

## Guide for application & booking at Ny-Ålesund Research Station – NPI/Sverdrup 2019

This document will provide information on how to apply for and book your project stay at Ny-Ålesund Research Station – NPI/Sverdrup in 2019. We kindly ask that you inform us about your planned stay as early as possible so that we can facilitate your stay in the best way possible and optimize the use of our resources.

### DEADLINES 2019

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

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 must 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 of existing projects
- Booking of your stay at Ny-Ålesund Research Station (combined for NPI/Sverdrup and Kings Bay facilities)
- Application for permits from the Governor of Svalbard, if applicable.

The Head of NPI Ny-Ålesund will contact you if there are any questions related to your application/registration. Once your project has been accepted, you will receive confirmation of flight tickets from Longyearbyen to Ny-Ålesund, lodging, and other information from Kings Bay.

### TIPS AND COMMENTS TO THE RiS BOOKING SYSTEM

- Please read the Help and FAQ pages on the RiS website: <https://www.researchinsvalbard.no/help>
- **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 must be accepted by Svalbard Science Forum (SSF) before you get the RiS identifier, an assessment which is done only during working hours. Once your project has been accepted, a new button will appear on your project page - provided you have entered a fieldwork period and selected a host institute (station) in Ny-Ålesund (see below). You will then be able to proceed with the actual booking.
- **Already existing RiS project:** If your project is already registered 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.

- **New users/members** should add themselves to RiS, instead of a project leader adding them. New users must still accept to be a user before they are available in searches to be added to projects and bookings. This is standard privacy protection.
- **Research base affiliation:** Your fieldwork needs to be affiliated with a research institute within the Ny-Ålesund Research Station (e.g. NPI/Sverdrup) in order to do a booking to Ny-Ålesund. If you have not done this, 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 institute (listed under station) to your fieldwork period.
- **Fieldwork period:** In order to do a booking, you need to define a fieldwork period (ahead in time) for your project. The fieldwork period should equal the period from when the first person in the team arrives in Ny-Ålesund to when the last person leaves Ny-Ålesund and is not equal to the project period. Remember that all your dates in the booking must be within your fieldwork period, except if you need to book freezer/ storage space. It is critical that you provide precise dates for the fieldwork periods! You should never re-use an old fieldwork period and just change the dates to this year's fieldwork, as this will “mess up” both the statistics and the search possibilities within RiS. Also remember to add exact fieldwork location(s) in order to utilize the Awareness module in RiS (the turquoise cooperation-box on your project page).
- **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. Kings Bay cannot guarantee that you will be able to bring more than 20 kg of luggage on the flight, even if excess weight has been requested through KB/Reception.
- **Available seats on the Ny-Ålesund flight:** A new time saving function that is now available from the RiS booking page is that you can check for yourself how many seats are available on the different flights. You will find the link in the transport section of your booking (and on Kings Bay's home page), and it will direct you to the Lufttransport Backoffice. The page shows you both the flight schedule and the remaining available seats on these flights. Please check the flight and seat availability before you send off your booking, this will save both you and Kings Bay time, work and e-mails back and forth!
- **Lodging:** Please specify any dietary requirements under “Lodging” when doing your booking, so that the kitchen is well prepared upon arrival.
- **Weapons and field equipment** – see below.
- **Billing address and reference:** All bookings have to include a correct billing address and reference in order for Kings Bay to issue the (electronic) invoice to the correct recipient. If a proper billing address is missing, the booking may be rejected, or Kings Bay may demand that you pay your expenses by credit card when checking out.
- **Reporting:** You must report on your permission from the Governor of Svalbard through 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.
- **Changes to a booking must be done** by requesting the needed changes through an existing RiS booking ID number. Attempts to request changes, e.g. new flight times, etc., to an existing booking by establishing a new booking will only create confusion in the RiS database and should be avoided. Please contact Head of NPI Ny-Ålesund, Kings Bay reception or SSF if you experience problems when making changes to an existing RiS booking ID.

For additional “tips and tricks”, please check the new "How to" section (right hand panel) here: [https://www.forskningsradet.no/prognett-ssf/The\\_RiS\\_database/1253983007548](https://www.forskningsradet.no/prognett-ssf/The_RiS_database/1253983007548)

Please note that RiS does not include application form for other permits you may need, like e.g. Norwegian Animal Research Authority (NARA) or Norwegian Communication Authority (Nkom). SSF have compiled a list of [research permissions](#) a researcher operating in Svalbard may need (depending on activity). The Governor of Svalbard also provides an extensive [Guide for scientists on Svalbard](#).

## 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, 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.

The best way to send equipment to and from Ny-Ålesund is by ship. Cargo has to be sent with Bring, and the current sailing plan is available at <https://www.bring.no/tjenester/transport-i-norge/svalbard>

## WEAPON REGULATIONS

- NPI/Sverdrup can only rent rifles to NPI employees, and to researchers from other organisations that are affiliated with or working on an NPI project. All other researchers must rent rifles from Kings Bay.
- Please remember that if renting NPI weapons you must have completed the annual weapon training before arrival in Ny-Ålesund - either through NPI in Longyearbyen or in Tromsø, or through Kings Bay. NPI in Ny-Ålesund does not offer weapon training!
- 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 provide a 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 emitting radio frequency equipment within your project, please see the NySMAC webpage for procedures (<http://nysmac.npolar.no/practical/>) on how to do this, and contact the Head of NPI Ny-Ålesund.
- Since Ny-Ålesund is a radio silent area, it is also WiFi and Bluetooth free. You will need an ethernet cable to connect to the internet. We can provide you with an ethernet cable, but you will need to bring any adapters needed to connect this cable to your computer.

- By doing your research project in Ny-Ålesund you will be part of a large research community. The Research Council of Norway is currently working on a Research Strategy for Ny-Ålesund Research Station. Central in this strategy is the four Ny-Ålesund flagships: The Atmosphere, The Kongsfjorden System, Terrestrial Ecology and Glaciology. 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.
- We encourage you to take the opportunity to present your research by giving a “Popular Science Talk” during your stay in Ny-Ålesund. This is a short presentation (20-30 minutes plus q&a) of your research/monitoring activities to the community, and it is a great opportunity to share information and connect with other researchers.

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 NPI team at Ny-Ålesund Research Station – Sverdrup  
Ny-Ålesund – 01. May 2019