



International Union for Quaternary Research

INQUA is registered as a foundation in the Netherlands: KvK - RSIN-number 81067321

Dr. Jasper Knight
University of the Witwatersrand
South Africa

21th November 2023

Dear **Dr. Jasper Knight**,

The INQUA Executive Committee recently met with the Presidents of the INQUA Commissions to consider proposals submitted for INQUA funding in 2023. The committee approved the requested funds for your proposal entitled: ***"WiSH - Warm Intervals in the Southern Hemisphere"***.

You had been granted € 24000.

Your project number is 2439.

Please inform the Secretary General (Enikő Magyari – info@inqua.org), Vice-president Maria-Fernanda Sanchez Goni (maria.sanchez-goni@u-bordeaux.fr) as well as Freek Busschers (treasurer@inqua.org) as soon it has been decided when the meeting take place and send a claim for the awarded funds to the INQUA Treasurer, Freek Busschers (treasurer@inqua.org).

Please use the grant release form available on the INQUA website: https://www.inqua.org/funding/funding_forms. **Please bear in mind INQUA's policies on the use of INQUA support funds Projects**, which are summarised on the following page of this letter.

Deadlines for annual reports is January 31st, 2025. In case of roll-over or continuation requests, an intermediate report must be submitted by September 30th, 2024.

Please acknowledge receipt of this letter, and your agreement to comply with the conditions outlined above, by email as soon as you are able.

We thank you for your efforts on behalf of INQUA and wish you all the best for your work.

Yours sincerely,

Prof. Dr. Maria Sanchez-Goni
INQUA Vice-president

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Conditions pertaining to INQUA recognition and funding of and Projects

Please note that, as for all INQUA projects, INQUA recognition and financial support is contingent on the following standing conditions being met:

- a) that funding may be used for:
 - travel, accommodation and (non-alcoholic) subsistence costs of researchers in meetings organised through a Project or Conference. At least 75% of the amount of the grant used to fund participation should support the participation of ECRs and/or DCRs in Project events (see www.inqua.org for definitions);
 - rental of rooms or vehicles for conferences, meetings and/or related field trips;
 - costs associated with videoconferencing (if it's not possible using the INQUA accounts), webcasts or podcasts up to a max of 10% of the grant;
 - other costs than the above with explicit (pre)approval by the Executive Committee.
- b) That project funding may not be used for:
 - supporting attendance or activities at the INQUA Congress;
 - payment of salaries;
 - taking of (institutional) overheads;
- c) that an annual report summarising the Project activities during 2024 and, where relevant, providing precise budget details on how the INQUA funds were spent, be submitted by the 31th of January 2025 (see www.inqua.org for report forms). In case of roll-over or continuation requests, an intermediate report must be submitted by September 30th, 2024;
- d) that *all* original, official non-handwritten receipts (incl. boarding passes for flights) are required for all expenses. Any expense not represented by an official receipt will need to be refunded to INQUA;
- e) that INQUA recognition and support be accorded due profile in any publicity and/or product emanating from, or associated with, the project;
- f) that the project's activities be periodically publicised through issues of INQUA's newsletter, Quaternary Perspectives;
- g) that continuing INQUA recognition of projects, whether in receipt of funding support or not, must be reaffirmed on an annual basis by the INQUA Executive Committee, and is contingent upon the submission of an annual report.
- h) any changes to agreed expenditure must receive the prior agreement of the Treasurer.
- i) it is the responsibility of the project leaders to ensure that INQUA regulations are adhered to regarding the eligibility of expenses. If you have any questions, don't hesitate to contact INQUA Secretary General and/or the INQUA Treasurer.
- j) We are taking this opportunity to remind project leaders of INQUA's guidelines for the use of INQUA funds - notably to encourage the participation of scientists from countries with low GDP and the involvement of early career scientists (i.e. scientists with less than 8 years post-PhD experience) in the project's activities and organisation.
- k) Please note that INQUA has designated PALCOM as the primary commission for your project, and any formal communications concerning this project should be directed to Dr. Enikő Magyari (Secretary General, info@inqua.org), Dr. Maria-Fernanda Sanchez Goni (Vice-president, maria.sanchez-goni@u-bordeaux.fr) and also to Dr. Manuel Chevalier (Commission President, chevalier.manuel@gmail.com). Please acknowledge receipt of this message, and your **agreement to comply with the conditions outlined above, by email to as soon as you are able.**