Guide for Applicants for IODP³ Expedition Science Team or Panel/Board membership

IODP³

INTERNATIONAL OCEAN DRILLING PROGRAMME

Guide for Applicants for IODP³ Expedition Science Team or Panel/Board membership

Table of Contents

Change log

List of changes:

- **Table in Section 1:** additional row added for expedition-related publication requirements

- **Section 4.2:** text revised to include information on a new text box for expedition-related publications.

- **Sections 4.2, 5.2 & 6.2.3:** Requirement added for applicants to include ORCiD numbers in their uploaded CVs.

- **Section 4.4, 5.4 & 6.4.3:** Reminder inserted to include expedition numbers in the text box describing the nature of candidates' previous scientific drilling experience (if any).

- **Section 6.2.5:** This is a new section inserted to describe the new text box in Section 4.2 (see above).

- **Section 6.3.2:** Potential in-kind contributions added to paragraph about the content of SPARC expedition application statements.
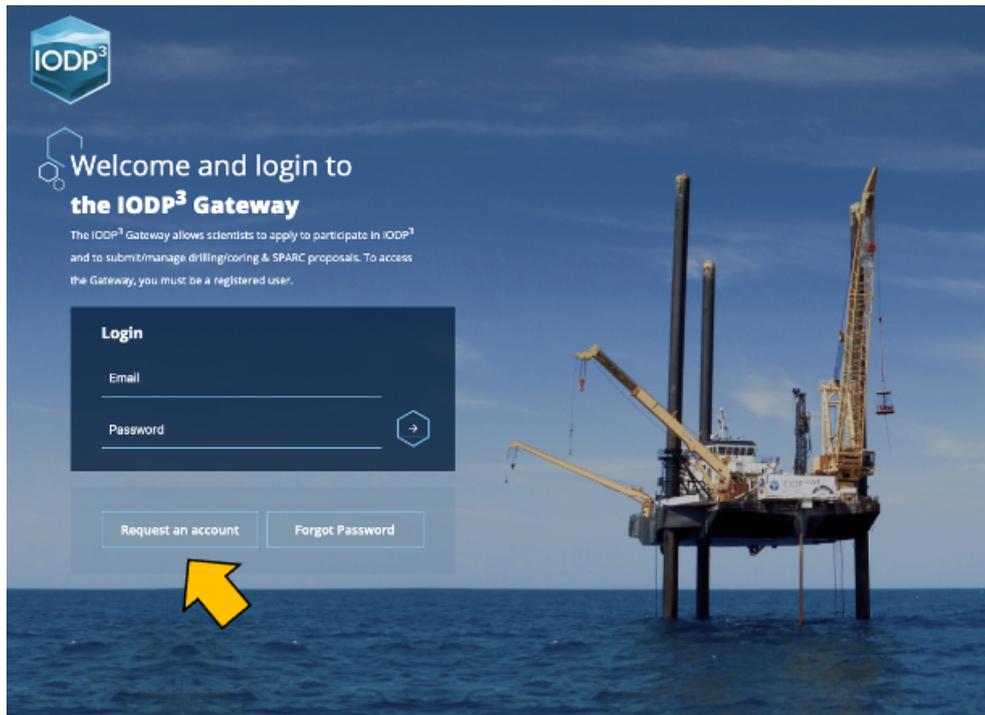
1. Introduction

Applications to participate in an IODP[3] scientific ocean drilling or SPARC expedition as an Expedition Science Team member, or to serve as a member of an IODP[3] Panel or Board, are submitted via the **IODP[3] Gateway** (see **Apply to Participate** on the IODP[3] website or go directly to **gateway.iodp3.org**). Applications are prepared by completing the series of webforms listed in this table:

