**INTERNATIONAL RESEARCH NETWORK (IRN) & SKILL ACTIVITY (ISA)**

**GRANT APPLICATION FORM**

**IRN/ISA Grants** are provided to enhance the development of research networks and skill activity, and can run for multiple years, or just over one year as follows:

1) Research Network:

A) Multi-year IRN (1 workshop/year)

B) Single-year IRN (1 stand-alone meeting/conference)

2) Skill Enhancement

A) Single-year ISA (1 workshop)

Please read the funding guidelines on the INQUA webpage [(https://inqua.org/projects](https://inqua.org/projects-fellowships/498-2)) before completing this document; we encourage you to consult the appropriate Commission President or INQUA via [info@inqua.org](mailto:info@inqua.org) at an early stage in developing your proposal if you have any queries about eligibility. Early Career Researchers (ECRs)\* and Developing Country Researchers (DCRs)\* are encouraged to submit their early proposals to the commissions at least 3-4 weeks before the deadline to receive feedback and increase their chances of success.

We encourage worldwide participation in the research networks. However, Principal Investigators (PIs) and co-Principal Investigators (co-PIs) if not from INQUA member countries must be from “developing countries” as listed by OCSE (OECD) – Development Assistance Committee (DAC) (https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html)

The final version of your application must be received by the INQUA Secretary-General ([info@inqua.org](mailto:info@inqua.org)) by ***30th September 2025***.

**No late applications will be considered.**

**International Research Network (IRN) & Skill Activity (ISA) Grant Application Form**

1. **Grant Information**
2. Grant category*(please choose the relevant one)*

Research Network:

A) Multi-year IRN (1 workshop/year)

B) Single-year IRN (1 stand-alone meeting/conference)

Skills Enhancement

1. Single-year ISA (1 workshop)

Field of research and/or relevant INQUA Commission(s)

1. IRN/ISA title
2. IRN/ISA acronym
3. Keywords (up to 5)
4. **International Research Network & Skill Activity Leader(s)**

* Maximum 2 leaders
* PIs and coPIs if not from INQUA member countries must be from “developing countries” as listed by OCSE (OECD) – Development Assistance Committee (DAC).
* All communications will take place by email with the **corresponding Leader** (mark this person in the table below with an \*)
* The leader(s) should have a track-record demonstrating their ability to carry out the proposed activity. Please provide a short CV (max. 1 page) for each Leader (with 5 most relevant items: publications, workshop organization, teaching experience …)

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| --- | --- | --- | --- |
| **Name** | **Institute mailing address** | **Email address** | **Status (PhD, ECR, DCR, SS)\*** |
|  |  |  |  |
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* Graduate student (PhD), Early Career Researcher (ECR), Developing Countries researcher (DCR), Senior Scientist (SS)

1. **Scope of the International Research Network/Skill Activity**

This section should include a description of the activities proposed, explaining the following elements:

* The background, rationale and long-term goals of the research/meeting/activity.
* The significant Quaternary research question addressed by the proposed activity.
* A description of the benefits of these activities to the broader INQUA community and beyond.
* Details of how the research/meeting/activity will involve ECRs\* and DCRs\* and how efforts will seek to improve representation biases (gender, countries …).
* Provide details of the proposed places and dates of meetings and other activities for the whole duration of the IRN/ISA.

1. General description of the IRN/ISA *(max. 500 words)*
2. Workshop goal (max. 250 words)
3. International significance
4. Workshop organization
5. INQUA or non-INQUA related activities

**D. Anticipated international participation**

Please give names and affiliations and indicate if the expected participants are graduate students (PhD), ECRs, DCRs, SS\*. Please also add if the researchers are from INQUA members (IMs) or from developing countries (DCRs). A participant can naturally fit into different categories (e.g. DCR and ECR or SS\*). This list may not be exhaustive and may evolve between the proposal submission and the beginning of the IRN/ISA.

We encourage worldwide participation to the research networks.

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Institute** | **Country** | **Role** | **Status (PhD, ECR, DCR, SS)** | **To receive INQUA funding (yes/no)** |
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1. **Outcomes**

This section should include:

* Anticipated scientific results, impacts and products (i.e. publications, presentations, public outreach, organisation of sessions in international meetings) and specific publication strategy targeting INQUA journals like Quaternary International and Quaternary Environments and Humans
* A strategy for data dissemination, curation and public access (i.e. inclusion in international online open-access databases)

1. Anticipated participation in congresses/conferences, if applicable.
2. Anticipated publications, if applicable. It is expected that any publications resulting from the sponsored research will be offered for consideration to the INQUA/ELSEVIER journals [Quaternary International](https://www.sciencedirect.com/journal/quaternary-international) or [Quaternary Environments and Humans](https://www.sciencedirect.com/journal/quaternary-environments-and-humans). For present and future proposal submissions, PI’s publications in INQUA journals (QI and QHE) will be taken into consideration.
3. Public Databases, if applicable.
4. Public outreach, if applicable.
5. **BUDGET PROPOSAL (in Euro)**
6. **IRN/ISA details.** Please describe how the requested funds will be used *(MUST meet INQUA guidelines) [[https://inqua.org/projects](https://inqua.org/projects-fellowships/498-2)] (max. 1000 words)*
7. **Travel and subsistence**
   1. PhD (number)\*
   2. ECRs\* (number)
   3. DCRs \*(number)\*
   4. Others (number of confirmed scientists)

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| **X days for the workshop organised in YEAR devoted to ACTIVITY** |
| **X Scientists from X country (X €)** |
| **X Early-career researchers from X country (MSc, PhD) (X €)** |
| **SUBTOTAL: X €** |

**AMOUNT REQUESTED FROM INQUA TOTAL: X €**

1. **Additional financial support from other organizations** *(if there is any)*

Additional financial support might be necessary to organize the proposed activity. Please specify additional sources of funding (in Euros).

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| --- | --- | --- |
| **Source** | **Amount requested** | **Status**  *Confirmed (C), pending confirmation (P), application to be made (TA)* |
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| **TOTAL: X €** | | |

***Please note:*** *INQUA grants may be held in institutional or non-institutional accounts. Because INQUA requires that its limited funding is specifically used to assist developing countries and ECRs, 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 IRN/ISA 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 IRN/ISA Leader. However, at the IRN/ISA Leader's request they can be transferred to a co-leader or local organizer.*

*\****Definitions**

For the purposes of all funding schemes, the Executive uses the following definitions:

**Early Career Researchers (ECRs)**

For the purposes of funding, INQUA defines early-career researchers as graduate students and postgraduates within 8 years of receiving their final degree. This period of 8 years does not take into account periods of time taken not working as an academic or because of taking time off because of family responsibilities. Scientists who have been working for less than 8 years and who have permanent (tenured) positions, may still be considered as early-career researchers.

**Developing-country scientists**

For the purposes of funding, INQUA defines Developing-Country Researchers (DCR) - as those who are working in low income or lower middle income economies (see [here](https://www.oecd.org/en/topics/sub-issues/oda-eligibility-and-conditions/dac-list-of-oda-recipients.html)for list of these economies). DCRs may, but do not necessarily have to, come from countries that are Members or affiliates of INQUA. In applying this guideline, INQUA will take into account that inclusion or exclusion from the OCSE list may not be an adequate reflection of the levels of science funding or funding to individual scientists. In particular, more senior scientists from low/lower middle income economies may still have sufficient levels of funding to enable them to participate in INQUA projects – applicants are asked to be sensitive to this issue when applying for funding, in order to ensure that funding goes to people who would most benefit from support. Please contact the President of the relevant Commission with any queries in relation to this.