

Greenland Climate Research Centre

c/o Greenland Institute of Natural Resources
P.O. Box 570, DK-3900 Nuuk, Greenland



Agreement

GCRC project organization and collaboration

between

Greenland Climate Research Centre

&

Institute: xxxx

Project No / File No: GCRCxxxx

Project Title: xxxx

Date: xxxx

Date:

Centre Coordinator

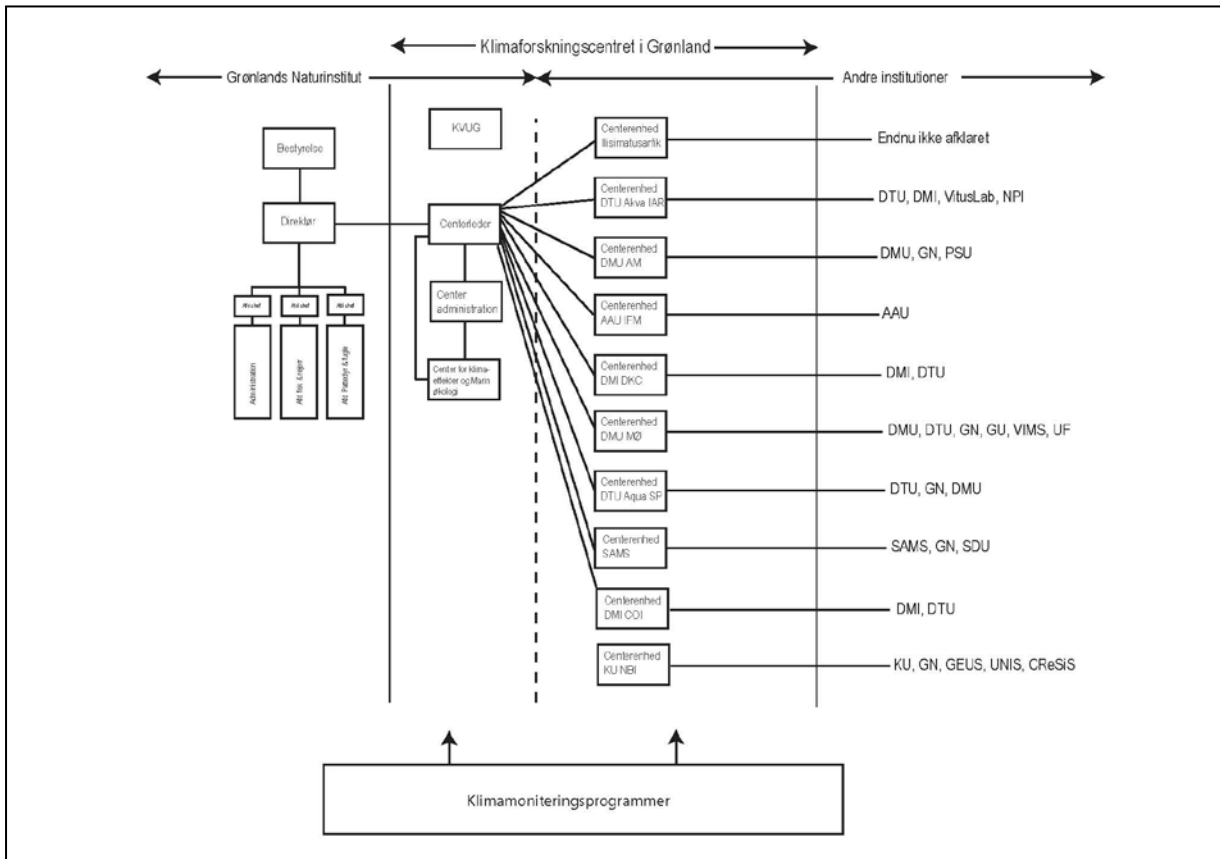
Project Manager

Head of Centre

Head of Institute

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1. GCRC Project Organization



GCRC Project Organization

2. Distribution of Responsibilities:

- Head of Centre: Responsible for the overall scientific coordination of research program
- Centre Administration: Responsible for overall coordination, support, planning and follow-up
- Centre Units: Responsible for research projects, scientifically and financially
- Centre unit project managers are responsible for their own grants and completion of their own projects. In addition, the project managers are responsible for ensuring that communication and collaboration between their own projects, the centre administration, and all other GCRC projects is efficient and in compliance with agreements made.

3. Project/Case Number

GCRC will assign a unique GCRC project/case number (GCRC6501, GCRC6502, etc.) which will be used for reference.

4. Project Facilities

The Greenland Institute of Natural Resources (GINR) has a number of facilities that can be made available to the research projects. The number of facilities is limited, however, so each facility must be booked in advance by the project. The first project to book a facility gains the right to its use.