Information Requirements	Scientific Ocean Drilling Expeditions	SPARC Expeditions	Panels & Boards
Webform 1: Applicant Details – see Sections 4.1, 5.1 & 6.1			
• Applicant Role Categories	✔	✔	✖
• Gender	✔	✔	✔
• National Affiliation by Place of Work	✔	✔	✔
• Career Stage Classification	✔	✔	✔
Webform 2: Your Research Background – see Sections 4.2, 5.2 & 6.2			
• Main Field(s) of Research	✔	✔	✖
• Research Background Statement	✔	✔	✔
• Curriculum Vitae	✔	✔	✔
• List of up to 10 Publications	✔	✔	✔
• Publications from previous expeditions (if any)	✔	✔	✖
Webform 3: Your Science Plans/Application Statement – see Sections 4.3, 5.3 & 6.3			
• Science Plans and Support	✔	✔	✖
• Full Scientific Statement of Interest/Application Statement	✔	✔	✔
• Letter of Recommendation	✔ (PhD students only)	✔ (PhD students only)	✖
Webform 4: Scientific Drilling Experience – see Sections 4.4, 5.4 & 6.4			
• Previous Involvement in Scientific Drilling	✔	✔	✔
• Form of Involvement	✔	✔	✔
• Nature of Your Previous Experience	✔	✔	✔
Webform 5: Understanding of Responsibilities – see Sections 4.5, 5.5 & 6.5	✔	✔	✔

This guide first describes how to use the IODP[3] Gateway for applications (Sections 2 to 5) and then provides further details on the information required in these webforms (Section 6).

2. Requesting an IODP³ Gateway account

The IODP³ Gateway log-in page can be accessed via **Apply to Participate** on the IODP³ website. From there, you can request an IODP³ Gateway account (or login if already registered):

You will then need to complete this registration form and submit your request:

NOTE: Registration is faster using a university/institutional email address. Registration using a generic email address (e.g. Gmail) is possible but requires validation by the IODP³ Science Office.

After you click "Send Request", you will receive an email asking you to validate your account and set up your IODP³ Gateway account password. This email may take some time to arrive (please check your spam folder!).

If you do not receive an email confirmation within 24 hours then please contact the IODP³ Science Office at **enquiries@iodp3.org** for assistance.

3. Selecting an Open Call

Once registered, log-in to the IODP[3] Gateway. Your homepage will initially look like this:

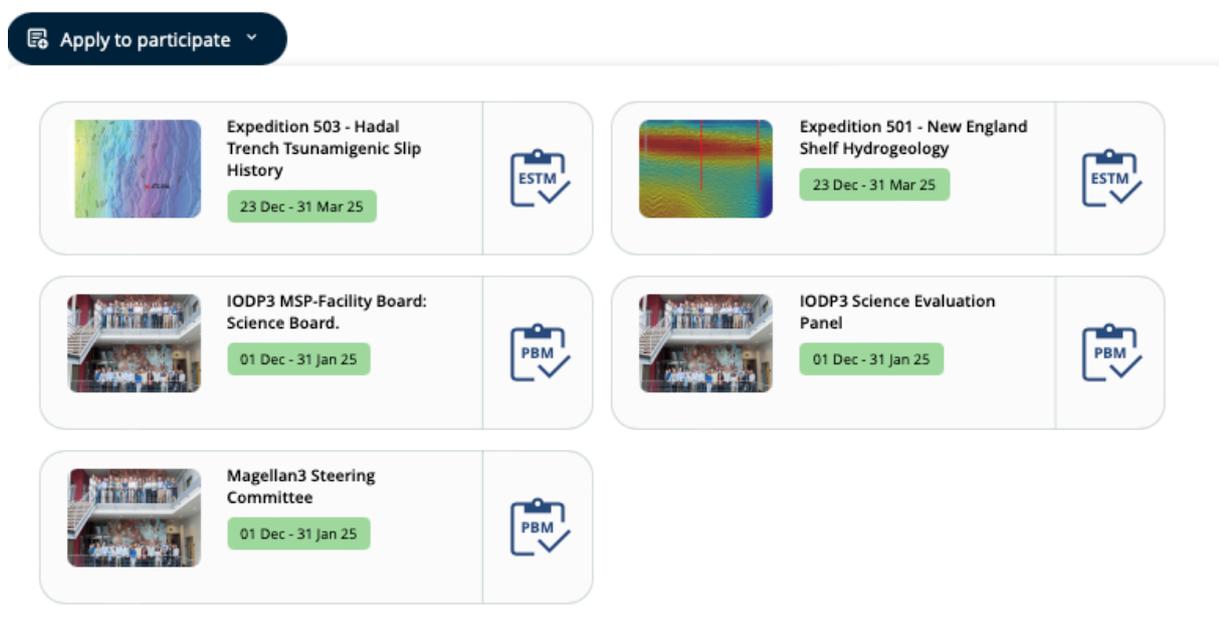**Note:** Clicking on the "bento box icon" (9 dot grid symbol) in the top-right corner of the Gateway system and on the "IODP[3] Gateway" icon that then appears will take you to this homepage at any time [please ignore the "Research Planning" icon that also pops up as this isn't used in the IODP[3] Gateway within the Marine Facilities Planning software environment].

