

## Guide for application & booking at Sverdrup Research Station 2018

This document will provide information for applying and booking your project stay at the Sverdrup Station, Ny-Ålesund in 2018. We appreciate that you inform us about your planned stay in Ny-Ålesund as early as possible so that we can plan our resources in the best way possible.

### DEADLINES 2018

- **1 February** – Spring season projects (16 Feb–31 May).
- **1 April** – Summer season projects (1 Jun–15 Sep) and space at the Marine Lab.
- **1 September** – Autumn/Winter season projects (16 Sep– 15 Feb).

We strongly recommend that you book your summer projects in due time well before 1 April since other stations already start booking their summer activities earlier and capacity is limited!

Please respect these deadlines, as we cannot guarantee accommodation, lab or office space booked after these dates. If you are unable to submit a full registration by the deadline, due to pending funding or other issues, please inform us by e-mail to [stationmanager@npolar.no](mailto:stationmanager@npolar.no) with the planned dates and details of your intended stay.

### BOOKING

Booking has to be done through the Research in Svalbard (RiS) [www.researchinsvalbard.no](http://www.researchinsvalbard.no) portal, a combined system including:

- Registration of new projects, or update existing projects
- Booking your stay in Ny-Ålesund (combined for Sverdrup Station and Kings Bay facilities)
- Application for permits from the Governor of Svalbard, if applicable. Please note that RiS currently does not include application for other permits, like e.g. Norwegian Animal Research Authority (NARA).

The station manager of the Sverdrup Station will contact you if there should be any questions to your application/registration. Once your project is accepted, you will receive confirmation of flight tickets from Longyearbyen to Ny-Ålesund, lodging, and other information.

### TIPS AND COMMENTS TO THE RiS BOOKING SYSTEM

- **New RiS project:** If your project has not been registered in the RiS system before, you need to register a new project. Note that the project has to be accepted by Svalbard Science Forum (SSF) before you get the RiS ID, which is done only during working hours. There will appear a new button on your project page when the project is accepted, given that you have entered a fieldwork period and selected a station in Ny-Ålesund (see below). You will then be able to do the booking.
- **Already existing RiS project:** If you already have registered your project in the RiS portal, please verify and update the project information. You will find your active projects under "MY PROJECTS" on the front page when you log in. You can search the SSF database for your RiS number, name or project title if you don't have a record of it.
- **Research station:** Your project needs to be affiliated with a research station (i.e. Sverdrup Research Station). Choose Edit project, go to Register Fieldwork Period, and

click on the location or enter the desired location in the field above the map and add your station to your fieldwork period.

- **Fieldwork period:** In order to do a booking you need to have defined a fieldwork period (ahead in time) registered in your project. Note that the fieldwork period should equal the period from the first person in the team arrives in Ny-Ålesund to the last person leaves. This is **not** equal to the project period. Remember that all your dates in the booking must be within your fieldwork period. **It is especially important to provide precise dates for the fieldwork periods** (not yearlong periods which will “mess up” the statistics and searches) **and the exact fieldwork location iot. utilize the new Awareness module\*) in RiS.** Remember NEVER to use an old fieldwork period and just change the dates to this year's fieldwork. This will create a mess in your booking since the old bookings are linked to your fieldwork periods.
- **Flight:** If there are several people in the team, arriving and departing at different times, choose the Add new Flight key to add separate flight details for each person.
- **Weapons and field equipment** – see below.
- **Reporting:** You must report on your permission from the Governor of Svalbard though RiS, if the Governor has required you to do so. The Governor does no longer accept reports sent by e-mail from outside of RiS.

**\*) Awareness module** is a new function in RiS coming in January 2018, which will give you updated information on matches between your project and other projects based on keywords, to provide you with cooperation opportunities. This is why it is so important that you choose keywords well when you updated and create projects. The Awareness module will also give you updated information on fieldwork positions of other projects that are within 10 km from your fieldwork site, which will give you an opportunity to coordinate and share logistics.

Check out the new "How to" presentations with more tips and tricks here (in the right side panel): [https://www.forskningsradet.no/prognett-ssf/The\\_RiS\\_database/1253983007548](https://www.forskningsradet.no/prognett-ssf/The_RiS_database/1253983007548)

## FIELD EQUIPMENT

Acceptance of the project often depends on the equipment needs! In the RiS booking form you should indicate the need for large equipment like snowmobiles, boats, etc.

**NB!** If you need to rent other type of equipment (clothes, safety equipment, etc.) from Sverdrup Station, this needs to be done on a separate form. The list of available equipment can be found here: <https://varekatalog.npolar.no/varekatalog.pdf> Send the equipment-booking list to [materialforvalter@npolar.no](mailto:materialforvalter@npolar.no) at the same time you do your booking.

## WEAPON REGULATIONS

- The Sverdrup Station can only rent rifles to NPI-employees, and to researchers from other organisations that are attached to, or working on a NPI-project. All other researchers must rent rifles from Kings Bay.
- Please remember that if renting NPI weapons you must have repeated the annual weapon training before arrival (either through the NPI or Kings Bay). This can be done through NPI in Longyearbyen or Tromsø, but must be arranged in advance of your visit. There is no weapon training by NPI in Ny-Ålesund!

- For non-NPI researchers renting Kings Bay weapons, training is provided by Kings Bay upon arrival in Ny-Ålesund. NPI or non-NPI researchers can rent Kings Bay weapons without extra training if they have taken NPI security course (and can show signed diploma at the reception desk at Kings Bay).
- Kings Bay rifles can be booked through RiS booking, while NPI rifles are booked on the equipment list (info on how to do that is given above).

#### **OTHER ISSUES**

- Note that there is identity/passport control when arriving in and departing from Svalbard. Please remember to bring your passport.
- Ny-Ålesund is a radio silent area, and there are strong restrictions on using active instruments in Ny-Ålesund. If you require use of active radio frequencies, please see the [NySMAC webpage for procedures](#) on how to do this.
- Since Ny-Ålesund is a radio silent area, it is also WiFi and Bluetooth free. You will need an old-fashioned cable to connect to the internet. We can provide you with a cable, but be aware that Apple-computers need an adapter for internet cables, which you have to bring yourself.
- Please check out the [Ny-Ålesund flagship webpages](#), to see how your project can connect to the already ongoing activities within your field in Ny-Ålesund.

Contact us at [stationmanager@npolar.no](mailto:stationmanager@npolar.no) if you require further details or have any questions.

We look forward to seeing you in Ny-Ålesund in the coming months.

The Sverdrup Station Team