



## Travel Grants for Deep Sea Scientists

### Guidelines

#### Objective

The High Seas Alliance (HSA), in collaboration with the Deep-Ocean Stewardship Initiative (DOSI), recognizes the importance of enabling all ocean stakeholders, and in particular the scientific community, to participate in key ocean discussions to provide input and ensure that government decisions related to protect the high seas and the deep seas are informed by the best available science. HSA/DOSI travel grants present an opportunity to facilitate increased engagement from the scientific community.

To that end, we will award travel grants to enable participation and engagement in meetings, conferences, workshops, and events, while at the same time increasing the social and scientific understanding of key issues and topics, and improve our efforts to protect and sustainably manage the high seas and deep seas.

These grants are made available from August 1, 2020- December 31, 2021.

#### Eligibility

To be eligible for a travel grant, an individual must:

- Be a member of the Deep-Ocean Stewardship Initiative ([DOSI network](#)) of deep sea stakeholders.

#### Conditions

- An individual can only be awarded one grant per year;
- This grant may be used to cover costs relating to transportation (train, plane, bus, taxi or other), accommodations and meals, and conference fees (with accompanying receipts);
- Each applicant will need to provide an estimated budget of expenses. We recommend using the [US State Department Per Diem rates](#) to estimate daily expenses; The applicant must use and submit the [budget template](#) provided.
- The maximum amount that can be awarded per applicant is **\$5000.00 USD**.
- The final decision rests with the Grant Review Committee;

- Upon the award of funds, the applicant will be required to fill-out and submit the appropriate tax documents and wire transfer forms;
- Grant expenditures must be limited to those indicated in the proposed budget;
- The applicant must submit a final report to the Grant Review Committee within three weeks of completion of their meeting comprising: **(i)** an expense report that includes all original receipts; **(ii)** an overview of the meeting, workshop, conference or event; **(iii)** an account of how the applicant benefited from attending; and, **(iv)** how/if the applicant's participation contributed to the outcomes or discussions during the event.

#### **Deadline**

- Grant requests are on a rolling basis throughout the year.
- All grant requests should be submitted 60 days in advance of the meeting/workshop /conference/event. Please note that only complete applications will be processed. It is the sole responsibility of the applicant to ensure that all required information and attachments are included. If the application is refused on the basis of incomplete information, the applicant will have the opportunity to resubmit a complete application.

#### **Procedure**

1. Submit the complete application through Google Forms [here](#).
2. The Grant Review Committee will respond 40 days in advance of the event via email.
3. Upon acceptance of the award, the applicant will be required to submit the appropriate tax document and wire transfer information. The necessary forms will be provided to the applicant.
4. Following conclusion of the meeting/conference/workshop/event, the applicant is required to submit a summary final report to the Grant Review Committee. This report must be submitted within three weeks upon completion of travel.

*For further enquiries or questions about the grant or application process please contact Travis Aten at [travisgaten@gmail.com](mailto:travisgaten@gmail.com)*