

INQUA PROTOCOL IN CASE OF FRAUD

INQUA facilitates individual scientists or a group of scientists in doing research with grants that can, for example, be used to a) attend congresses such as the INQUA Congress that takes place every four years or smaller INQUA-related workshops/symposia/conferences, b) to finance INQUA Projects e.g. the organisation International Network or Skill Enhance meetings, c) to cover the expenses of a 3-6 months visit to a foreign institute as in the case of the INQUA Fellowship Program. The basis of the financial support/grant is an application submitted by an individual or a project leader. After the INQUA Executive approves, the applicant will be informed that the grant will be available for the application-described purpose(s). To activate the release of the granted funds, the applicant has to complete and sign the INQUA Grant Release Form. By signing, the applicant accepts the responsibility to spend the awarded/released budget for the designated purpose(s) and submit a financial report and electronic receipts for expenditures before the deadline indicated in the Grant Release Form. The original receipts (incl. boarding passes, etc.) should be kept for at least one year and submitted to provide an auditable record of INQUA support.

If, due to unforeseen circumstances, the allocated budget could/has not been used to finance the designated purpose(s) or has been used only partly, the (remaining) budget must be reimbursed within one month after the reporting deadline indicated in the Grant Release Form. The applicant who signed the INQUA Grant Release form is responsible for the timely reimbursement of the (remaining) budget.

If the responsible applicant fails to reimburse the money in time, an urgent request to transfer the amount within one month will be sent one week after the deadline. The INQUA President and the INQUA Treasurer will sign the letter. The applicant will also be informed about INQUA's procedure in case of financial fraud.

Suppose the responsible applicant does not reimburse the amount before the deadline indicated in the letter sent by the INQUA President and Treasurer. In that case, the failure will be regarded as financial fraud.

In case of financial fraud, the supervisor/director of the institute/dean of the faculty or any other superior of the responsible applicant will be informed by the INQUA President and Treasurer with the request to investigate possible solutions to solve the problem within three months.

If the final result is still negative and the problem has not been solved, the responsible applicant will be informed by the INQUA President and the INQUA Treasurer that his/her name will end on the INQUA – Black List. The consequences of being black-listed are:

- The black-listed person is not allowed to attend any INQUA-related meetings;
- The black-listed person is not allowed to participate in INQUA activities, projects, workshops, etc.;
- The black-listed person is not allowed as 1st author nor as co-author, to publish in Quaternary International (QI), Quaternary Environment and Humans (QEH) and Quaternary Perspectives;
- The black-listed person will be skipped from the INQUA mailing list and will, hence, no longer receive the INQUA Monthly Newsletter.

INQUA's decision and the related consequences will be communicated with the Commission Presidents, relevant Project leaders, the International Council National Delegate of the country where the person is based and/or employed and the supervisor/director of the institute/dean of the faculty or any other superior of the responsible applicant.