Click on "**Apply to Participate**". A pop-up box showing open calls will appear, as in the example below. Note that the appearance of this will depend on the width of your browser window and number of open calls. All calls will either appear as shown below, or you may need to scroll in the pop-up box to see the full list if your browser window is narrow. Click on the call of interest.

4. Applications for Scientific Ocean Drilling and SPARC Expedition Science Teams

Both types of Expedition Science Team Membership applications require the same basic information (with some minor variations between drilling and SPARC expeditions as mentioned below). Here we use the example of applying for IODP[3] Expedition 503 "Hadal Trench Tsunamigenic Slip History" to illustrate the process.

4.1. "Applicant Details" Webform

Clicking on an open Expedition Science Team Membership opportunity in the "Apply to Participate" pop-up box on your homepage starts a new application. The first webform is for "Applicant Details" and will look like this (for Scientific Ocean Drilling Expeditions):

For SPARC Expeditions, the Applicant Role list is different and will show this text instead:

Repository and laboratory: Selecting this option indicates a willingness to spend time involved in core description and/or analyses and/or sampling performed at one or more of the scientific ocean drilling Core Repositories (with associated travel), in addition to conducting SPARC-related analyses of samples or data at your own (or other) laboratories.

Laboratory only: Select this option to indicate a preference to conduct SPARC-related analyses of samples or data at your own (or other) laboratories, without participating in activities at the Core Repositories.

Selecting your preferred Applicant Role then triggers the appearance of the rest of this webform for you to complete:

Complete the required fields and then click "Next" to save and move onto the next webform.

NOTE: You can complete the webforms listed in the left-hand menu in any order, but you must click "Next" to save the content of the current webform. If you select another webform from the left-hand menu without clicking "Next" then your entries on the current webform will not be saved.

Please also click on "Next" to save if leaving a session unattended for any length of time as the system will automatically time-out and require a new log-in if left inactive for too long.

4.2. "Your Research Background" Webform

This consists of:

- A checkbox list of your main field(s) of research. Selecting "Other" opens a text box for you to specify additional fields.

- three text boxes for the following information:

  (i) a brief description of your scientific expertise.
  (ii) a list of up to ten of your relevant publications (if any) that are most relevant to the expedition you are applying for.

(iii) a list of any publications you have authored arising from any previous involvement in scientific ocean drilling expedition(s). Note that this list may include publications that also appear in your list of most relevant publications, but should **exclude** associated programme-level publications such as expedition *Proceedings* volumes (apart from any Data Reports). This information will be used by reviewers to determine whether you have met your publication obligations associated with any previous involvement in expeditions. **We reiterate that we welcome applications from scientists with no prior experience of scientific ocean drilling expeditions** – if this is the case, you should simply insert "Not applicable" in this box.

Note that you can complete these three text boxes by typing directly or by pasting in text that you prepared previously elsewhere. Use the formatting tools provided as you wish. If you exceed the word limits and click "Next" to save, the system will flag this and prevent you from saving until you shorten the text accordingly.

