

MagellanPlus Workshop Series Programme

Workshop and Travel Grants Funding Guidelines

1 - For each workshop, the MagellanPlus Scientific Steering Committee (SSC) assigns a watchdog, who will give feedback to the convener(s) and may attend the meeting.

2 - MagellanPlus workshop conveners will receive from the EMA Assistant Director, Nadine Hallmann (ema@cerege.fr), the “CNRS Creation of a Supplier” form, which is mandatory for the funding of the workshop.

3 - Once received, please fill-out the “CNRS Creation of a Supplier” form, indicating in the translated fields the name of the institution to which the funds will go to, its address, the institution’s country VAT number, telephone, fax numbers and bank details (bank address and account information to which the funds will be sent).

4 - Please return the signed and stamped “CNRS Creation of a Supplier” form to the EMA Assistant Director, Nadine Hallmann (ema@cerege.fr), along with:

- a **short, signed letter** that indicates: the name of the institution; the workshop organizer’s name; the workshop dates, location and agenda; the exact approved budget amount including a breakdown of the workshop funds (only required if information was not yet provided in the MagellanPlus proposal);
- an **official bank document** showing the bank details.

5 - Once received, a prefilled (as this document is in French) **funding request form** will be sent to you. Please add the email address of your financial department and let the director of the specified institution (usually the workshop organizer’s institution) sign and stamp this form before returning it to Nadine Hallmann (ema@cerege.fr).

6 - EMA will directly transfer the MagellanPlus funding to the specified institution.

IMPORTANT: The funds must be primarily used to finance the organization of the workshop (coffee breaks, meeting room, etc.) and travels of scientists with ECORD member countries institutional affiliations (or ICDP member countries institutional affiliations for land-to-sea proposals). Scientists from other nationalities are expected to request funding from their national offices, however, they can be exceptionally funded by MagellanPlus if they are considered as prime importance for the workshop.

The exact amount of funds will be stated in a message from the MagellanPlus Science Steering Committee Chair. The MagellanPlus contribution to a workshop is of 15.000 € maximum including travel costs of the MagellanPlus watchdog of up to 1.000 €. Travel support will not exceed 1,500 € per scientist and 5,000 € per workshop.

Once the approved workshop or travel costs have been paid, in the case that there are left-over funds from the maximum approved budget, the **remaining funds must be transferred back to EMA.**

Contact information:

Nadine HALLMANN
Assistant Director
ECORD Managing Agency (EMA)
Europôle Méditerranéen de l'Arbois
BP 80
F-13545 Aix-en-Provence CEDEX 4

Workshop Convener's Obligations

1 - To ensure that a web-based meeting announcement is available four months prior to the meeting and to include a clear stated deadline for registration three months prior to the meeting. The announcement should consist of an A4 flyer provided by the convener and to be posted on the MagellanPlus website <http://www.ecord.org/science/magellanplus/>. Information will also be distributed by ECORD via its news and social networks.

Contact: ema@cerege.fr

2 - To encourage the participation of early-career scientists (PhD and postdocs less than three years after their PhD). As a guide MagellanPlus expects a minimum of five early-career scientists participating in the workshop.

3 - To send the list of registered participants (including invited speakers) to the watchdog, upon closure of the registration deadline, who gives feedback in case of gaps in the programme.

4 - To ensure that, besides the scientific content of the workshop, aspects specific to each proposal, such as assessment of available seismic data, technological developments, safety issues, links with the industry, etc., are already taken into account at this stage. This may require the invitation of specialist(s) in that field.

5 - To take different implementation plans in cooperation with the operator into consideration as well as the possibility of in-kind contributions (IKCs).

6 - To acknowledge the support of ECORD/ICDP in all information regarding the workshop. Logos are posted on <http://www.ecord.org/resources/logos-and-maps/> and <http://www.icdp-online.org/media/icdp-logos-maps-poster/>

7 - To submit a detailed financial statement and a separate report to the EMA Assistant Director, Nadine Hallmann (ema@cerege.fr), within two months after the completion of the workshop. The financial statement should be a table in word or excel format, listing expenses such as travels, accomodation, local costs, etc. The report will include a short summary, objectives, programme, outcome and future plans, and list of participants (highlighting early-stage researchers). The summary of the report will be published in the ECORD Newsletter (<http://www.ecord.org/resources/ecord-newsletter/>) and the full report will be posted on the ECORD and ICDP websites (<http://www.ecord.org/science/magellanplus/> and <http://www.icdp-online.org>).

8 - To submit an article for publication in the “Scientific Drilling” journal (<http://www.scientific-drilling.net/home.html>) within a period of eight months after the completion of the workshop.

9 - To check whether the watchdog will attend the meeting to advise and to (informally) report on the progress of the proposal writing.

Travel Grant Recipient’s Obligations

1 - To acknowledge the support of ECORD/ICDP in all information regarding the workshop. Logos are posted on <http://www.ecord.org/resources/logos-and-maps/> and <http://www.icdp-online.org/media/icdp-logos-maps-poster/>

2 - To submit a detailed financial statement and a separate report to the EMA Assistant Director, Nadine Hallmann (ema@cerege.fr), within two months after the completion of the workshop. The financial statement should be a table in word or excel format, listing expenses such as flight and accommodation costs, etc. The report will include a short summary, objectives, programme, outcome and future plans, and list of participants (highlighting early-stage researchers). The summary of the report will be published in the ECORD Newsletter (<http://www.ecord.org/resources/ecord-newsletter/>) and the full report will be posted on the ECORD and ICDP websites (<http://www.ecord.org/science/magellanplus/> and <http://www.icdp-online.org>).