



Excavation and Survey in Greenland: Application instructions

Application deadline: May 1st for the current calendar year summer field season

Excavation and other scientific research in Greenland requires the issuance of a permit for all activities related to sub-surface testing and/or the collection of scientific samples. This includes permission to conduct any work that may potentially disturb or disrupt the natural environment or irreparably impact the cultural landscape through the course of fieldwork. Permits are only granted to projects affiliated with an institutional affiliation. Independent researchers without some form of institutional support are not eligible to apply.

In addition to the General Application form (see following pages), we kindly request that the following supplemental documents be included with your application packet. **Please send the Application form and all requested supplemental documents as a single PDF document to nka@natmus.gl.**

1. **Project description (1 page).** Please provide a short summary of your project and briefly address the following themes:
 - a. The potential for the proposed activity to advance knowledge and understanding within its own field or across different fields.
 - b. Qualification of the team, or organization to conduct the proposed activities. Is the plan for carrying out the proposed activities well-reasoned, well-organized, and based on a sound rationale?
 - c. Availability of adequate resources for the PI or senior personnel (either at the home organization or through collaborations) to carry out the proposed field activities.
2. **Participant bios for senior personnel (1 page per participant).** Please include:
 - a. Professional/academic background
 - b. Appointments
 - c. Publications (no more than 5 most recent)
 - d. Synergistic activities
3. **Detailed maps.** Please provide maps of the locations to be studied, excavated, surveyed or impacted during the course of your research. Please be sure to include:
 - a. Satellite images or topographic maps, preferably with a scale of 1: 250.000 (please also include scale bars, North arrow and a map key for any significant points of interest)
 - b. Relevant information on base camp locations, routes and where the expedition plans to go ashore.
 - c. Coordinates in UTM or Degrees Minutes Seconds
4. **Field plan & general methodology (1-2 pages).** Please provide a general description of your field plan and methodology. This should include information about:
 - a. Scientific rationale and strategy for data collection.
 - b. Please specifically describe what types and how many natural/cultural features or formations you plan to examine, excavate or may be potentially impacted. *What is the square area that you plan to excavate or test?* In addition, what parts of feature or formation are particularly relevant to your study?
 - c. References to previous methodological approaches that you plan to employ while in the field.
 - d. Plans to mitigate any potential disturbance to the natural environment or cultural landscape.
5. **Storage, transport and curation plan of scientific samples (1-2 pages).** Please provide a short summary of what types of samples you plan to collect during the course of your field work. In addition, please provide information on storage, transport and curation of the samples after collection. Please also make sure to address the following questions:
 - a. Do you have the proper permits to collect the samples? Are any of the samples of a sensitive nature (i.e. human remains, exotic or endangered animal species, rare minerals, etc.)
 - b. Will the samples be taken out of Greenland? What is the plan for returning the samples or repatriating the material?
 - c. Do you plan to perform a destructive analysis on the material?
 - d. Do you have the financial resources and facilities available for long-term curation, conservation and storage of any organic samples? Please provide a general cost estimate or monies earmarked within your project budget for the long-term conservation of any materials collected while in the field.
 - e. If you discover something potentially rare and unanticipated during your field work, do you have a contingency plan in place to preserve or safeguard the object(s)?
6. **Professional development & public outreach (1-2 pages).** Please provide a brief statement on any plans to publicly disseminate your research in Greenland or any arrangements to include local Greenlandic students and scientists in your field work. This may include collaborations with local museums, secondary schools, professional development programs or with the University of Greenland (Ilisimatusarfik).



General Application form for Excavation & Survey in Greenland

Please email the completed application packet as a single pdf to: nka@natmus.gl

Office use only

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Application packet checklist:

- General application form
- Project description (1 page)
- Participant bios for senior personnel (1 page per participant)
- Detailed map(s) over the expedition route
- Field plan & general methodology (1-2 pages)
- Storage, transport and curation plan of scientific samples (1-2 pages)
- Plans for professional development & public outreach (1-2 pages)
- Insurance statement
- Radio permit (optional)

The application form must be filled out electronically but signed by hand

I. General Information about the Project

Information on the project			
Project title			
Date of arrival in Greenland		Date of departure from GL	
Place of arrival to Greenland		Place of departure from GL	
General area of activities			
Will the expedition need access to the North- East Greenland National Park	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Purpose of the expedition			
Keywords of the project			

Type of project (select all that apply)			
<input type="checkbox"/> Archaeology	<input type="checkbox"/> Osteology	<input type="checkbox"/> Paleo-environmental	<input type="checkbox"/> Palaeontology
<input type="checkbox"/> Meteorite collection	<input type="checkbox"/> Genetic	<input type="checkbox"/> Other	
If other, please specify: _____			
Have you applied for an NKA excavation/survey permit before?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, provide permit number _____
If you have conducted field work in Greenland during the previous year, have you provided the NKA with a field report?	<input type="checkbox"/> No*	<input type="checkbox"/> Yes	
*All field reports are due within 1 year of the date of issue of the original permit. For projects re-applying for a permit, a field report should be submitted by May 1 st .			

Institutional affiliation			
Reference person			
Name of institution			
Address and country			
Phone		Fax	
E-mail			



Information on project leader or principal investigator			
Name			
Address			
Date of birth		Nationality	
Phone		Fax	
e-mail			

Information on emergency contact person/s			
Name/s			
Address and country			
Phone/s		Fax	
e-mail/s			

Emergency plan:
Briefly describe your team's emergency contingency plan while in the field

Project abstract (max. 200 words)



Funding Sources	
Name of institutions or organizations funding the project (<i>Please note: amounts of awards are not required to be reported, only the funding sources</i>)	

Activity area (The more detailed the information and map provided the better!)
Describe the expedition's itinerary by listing start/end point of expedition, travel route, camp/landing sites and/or general activity areas, NKAH site numbers (visit Nunniffiit), including names and coordinates of all relevant locations.
Attach map(s) – preferably in scale 1: 250.000 – with relevant information on base camp locations, route and where the expedition plans to go ashore. UTM or DMS coordinates should be included.

Transportation	
Means of transportation to and from the activity area	
Means of transportation in the activity area	



II. Equipment (please provide as much information as possible)

Radio equipment	
It is strongly recommended that all project personnel bring a personal location beacon (PLB), Maritime VHF and/or satellite telephone. In the event an expedition is split into several groups, at the very minimum all sub-groups should have a working satellite phone with them at all times.	
Number of PLBs:	PLB ID Code/s:
Number of VHF radios:	
Number of satellite phones:	Phone number/s:
If other, please specify:	
Please contact Radioforvaltningen@nanoq.gl for more information on obtaining a radio permit in Greenland.	

Firearms
Polar bear ranges in Greenland have shifted in recent years, and the risk of research teams encountering a polar bear while conducting fieldwork has increased. The NKA strongly recommends compliance with policies of host areas and collaboration with the PI's institutional safety and risk offices regarding this low probability but high potential impact field hazard. The NKA recommends all expeditions on the coastal areas of Greenland outside the National Parks bring a firearm and polar bear deterrents. <i>Please note: expeditions in the National Park are required to bring a firearm with minimum calibre of 30.06.</i>
Will you bring a firearm? <input type="checkbox"/> No <input type="checkbox"/> Yes
If yes, please include a firearm permit to your application. You can download the firearm application form from www.naalakkersuisut.gl/expeditions , permit must be obtained from the Chief Constable of Greenland politi@politi.gl

Description of other emergency, safety and general equipment to be used

III. Additional permits (research, long term storage >2 months)

Activities which require specific permit (check appropriate)	
<input type="checkbox"/>	Collection, transport or export of any endangered wildlife or flora Find application form at http://naalakkersuisut.gl/en/About-government-of-greenland/CITES . Send your application to: citeskontor@gh.gl
<input type="checkbox"/>	Studies on wildlife (mammals, birds, fish) Find application form at www.naalakkersuisut.gl/expeditions . Send your application to: apnn@nanoq.gl
<input type="checkbox"/>	Studies on plants, fungi, lichens, invertebrates, etc. Find application form at www.naalakkersuisut.gl/expeditions . Send your application to ipan@nanoq.gl
<input type="checkbox"/>	Collection or acquisition of biological material (genetic resources) Find application form at www.naalakkersuisut.gl/expeditions . Send your application to isiin@nanoq.gl
<input type="checkbox"/>	Collection of minerals and export permit for geological samples Find application form at https://govmin.gl/minerals/application-and-reporting-forms , send your application to msa@nanoq.gl
<input type="checkbox"/>	Setting up ground based instruments (e.g. camera, antenna etc.) or camps for more than 2 months Find application form at www.naalakkersuisut.gl/expeditions and send your application to pn@nanoq.gl
Other, please specify:	



IV. Scientific community

Would you like to be included No Yes
and receive information about
other scientific projects taking
place in Greenland?

If yes, the NKA will include your project in a general bulletin of research projects taking place in Greenland during the year of your field project. Information shared will include: your project's name, project abstract, project leaders, institutions and an email contact.

All excavated material remains the sole property of Greenland. This includes: all artifacts/objects, data, documentation, and/or any other samples collected in the field. Consequently rules for the final delivery of the material must be followed per the guidelines provided in the Survey and Excavation permit agreement. Some documentation and identification numbers material must follow NKA-standards (finds, photos, drawings, labelling, other documentation), some material must follow standards of other institutions (like zoological material).

A mandatory field report will be submitted to the NKA in no less time than one year from the date of issue of an NKA Survey and Excavation permit. For projects re-applying for a permit, a field report should be submitted by May 1st of the following year. Failure to submit a field report may significantly impact any future permissions for survey and/or excavation in Greenland.

The projects PI and affiliated personnel possess exclusive rights to the data collected during the course of field work for a maximum period of five (5) years extending from the initial date of the issuance of the original permit. However, the NKA kindly requests full-access and rights to use any and all photos from any excavation for public dissemination and public outreach that may be provided within the field report. The photographer will be cited if provided the source is provided in the field report.

By signing this application, the responsible institution confirms that the project possesses the adequate human and financial resources needed for the project, including any and all activities related to any future conservation, curation and storage of scientific samples and objects.

_____	_____	_____
Date	Place	Signature of applicant

Name of sponsoring institution(s)		
_____	_____	_____
Date	Signature of institutional contact	Institutional contact's title