- a "Drag and drop document here or select document" box for uploading a PDF file containing your two-page CV.

Note: It is ESSENTIAL that your CV is provided as a PDF file when uploading into this webform. Uploading any other file format (e.g. Microsoft Word files) will result in your application being incomplete and your CV not being received by reviewers of your application.

It is also ESSENTIAL to include your ORCiD number near the top of your CV.

4.3. "Your Science Plans" Webform

This starts with two text boxes for a brief description of your scientific interest/participation plan/objectives and of your post-expedition science support in the case of Scientific Ocean Drilling Expeditions:

The instructions for these two text boxes for SPARC Expeditions are slightly different, and request you to:

Summarise your scientific interest in the SPARC and your participation plan/scientific objectives (more detail should be provided in your Full Application Statement).

and

Summarise your access to science support that will help you achieve your research objectives and that of the SPARC, e.g. any additional sources of funding and/or in-kind analytical support you can offer to the SPARC research effort (more detail should be provided in your Full Application Statement).

The rest of this webform consists of two "Drag and drop document here or select document" boxes for upload of a PDF file containing your full scientific statement of interest (maximum of three-pages), and for upload of a PDF letter of recommendation (only required if you are applying as a PhD student).

Note: It is **ESSENTIAL** that only PDF files are uploaded into this webform. Uploading any other file format (e.g. Microsoft Word files) will result in your application being incomplete and the associated content not being received by reviewers of your application.

4.4. "Scientific Drilling Experience" Webform

This consists of two checkbox lists and a text box to allow you to briefly describe your experience (if any). Please make sure to include the expedition numbers of any expeditions you may have joined in the past. Again, text in this box must adhere to the word limit to allow saving by clicking "Next".

4.5. "Understanding of Responsibilities" Webform

Here you must confirm that you have an understanding of the responsibilities associated with selection as an Expedition Science Team Member, by agreeing to three statements:

The IODP[3] Code of Conduct and Anti-Harassment Policy may be found on the IODP[3] website **here**, and the Terms of Reference for each of our Panels and Boards may be found **here**.

4.6. "Summary" Webform

This provides an overview of your application (not shown in the screenshot below). This on-screen summary excludes the content of the uploaded PDFs containing your CV and Scientific Statement of Interest. There are also three buttons with the following functions:

- **Download Combined PDF**: This downloads a single PDF to your computer that contains all of your responses to the webforms, **with the content of the uploaded CV and Scientific Statement of Interest PDFs appended at the end**. You can use this to review your whole application before further editing at any time or to download a copy of your finalised application prior to submitting.

- **Save but don't submit**: Use this to save your application between Gateway sessions. Your proposal will then appear on your Gateway homepage under "Active Applications" and can be reopened from there.

- **Submit Application**: Click this to submit only when you are certain you are happy with your application. Once clicked, the application will still appear under "Active Applications" on your Gateway homepage, but you will only be able to view it and not edit it further.

If after submitting you subsequently find an error or omission in your application prior to the closing deadline of the associated call for applications, you can simply withdraw your application by opening the menu accessed by clicking on the vertical ellipsis (three dots) in the top right corner of its "Active Applications" panel and then start afresh. If you do this, your fresh application will be given a new unique identifier code on the Gateway system. Applications cannot be changed after the submission deadline, and withdrawing after the deadline cancels your application with no option to start afresh.

Note: Applications may also be withdrawn in this way prior to submission if you no longer wish to proceed.

5. Panel and Board Applications

All panel and board applications require the same information, provided by a set of webforms. Here we use the example of applying for membership of the Science Evaluation Panel to illustrate the process.

5.1. "Applicant Details" Webform

Clicking on an open opportunity in the "Apply to Participate" pop-up box on your homepage starts a new application. The first webform is for "Applicant Details" and will look like this:

Complete the required fields and then click "Next" to save and move onto the next webform.

