or private, but should preferably have a member of IRGWP on staff, or be a corporate member ("Sponsor") of the IRGWP. The applicant is responsible for obtaining the agreement of the host institution.

2.2. Criteria

The IRG Secretariat is responsible for the administration of the Travel award. A special committee, The Travel Award Committee, is responsible for selecting the candidate to receive the award, based on the applications received. The Committee may choose not to make an award even when applications have been received. The criteria the Committee will use in their assessment are:

- The scientific value of the proposed work.
- Scientific strength of the intended collaboration.
- Added value to the young researcher's ongoing projects.
- The reasonableness of the estimated costs requested.
- Plan for communication of results (IRGWP paper desired).

Incomplete applications will not be considered.

2.3. The Application

A completed application consists of:

1. The application form (Appendix 1) incl. project plan. It is important to clearly state the purpose of the Travel award, e.g. to access special equipment, to learn new techniques, and the objectives of the research project.
2. Résumé/CV.
3. Host institution acceptance form (Appendix 2).
4. Details of total costs including what the applicant is prepared to pay himself/herself and other funding raised, the Award is not designed to pay 100 % of costs. Additional cost may be borne by the individual or by the host or sending institution. Accommodation and meals may be borne from personal or raised support, or staying with a host is also applicable.

The application must be submitted to the IRGWP Secretariat before 31 March.

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

2.4 Financial issues

- The researcher is responsible for supplying to the IRG Secretariat the travel documents and the Travel Award report.

- Payments will be made as follows:
 - 50 % in advance of the mission from the Secretariat.
 - 50 % upon submission of the completed Travel 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 trip.
- The final statement must include copies of the tickets used for travel, and the travel report must be duly refereed by the host institution.
- For the period of the Travel Award the IRGWP is not in any way the employer and recipients must make their own arrangements for all health, social, personal security, tax and pension matters.

2.5 Travel Award report

The report shall comprise the following:

1. A descriptive title for the project.
2. The objectives of the project for which the Travel award is to be used.
3. Description:
 - Name of the institute/laboratory
 - Persons contacted
 - Subjects discussed/work done/important observations
4. A description of methodology or laboratory, technique acquired.
5. Experimental results acquired
6. Conclusions [what was achieved, recommendations]
 - Brief statement on the objective and if met.
 - Brief information on the benefits and what was learnt
 - Plans for further cooperation.
 - Any further follow-up.

The report shall be prepared and submitted to the IRGWP Secretariat irg@sp.se in electronic form no later than one month after the end of the stay.

Subject to the character of the mission, the recipient must also prepare a paper or poster for presentation at the Annual Meeting (can be presented by someone else than the Award winner), and a short note in the Newsletter, in addition to the mission report to the Secretariat.

2.6 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 before 31 March.
2. The Secretariat will send copies of the applications to the members of the 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.
5. The Secretariat shall notify the applicant of the decisions of the Committee before 1 May and report to the membership of the IRGWP at the Plenary on successful applicants.

The IRG Secretary-General will be happy to answer any questions you might have.

APPENDIX 1

APPLICATION FORM
IRGWP Travel Award

Name: _____

First Name: _____

Organization: _____

Address: _____

City/State: _____

Postcode: _____

Country: _____

Phone: _____

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. Attach the project plan including

1. aim
2. background
3. detailed working plan
4. plan for communication of results

4. Attach the “Acceptance by the Host Institution” of the work plan duly signed.

5. Have you been granted for a RCA? No ___ Yes ___ If yes, which year _____

I declare that the information provided above and enclosed is accurate and completed to the best of my knowledge.

Date:

Signature:

APPENDIX 2

**ACCEPTANCE BY HOST INSTITUTION
IRGWP Travel Award**

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

Name: _____

First Name: _____

Organization: _____

Address: _____

City/State: _____

Postcode: _____

Country: _____

Phone: _____

E-mail: _____

The institution has at least one IRGWP member in the staff and/or is a sponsor (Yes/No): _____

(i) I am willing to receive _____, at my institution on an IRGWP Travel Award to undertake the work described in the attached work plan.

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

Date:

Signature: