



## INQUA GRANT APPLICATION 2012

Following is an outline of the steps involved in making an application for a grant from INQUA.

We strongly advise you to acquaint yourself with the work of each Commission before embarking on this process as this is likely to assist you in making a successful application.

(<http://www.inqua.tcd.ie/commissions.html> for details of Commissions and their Presidents)

### **Application process**

- (i) Potential project leaders (PPL) should approach the President of the appropriate primary Commission to enquire whether their project is likely to fit the current scope of that Commission's work. The PPL should, ideally, suggest where the project fits within the scope of the Commission and whether it has potential to contribute to the work of more than one Commission.
- (ii) The Commission President will decide whether the project will fit into the overall remit of the Commission or that of one of its International Focus Groups (IFGs), where these exist.
- (iii) Once the Commission President has determined that the project has the potential to enhance the work of the Commission as a whole or of a specific IFG, he/she will either provide the potential project leader with future guidance and consultation or direct the potential project leader to the leader of the relevant IFG for this purpose.
- (iv) The PPL will then complete the prescribed forms (see below) and submit it either directly to the Commission President or to the IFG leader, who will, after his/her approval, pass it to the Commission President for final comment before submitting it to the Secretary-General for consideration at the next Executive meeting.
- (v) The Commission President and/or IFG leader will determine internal submission deadlines to ensure the application reaches the Secretary-General by the final deadline given below.
- (vi) If the project has the potential to contribute to the work of more than one Commission, the President of the primary Commission will advise the PPL to obtain the agreement of the President(s) of any relevant secondary Commissions to have the Commission's name included in the application.
- (vii) The PPL will send copies of submitted applications to the President(s) of any secondary Commissions, who will have the right at this stage to remove or confirm support for the application but will not otherwise be required to concern themselves with the application.

**Please note: Only fully completed applications submitted on the required forms will be considered.**

**Deadline for receipt of applications by the Secretary-General: Friday January 30<sup>th</sup> 2012.**



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### PROJECT OUTLINE

#### DETAILS

1. **Name of primary Commission supporting your proposal:**
2. **Name of International Focus Group (if any) supporting your proposal:**
3. **Name of secondary Commission(s) (if any) supporting your proposal:**
4. **Project title:**
5. **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.):
6. **Confirmed international participation:** (please give name and affiliation, and indicate if the participant is a young, early-career or developing-country researcher)
7. **Proposed overall duration:** (years or inter-congress period):

#### DESCRIPTION

1. **General description:** (maximum 500 words). 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.)
2. **Specific objectives:** (not to exceed one page)
3. **Detailed description of activity:** (not to exceed 3 pages. Please ensure that you describe BOTH the activities during the life of the activity and the specific things planned for 2012):
4. **International significance of project:**
5. **Workshop/meetings:** (dates and venues if known)
6. **Related INQUA or non-INQUA activities:** (Please indicate whether you have been in contact with these groups to discuss future synergies/interactions.)

**OUTCOMES**

- 7. Involvement of young, early-career and developing-country scientists in project:**
- 8. Anticipated scientific results:** (not to exceed one page)
- 9. Anticipated publications:** (Project leaders are encouraged to publish project results in *Quaternary International*.)

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



# INQUA GRANT APPLICATION 2012

## BUDGET PROPOSAL (in Euro)

### PROJECT DETAILS

1. Name of supporting primary Commission:
2. Name of supporting International Focus Group:
3. Name of supporting secondary Commission (if any):
4. Project title:
5. Leader's name:

### TRAVEL AND SUBSISTENCE

1. Students (x <sup>1</sup>)
2. Early-career scientists (x <sup>1</sup>)
3. Scientists from countries with low GDP (x <sup>1</sup>)
4. Others (x <sup>2</sup>)

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**Subtotal: €**

x<sup>1</sup> specify how many.  
x<sup>2</sup> provide details

### WORKSHOP/MEETING REGISTRATION FEES

1. Students (x <sup>1</sup>)
2. Early-career scientists (x <sup>1</sup>)
3. Scientists from countries with low GDP (x <sup>1</sup>)
4. Others (x <sup>2</sup>)

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**Subtotal: €**

x<sup>1</sup> specify how many.  
x<sup>2</sup> provide details

### OTHER ITEMS (SPECIFY\*)

1. (details item1 etc \*)

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**Subtotal: €**

<b>TOTAL: €</b>
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### ADDITIONAL SUPPORT FROM OTHER ORGANIZATIONS

(\*Specify sources, amounts, and whether this contribution is requested, anticipated or confirmed)

1. (grant 1 etc\*)

<b>TOTAL: €</b>
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