> **NOTE:** You can complete the webforms listed in the left-hand menu in any order, but you must click "Next" to save the content of the current webform. If you select another webform from the left-hand menu without clicking "Next" then your entries on the current webform will not be saved.
>
> Please also click on "Next" to save if leaving a session unattended for any length of time as the system will automatically time-out and require a new log-in if left inactive for too long.

5.2. "Your Research Background" Webform

This consists of:

- two text boxes (for a brief description of your scientific expertise and a list of up to ten of your relevant publications) that you can either complete by typing or by pasting in text that you previously prepared elsewhere. Use the formatting tools provided as you wish. If you exceed the word limits and click "Next" to save, the system will flag this and prevent you from saving until you shorten the text accordingly.
- a "Drag and drop document here or select document" box for uploading a PDF file containing your two-page CV.

> **Note: It is ESSENTIAL that your CV is provided as a PDF file when uploading into this webform. Uploading any other file format (e.g. Microsoft Word files) will result in your application being incomplete and your CV not being received by reviewers of your application.**
>
> **It is also ESSENTIAL to include your ORCiD number near the top of your CV.**

5.3. "Application Statement" Webform

This consists of a single "select/drag and drop" box for upload of a PDF file containing your maximum of three-page application statement.

Note: It is ESSENTIAL that your Application Statement is provided as a PDF file when uploading into this webform. Uploading any other file format (e.g. Microsoft Word files) will result in your application being incomplete and your Application Statement not being received by reviewers of your application.

5.4. "Scientific Drilling Experience" Webform

This consists of two checkbox lists and a text box to allow you to briefly describe your experience (if any). Please make sure to include the expedition numbers of any expeditions you may have joined in the past. Again, this must adhere to the word limit to allow saving by clicking "Next".

Scientific Drilling Experience

Please note that prior experience of scientific ocean (or continental) drilling is not a prerequisite for selection, and we welcome applications from suitably qualified and experienced scientists with no prior involvement in scientific drilling. Prior involvement in this context includes membership(s) of scientific drilling project teams, use of samples and data generated by scientific drilling, engagement with scientific drilling training events and/or workshops, and awards of scientific drilling-related grants and scholarships.

Previous involvement in scientific drilling

Select all programmes that apply

☐ International Ocean Drilling Programme
☐ International Ocean Discovery Program
☐ Integrated Ocean Drilling Program
☐ Ocean Drilling Program
☐ Deep Sea Drilling Project
☐ International Continental Scientific Drilling Program (ICDP)
☐ No previous involvement

Form of involvement

Select all that apply

☐ Sailed on previous scientific ocean drilling expedition(s)
☐ Involved in ICDP operations in the field
☐ Used scientific drilling core samples or data in my research
☐ Participated in scientific ocean drilling training events or workshops
☐ Received scientific ocean drilling-related grants and/or scholarships
☐ Membership of scientific ocean drilling panels and/or boards
☐ Have held leadership roles in scientific ocean drilling programmes

Nature of your previous experience (leave blank if none)

5.5. "Understanding of Responsibilities" Webform

Here you must confirm that you have an understanding of the responsibilities associated with selection to be an IODP³ panel or board member, by agreeing to three statements:

Understanding Of Responsibilities

☐ I have read and understood the IODP³ Code of Conduct and Anti-Harassment Policy and commit to abide by this policy in all IODP³-related activities, if selected as an IODP³ panel, board or committee member.

☐ I have read and understood the Terms of Reference for the IODP³ entity I am applying to join.

☐ I have notified my national IODP³ office of my intention to apply and discussed my application with them (note that national offices or national delegates can provide information regarding potential travel support for attending meetings).

The IODP³ Code of Conduct and Anti-Harassment Policy may be found on the IODP³ website **here**, and the Terms of Reference for each of our Panels and Boards may be found **here**.

5.6. "Summary" Webform

This provides an overview of your application (not shown in the screenshot below). This on-screen summary excludes the content of the uploaded PDFs containing your CV and Application Statement. There are also three buttons with the following functions:

15

- **Download Combined PDF**: This downloads a single PDF to your computer that contains all of your responses to the webforms, **with the content of the uploaded CV and Application Statement PDFs appended at the end**. You can use this to review your whole application before further editing at any time or to download a copy of your finalised application prior to submitting.

- **Save but don't submit**: Use this to save your application between Gateway sessions. Your proposal will then appear on your Gateway homepage under "Active Applications" and can be reopened from there.

- **Submit Application**: Click this to submit only when you are certain you are happy with your application. Once clicked, the application will still appear under "Active Applications" on your Gateway homepage, but you will only be able to view it and not edit it further.

If after submitting you subsequently find an error or omission in your application prior to the closing deadline of the associated call for applications, you can simply withdraw your application by opening the menu accessed by clicking on the vertical ellipsis (three dots) in the top right corner of its Active Applications panel and then start afresh. If you do this, your fresh application will be given a new unique identifier code on the Gateway system. Applications cannot be changed after the submission deadline, and withdrawing after the deadline cancels your application with no option to start afresh.

Note: Applications may also be withdrawn in this way prior to submission if you no longer wish to proceed.

6. Notes on application information requirements

6.1. Applicant Details

6.1.1. Role Categories

(for Expedition Science Team Membership applications only)

These specify an applicant's preferred form of participation in a scientific ocean drilling or SPARC expedition via selection of one of the following options in checkbox lists on the IODP[3] Gateway.

For Scientific Ocean Drilling Expeditions:

When applying in response to an initial call for expedition participation, the following three options for Expedition Science Team membership are available:

Offshore and Onshore: Select this option to request participation in all aspects of the expedition as an Expedition Science Team member. This indicates a willingness to be selected for offshore operations involving the collection of data at sea and associated shiftwork. You would be required to positively engage with the on-boarding tasks required of offshore participants to prepare for sailing on the expedition. You must also be willing to engage in person with onshore operations conducted at a core repository, where core description and analyses will be performed, and may also involve shiftwork. Note that successful applicants who select this option are not guaranteed to be involved in offshore operations.

Onshore only: Select this option to request participation as an Expedition Science Team member in only the onshore operations of the expedition. This indicates a willingness to engage in person with onshore operations conducted at a core repository, where core description and analyses will be performed, that may involve shiftwork.

Research plan only: Select this option to submit a research plan to be considered as a scientific contribution to achieving the expedition objectives, without involvement in either the offshore or onshore (repository-based) operations. Successful applicants through this route will become members of the Expedition Science Team and will be instructed to submit a sample request based on the research plan described in their application.

The following option should only be selected when applying in response to a second call for participation issued during the expedition moratorium period, after publication of the Expedition Summary:

Sample request: Select this option to submit a sample request to the expedition Sample Allocation Committee during the expedition moratorium period. Successful applicants through this route will also become members of the Expedition Science Team, but after completion of the offshore and onshore (repository-based) operations.

For SPARC Expeditions:

Repository and laboratory: Selecting this option indicates a willingness to spend time involved in core description and/or analyses and/or sampling performed at one or more of the scientific ocean drilling Core Repositories (with associated travel), in addition to conducting SPARC-related analyses of samples or data at your own (or other) laboratories.

Laboratory only: Select this option to indicate a preference to conduct SPARC-related analyses of samples or data at your own (or other) laboratories, without participating in activities at the Core Repositories.

6.1.2. Gender

IODP[3] collects information on the gender of applicants solely for the purpose of identifying and addressing gaps in representation and fostering a more inclusive environment.

The IODP[3] Gateway requests this information by asking applicants "Which of the following most accurately describes you?", with the following checkbox options:

- Woman
- Man
- Non-binary
- Transgender
- Prefer not to disclose
- Let me type (≤10 words in a text-box)

6.1.3. National Affiliation by Place of Work

Information on workplace nation affiliations (i.e. where you will be based if you are selected to participate) is used to inform staffing decisions as IODP[3] has a responsibility to ensure that national participation levels reflect programmatic balances defined in collaborative agreements and/or relative national funding contributions to IODP[3] over the full term of the programme.

6.1.4. Career Stage Classification

IODP[3] is committed to ensuring that opportunities to participate are open to researchers at all career stages, from PhD students and postdoctoral researchers to senior professors. To achieve appropriate career-stage balances, we ask applicants to self-classify according to these definitions:

- PhD student
- Early career researcher (<=10 years post-PhD)
- Senior scientist (> 10 years post-PhD)

(note that career breaks or other factors, such as caring responsibilities, influencing your profile may be outlined in your CV or application statement).

6.2. Your Research Background

Information on an applicant's research background and profile is required as follows.

6.2.1. Main Field(s) of Research (Expedition Science Team Membership applications only)

These are selected from the following options related to the most common disciplines in scientific ocean drilling projects via checkbox lists on the IODP[3] Gateway:

- Core description (sedimentology, petrology, structural geology)
- Stratigraphic correlation
- Inorganic geochemistry
- Micropaleontology
- Borehole observatories
- Petrophysics (physical properties, downhole measurements, geophysics)
- Paleomagnetism
- Organic geochemistry
- Microbiology
- Other (≤15 words in a text-box)

6.2.2. Research Background Statement

Applicants should briefly summarise their research background/interests by completing a free-text box (≤100 words). More detailed information may be provided in the application statement.

6.2.3. Curriculum Vitae

Applicants should prepare a CV of a maximum of 2 x A4 pages, formatted with margins of at least 1.5 cm, single line spacing, 11 or 12 pt Arial/Calibri/Aptos font.

This should **exclude** scientific publications as these are provided separately and may be accessible to reviewers via the applicant's ORCiD number provided when registering for the IODP[3] Gateway.

CVs must be provided as a PDF file by dragging/dropping or selecting the document for upload into a webform.

<div style="background-color:red;color:white">

Note: It is ESSENTIAL that your CV is provided as a PDF file when uploading into the Gateway system. Uploading any other file format (e.g. Microsoft Word files) will result in your application being incomplete and your CV not being received by reviewers of your application.

It is also ESSENTIAL to include your ORCiD number near the top of your CV.

</div>

6.2.4. List of up to 10 Publications

Applicants should provide a list of ≤ 10 publications that are most relevant to the objectives of the scientific ocean drilling or SPARC expedition they are applying to join, or that best illustrate the research experience they would bring to an IODP[3] panel or board.

Publications need to be typed or pasted into a ≤ 500 word free-text box and should be listed using the Harvard referencing style.

6.2.5. List of Publications from Previous Involvement in Scientific Ocean Drilling Expeditions

Applicants should provide a list of publications they have authored (if any) arising from any previous involvement in scientific ocean drilling expedition(s). Note that this list may include publications that also appear in your list of most relevant publications, but should **exclude** associated programme-level publications such as expedition *Proceedings* volumes (apart from any Data Reports).

Publications need to be typed or pasted into a ≤ 500 word free-text box and should be listed using the Harvard referencing style.

Applicants with no prior experience of scientific ocean drilling expeditions should simply insert "Not applicable" in this box.

6.3. Your Science Plans/Application Statement

6.3.1. Science Plans and Support (Expedition Science Team Membership applications only)

Applicants need to

- summarise both their scientific interest in the expedition they are applying for and their proposed participation plan/scientific objectives, by completing a free-text box using ≤100 words. More detail should be provided in the application statement.

and either:

- for scientific ocean drilling expeditions, summarise the post-expedition science support that will allow them to achieve their research objectives, by completing a free-text box using ≤100 words. This should include potential or secured sources of research funding and any support available from their host institution, such as staff time or use of analytical facilities (more detail should be provided in the application statement).

or:

- for SPARC expeditions, summarise access to science support that will help them achieve their research objectives and that of the SPARC, by completing a free-text box using ≤100 words. This should include any additional sources of funding and/or in-kind analytical support that will be available to enhance the overall SPARC research effort (more detail should be provided in the application statement).

