Logistics support request: Submission guidelines

These notes are intended to assist applicants in completing a request for logistics support from Antarctica New Zealand. The information collected here is intended to allow Antarctica New Zealand to assess the request for support and their ability to support it.

This information was previously collected via various different means and is now being sought in one common application to enable all components to be assessed together.

Final approval to conduct activities will be considered by MFAT from this and any further information requested by Antarctica New Zealand should your proposal for science support be successful.

This request should be submitted to Antarctica New Zealand at the same deadline as your proposal for science funding from another agency.

The accompanying form solicits the material that Antarctica New Zealand requires in order to consider providing logistics support to a science event, should your application for science funding be successful.

The cost of providing logistics support even for simple events can be several hundred thousand dollars per year, and complex events may cost more than $1 million per year to put in the field. The explanations, justifications and details provided in the logistics request should reflect the value of the support being requested.

Antarctica New Zealand always receives requests for more logistics support than it is able to provide. Hence, clarity of explanation of tasks and justification against science objectives will enable Antarctica New Zealand to best assess how it can support your proposed event in the context of the other requests and commitments.

Applicants are encouraged to discuss requirements with Antarctica New Zealand before submission of the request.

1. Science quality assurance
Antarctica New Zealand requires a science proposal that demonstrates the highest levels of science quality through independent peer review.

1c Abstract / Executive summary
Provide a copy of the abstract or executive summary from your science proposal. Also append a copy of your science proposal to this application.

2. Description of logistics support being requested
In order for Antarctica New Zealand to determine the logistical requirements, please provide the following information:

2a Field requirements
Describe what you are trying to achieve in the field and how this links to the scientific objectives outlined in your science proposal (1000 words).

The description should reflect the number of years of support being requested, how each season will build on the previous, specific timing requirements for the science, and a clear outline of what observations need to be made and what sample types and numbers are required to support the science objectives.
2b  **Field season overview**  
Provide a narrative of how you see the field event unfolding in each year of support being requested (1000 words).

2c  **Personnel and dates**  
How many personnel are required to participate in the field team (each season), what are their roles and how do they contribute to the objectives in your science proposal? How long are they required on site and at what sites? Add additional lines to the table as required.

2d  **Field locations**  
What field sites do you need to visit? Provide co-ordinates where possible. What activities will be undertaken at each site? Add additional lines to the table as required.

2e  **Fieldwork objectives**  
What are the major logistical components required to achieve your event and how do these deliver on the objectives (e.g. specific field deployments or activities or specialist analyses – consider aircraft movements, traversing, climbing, sampling, diving, analytical needs in the field or at Scott Base). Add additional lines to the table as required.

Ensure your objectives are SMART (Specific, Measureable, Achievable, Relevant to the science proposal, and Time limited).

2f  **Equipment**  
What specialist equipment or resources do you need to achieve your science objectives – where will this be sourced from? Are there any specific cargo needs? Please describe cargo weights and volumes as accurately as possible. (200 words)

2g  **Timing**  
Are there any constraints on timing of the field event, specifically with respect to delivering the science objectives? What is your preferred start date? What is the planned event duration? (100 words)

2h  **Links to other Events**  
Are you planning to work with other research teams, including those supported by other National Antarctic Programmes? Explain how. Have any discussions taken place yet? (250 words)

2i  **Challenges**  
What do you see as the most challenging aspect(s) of your request for logistics support? (250 words)

2j  **Constrained resources**  
Early planning is required in order to provide access to constrained resources. Please indicate any constrained resources that you envisage needing and provide a clear explanation of what is required and how long it is required for.
3. Alignment with the government science strategy

Government support for Antarctic research (including the provision of logistics) is guided by the Government strategy for Antarctic research as outlined in the New Zealand Antarctic and Southern Ocean Science Directions and Priorities 2010-2020 document.

**Strategic alignment**

Provide an explanation as to how your science programme will give effect to the strategy. Be clear about which components of the strategy your research aligns with and provide some detail as to how your proposed research will advance our understanding in each of those areas (500 words).

4. Environmental impact and permitting considerations

All personnel travelling to and undertaking work in Antarctica are required to obtain approval from the Minister of Foreign Affairs and Trade. The information requested here will allow an initial assessment of whether your proposed activities can be carried out. All activities in Antarctica will be subject to further Environmental Impact Assessment.

Ministerial notification that the activities may proceed will only cover the described activities and identified potential impacts that have been included here. Therefore, it is important to include all potential locations and all activities to be undertaken while in the Antarctic environment. It may be possible to seek amendments to the Ministerial notification if plans change, but this process may cause a delay to your activities. Instead, it is recommended that all reasonable alternative potential locations and activities are included.

It is important to consider and assess all in situ activities, as well as those that result in removing physical or biological specimens from the environment. Also consider equipment that will be used in the field but removed prior to leaving, and equipment to be installed for longer time periods.


4a Entry to specially managed areas

Does your work require access to Antarctic Specially Protected or Specially Managed Areas? If so, what activities do you plan to undertake in those areas? Provide details (250 words).

4b Impacts

Will your proposed activities in Antarctica include the use of any chemicals or radionuclides? Will you use explosives? Will you interfere with any plants or wildlife? Will you create any ground disturbance? Provide details (250 words).

4c Samples

Will you take any samples (such as rock, soil, fossils, water, ice, bones, feathers or live animals)? Provide details (250 words).

4d Equipment

Do you plan to install any equipment (such as markers, stakes, weather stations, other data recorders) in the field for any length of time? Provide details, including plans for revisiting and/or removal of the equipment (250 words).

4e Alternatives

Have you considered any alternatives to the above activities to minimise impact? Explain why these options are not preferred (250 words).
5. Outreach and communications plan
The Antarctica New Zealand Board has made logistics support conditional on acceptance of a public outreach plan. Ensuring that results are disseminated to a wider audience is a key part of demonstrating the value of Antarctic research.

In layman's terms:

5a Science plan
Describe what science you will undertake in Antarctica (150 words).

5b Value
Explain why the work is important (150 words).

5c Plan to share knowledge
What is your plan to communicate your work to science, policy and public audiences? (250 words)

6. Data management plan

Antarctic treaty members are required to promote the exchange of data and make available observations and results from Antarctica through the recognised international data gathering centres and by other means (as appropriate) to ensure the exchange and free availability of this information.

See <http://gcmd.nasa.gov/portals/amd/> for further information

6 Data management
Outline your plan to reposit data and make it available at the conclusion of your research (no more than 2 years after collection). (150 words)