For some facilities a fee will be charged. A preliminary invoice will be issued at the time of booking. If the preliminary invoice is not paid within the specified time (current month plus 10 days), the booking will be cancelled without notice. A final invoice or credit note will be issued after completion of the use of the facility.

The project facilities include the following:

- Work space (shared office space at GINR, including PC with Internet and printer access)
- Laboratories (lab ware etc. must be supplied by the project)
- Accommodations
- Small boats with or without boatman as arranged
- Large boats, including boatman
- Snowmobiles
- Cars

Current terms, conditions, and prices are available on request from the centre's logistics department.

All special equipment – CTDs, ADCPs, GPS devices, etc. – and consumables necessary for the completion of the project should, as a rule, be provided by individual projects. It will be possible, however, to borrow equipment by arrangement with the centre coordinator, provided that it is available at GCRC and is not being used for other purposes.

5. Stays in Greenland

Project managers and other project participants are expected to remain at GCRC throughout the period required for the successful completion of the project in order to ensure the build-up of skills within GCRC in Greenland. PhD students are expected to stay at GCRC in Nuuk for the major part of the total project period. In case there are scientific reasons not to, this should be arranged with the Head of GCRC.

6. Data

- It is the responsibility of the individual project leaders that preliminary data are stored securely
- Data should be made freely accessible to other ongoing GCRC projects
- Data exchange between projects should take place through direct contact between researchers
- Data should not be provided to projects outside GCRC without prior agreement with GCRC and the data originator
- General guidelines will be prepared for data formats: date, time, position, depth, height, station number, project name, etc.

7. Internal Knowledge Sharing

- Field work plans and logistics requirements in connection with GCRC projects must be communicated on an ongoing basis to the centre administration to optimize coordination between projects
- New knowledge should be communicated between GCRC projects on an ongoing basis (e.g. model simulations)
- Knowledge and news affecting the completion of projects (ship, flight logistics, etc.) must be communicated freely
- Newly published material, communication initiatives, etc. should be sent in electronic form to the centre administration, who will add them to a general publication list and make the publications available to other GCRC projects
- Titles and authors of planned publications should be sent to the centre administration, who will make them accessible to other GCRC projects participants in order to ensure maximum integration between project groups
- Newsletter from GCRC (at least once a year)

8. External Communication

- 2-4 scientific papers should be published (peer review) per granted million DKK

- 1-2 talks should be given at conferences per million DKK
- TV, radio, newspapers, magazines, journals. 1-2 contributions per million DKK

9. GCRC Website

GCRC has a website at www.natur.gl, which is updated continuously by the centre administration. Text for the website should be sent to the centre administration in Danish and in English. The Centre will arrange for translation into Greenlandic.

10. Personal Profiles on the GCRC website

GCRC wishes to publish profiles of researchers and other project participants on the GCRC website. The personal profiles include the following data. It is the responsibility of the project managers to send this information to the centre administration.

- Name
- Photo
- E-mail
- Phone
- Institution/department
- Position title
- Position description
- CV/Personal info
- Link to institution website

11. Acknowledgements

The following text should be used in published works:

- Danish: "Dette studie har modtaget finansiel støtte fra Forsknings- og Innovationsstyrelsen og er en del af Klimaforskningscentret i Grønland"
- English: "The study received financial support from the Danish Agency for Science, Technology and Innovation and is a part of the Greenland Climate Research Centre"

12. Affiliations of GCRC

When publishing results from work performed within the Centre, please cite "Klimaforskningscentret i Grønland" and/or "Greenland Climate Research Centre"

13. Status Reports

It is the responsibility of the project manager to send the following each year, no later than week 44, to the centre administration:

1. a preliminary scientific report (GCRC form) for the current year
2. a preliminary financial report (GCRC form) for the current year

14. Annual Reports

It is the responsibility of the project manager to send the following each year, no later than 31 January, to the centre administration:

1. a final scientific report for the previous year (GCRC form)
2. a final financial report for the previous year (GCRC form)
3. a final scientific and financial report should be submitted (GCRC form) no later than 2 months following the expiration of the grant term

15. Meeting Schedule

Each year, in week 46, GCRC will hold a 2-3-day general meeting, which all project managers are invited to attend. The purpose of these meetings is to ensure mutual communication, inspiration, and coordination regarding completed as well as planned research activities. The centre administration will send out a meeting agenda at least one month before the meeting date.

16. Project Evaluation

The project manager is responsible for the successful completion of the project. The scientific reports will form the basis of an overall project status evaluation against the approved project description and agreements reached, cf. this document. If it is found that the project does not fulfill these requirements, the grant may be withheld or reclaimed

Furthermore, payment, use, and administration of grants are subject to the general terms and conditions specified by the Danish Agency for Science, Technology, and Innovation, which are enclosed, and which are also available at www.fi.dk.

17. Disputes

Any disputes should be settled amicably.