6.3.2. Application Statement

Applicants should prepare an application statement of a maximum of 3 x A4 pages (including references), formatted with margins of at least 1.5 cm, single line spacing, 11 or 12 pt Arial/Calibri/Aptos font.

- For applications for Expedition Science Team membership, the statement should provide details of the applicant's scientific interest in the expedition (including any links to their current and/or past research), and outline plans for contributing to the expedition objectives (during offshore/onshore operations and via post-expedition research for scientific drilling expeditions, or via analytical contributions, potential in-kind contributions and potential collaborations for SPARC expeditions).
- For applications for Panel or Board membership, the statement should provide details about the applicant's motivation for applying and how their research background and any previous experience of scientific evaluation/leadership will allow them to contribute effectively to IODP[3].

The Application Statement must be provided as a PDF file by dragging/dropping or selecting the document for upload into a webform.

Note: It is ESSENTIAL that your Application Statement is provided as a PDF file when uploading into the Gateway system. Uploading any other file format (e.g. Microsoft Word files) will result in your application being incomplete and your Application Statement not being received by reviewers of your application.

6.3.3. Letter of Recommendation

PhD students applying for Expedition Science Team membership must submit a letter of recommendation from their supervisor in support of their application, including their institutional letterhead.

This statement must be provided as a PDF file by dragging/dropping or selecting the document for upload into a webform.

6.4. Scientific Drilling Experience

Please note that prior experience of scientific ocean (or continental) drilling is not a prerequisite for selection for IODP[3] expeditions, and we welcome applications from suitably qualified scientists with no prior involvement. Prior involvement is desirable for panel and board membership, but again is not essential.

Prior involvement in this context includes membership(s) of scientific drilling project teams, use of samples and data generated by scientific drilling, engagement with scientific drilling training events and/or workshops, and awards of scientific drilling-related grants and scholarships.

Applicants summarise the nature of any previous involvement as follows.

6.4.1. Previous Involvement in Scientific Drilling (by Programme)

Applicants should specify their previous programmatic involvement in scientific drilling by selecting all that apply from the following checkbox options:

- International Ocean Drilling Programme
- International Ocean Discovery Program
- Integrated Ocean Drilling Program
- Ocean Drilling Program
- Deep Sea Drilling Project
- International Continental Scientific Drilling Program (ICDP)

- No previous involvement

6.4.2. Form of involvement

Applicants should specify their form of involvement in scientific drilling science by selecting all that apply from the following checkbox options:

- Sailed on previous scientific ocean drilling expedition(s)
- Involved in ICDP operations in the field
- Used scientific drilling core samples or data in my research
- Participated in scientific ocean drilling training events or workshops
- Received scientific ocean drilling-related grants and/or scholarships
- Membership of scientific ocean drilling panels and/or boards
- Have held leadership roles in scientific ocean drilling programmes

6.4.3. Nature of Your Previous Experience

Applicants should provide brief further details of their previous experience (if any) in scientific drilling science, by completing a free-text box (in ≤100 words). Please make sure to include the expedition numbers of any expeditions you may have joined in the past. More detailed information may be provided in the application statement.

This text box should either be left blank or state "No previous experience" if an applicant has not been involved in scientific drilling science before.

6.5. Understanding of Responsibilities

Applicants are required to confirm that they have understood the programmatic responsibilities associated with IODP[3] participation, as follows:

- All applicants must confirm that they have read and understood the **IODP[3] Code of Conduct and Anti-Harassment Policy** and commit to abide by this policy in all IODP[3]-related activities.
- Applicants for Expedition Science Team membership must confirm that they have read and understood the **IODP[3] Sample, Data and Obligations Policy** and commit to abide by this policy.
- Applicants for panels and boards must confirm that they have read and understood the **Terms of Reference** for the IODP[3] entity they applying to join

In addition, applicants must confirm that they have notified their national IODP[3] office of their intention to submit their application (see **Programme Member Offices**). For panel and board membership, applicants are also asked to confirm that they have discussed potential travel support for attending meetings with their national offices or national delegates.