



Institutional Grants Scheme Application Guidelines

Please read carefully before applying and retain for reference

General

IAS Institutional Grants are intended for capacity building in less developed countries.

The list of eligible countries eligible for such support is based on the World Bank classification countries that historically spend less than 1% of GDP on research and development ([link to World Bank data](#)). Applicants from countries not on the list need to strongly justify their case and demonstrate why no alternative funding sources are available.

One grant of up to €10,000 is awarded twice per year. The grant is administered through the purchase of equipment or teaching / research materials (including shipping costs) by the IAS, on behalf of the recipient. Thus, **no cash payments are made either to the recipient or to their institution.**

Application is via the form provided on the IAS website, supplying **all** the information listed in section 5 below. Documentation from the University authorities must have an official institutional letterhead and quotes for equipment must be on official templates from the supplier companies with full contact details and corporate data (e.g., tax registration numbers, company registered office).

The applications are evaluated by a committee headed by a member of the IAS Council of Management after the deadline. Advice and recommendations will be sought from appropriate Council of Supervision members, regional correspondents and IAS members, and appropriate due diligence will be carried out on shortlisted applications. This may include a visit to the applicant's institution. All of the information is put to the full IAS Council of Management before a final decision is made.

Applicants are personally informed about the outcome of their application by email within 3 months of the closing date.

Eligibility

Applicants for IAS Institutional Grants must:

- Be full members of the IAS
- Have a permanent position at their university

Unsuccessful applicants may re-apply **once** during a subsequent round if they have not obtained funding from other sources. In this case their application should incorporate any feedback received on the previous application and the modifications to the application should be clearly explained.



Deadlines

Spring application round (1st session)

Deadline: **31st March at 24h00 CEST / UTC+2**. Recipient notification: By 30th June

Fall round (2nd session)

Deadline: **30th September at 24h00 CEST / UTC+2**. Recipient notification: By 31st December

Evaluation criteria

Applications will be evaluated and ranked on the following criteria:

- How the equipment or materials obtained through the grant will enhance the recipient's capacity to teach sedimentology at undergraduate level in a sustainable way
- How the grant will support post-graduate (Master's level) sedimentological research
- Realistic budget and quotes for equipment / materials that pass due diligence checks
- Satisfaction that the equipment / materials could not realistically be obtained without the IAS grant

Applications where additional (e.g., matching) funds are made available by the recipient's University are always viewed favourably.

Application requirements and procedures

Applications must be submitted via the IAS website using the Word template form provided on the website. Please complete the form in full. Section 3 must include or have attached:

- **The applicant's job title / role**
- **The mission statement of the Earth Science Department and/or University**
- **Approval from the University authorities to accept the grant and to exempt it from any overheads** (*this should be a scanned official letter with University letterhead, and the signature and printed name of the signing representative*)
- **A list of the permanent teaching and technical staff members of the Earth Science department with an indication of their research areas**
- **The structure of the undergraduate and graduate curricula in Earth sciences** (*Bachelor ± Masters programmes with courses, modules, and teaching hours for lectures and practical classes, fieldwork details*)
- **The number of undergraduate and graduate students in Earth sciences**
- **The current facilities available for Earth science students**
- **A motivation case for the grant application**



- **An itemised budget with justification for the items to be purchased, accompanied by detailed quotations from suppliers, plus shipping costs, and import taxes (where applicable)**
- **The applicant's CV including their current and planned sedimentological research**

The completed Word template and supporting documentation should be combined **into a single pdf** and uploaded through the IAS website before the deadline. The date and time of submission are automatically recorded.

Examples of acceptable funding are equipment (such as sieves, calcimeters, auger drilling tools, microscopes, specialist computer software / hardware, etc.), or material that can be used by all Earth Science students (geology or sedimentology textbooks, IAS Special Publications, etc.).

Funding is not available for salaries, travel, institutional core funding or overheads, student bursaries, generic computing equipment. If in doubt, please contact the IAS for advice well before the deadline.

After a grant is approved

When a grant application is approved the recipient will be contacted to confirm their acceptance of the grant and to collect further information necessary for the award to be made, such as shipping address and customs requirements. The items in the successful application will be purchased through the Office of the IAS Treasurer and shipped to the recipient. Under no circumstances will money be transferred to the applicant.

Once the equipment / materials have been obtained and delivered to the recipient's University department a written acknowledgment / short report and several photographs of it in use should be sent to the IAS suitable for inclusion in its newsletter. The IAS should be acknowledged in any research presentations or publications that use equipment obtained through the grant.

Submission of an IAS Institutional Grant application is taken as confirmation that you have read this document and agree with all of the requirements and expectations herein.

If you have any questions, please contact the IAS well before the closing date and we will do our best to assist you.