

IODP³ is committed to open and fair staffing of its offshore and SPARC expeditions. Staffing is typically a multi-step process, aimed at providing the critical expertise required to ensure successful delivery of expedition science objectives, while seeking to assemble well-balanced and diverse overall Science Teams.

IODP³ Expedition Staffing Procedures



**INTERNATIONAL
OCEAN DRILLING
PROGRAMME**

IODP³ Expedition Staffing Procedures

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Change Log

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List of changes:

- **Section 1:** Added new graphic (Figure 1) to illustrate the sequence of expedition staffing stages for offshore and SPARC expeditions
- **Section 2:** Added new graphic (Figure 2) to illustrate the different routes of Expedition Science Team membership.
- **Section 4:** Added new section (4.1) to outline the Expressions of Interest phase of expedition staffing.
- **Sections 4.4 & 7:** Status of scientists selected via Special Calls revised to be included in IODP³ Member or internal consortium staffing quotas.
- **Section 4.5:** Revision to the policy regarding Second Calls (“Sample Request” route to Science Team membership. Calls now issued after the end of the operational phases of offshore expeditions. Requirements for the text of these calls is outlined.
- **Section 5:** Paragraph added to require SEP to be consulted if an applicant to the Second Call proposes science that addresses new objectives that were not in the original drilling proposal.
- **Section 6:** Changed to make the IODP³ Communications Task Force responsible for the evaluation and selection of Science Communicators for offshore expeditions (rather than PMOs as in Version 1.0 of this document).
- **Minor changes:** Multiple small changes to the text to improve clarity without changing intention of policies.

1. General Statement

The staffing procedures of the International Ocean Drilling Programme have the goal of assembling the best possible international “Science Team” to deliver the science objectives of each offshore or SPARC expedition*.

The IODP³ Science Operators (ESO and MarE3, referred to hereafter as the Operators) and the IODP³ Science Office collaborate closely in preparing each call for applications for scientists (and for science communicators for offshore expeditions, if required).

- For each offshore expedition, the Operators first select the Co-Chief Scientists, based on recommendations from the Science Evaluation Panel (SEP), and then work with those two scientists, the IODP³ Science Office, and the IODP³ Programme Member Offices (PMOs**) in forming the rest of the Science Team.
- For each SPARC expedition, the Mission Specific Platform Facility Board (MSP-FB) invites two of the five SPARC Co-Proponents to become the Co-Chief Scientists, based on recommendations from the SEP. The Co-Chief Scientists then work with the IODP³ Science Office and the PMOs in forming the rest of the Science Team. The remaining three SPARC Co-Proponents automatically become Science Team members without the need to apply.

As far as possible, staffing decisions consider the intellectual contributions made by the original IODP³ proposal proponents and the critical goal of achieving diversity within each Science Team. The IODP³ Science Office monitors overall staffing over multiple offshore expeditions and SPARC expeditions to ensure that IODP³ Member staffing benefits in the long term reflect their relative financial contributions (as described in associated programmatic agreements). Offshore and SPARC expeditions are considered separately in monitoring these balances.

Figure 1 illustrates the typical sequence of expedition staffing stages for both offshore and SPARC expeditions (as outlined in this document).

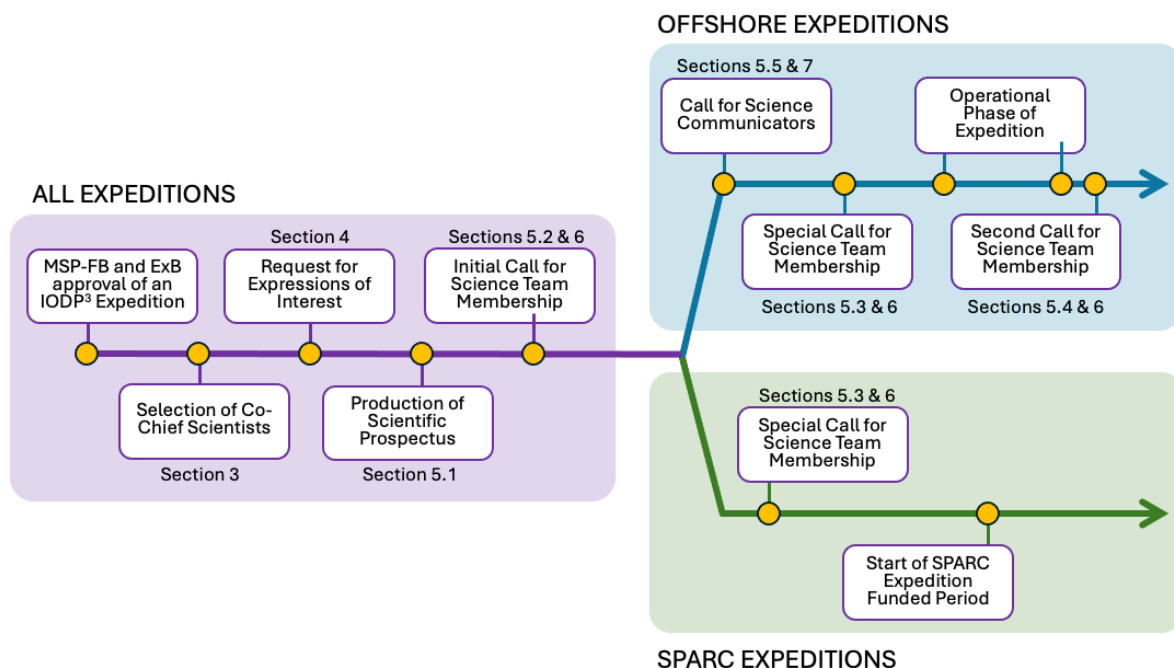


Figure 1. Sequence of expedition staffing stages

* For the purposes of this document, non-specific references to “expedition” apply to both types of expedition.

** The IODP³ PMOs are **J-DESC** (for Japan), **ESSAC** (for the 14 ECORD member nations) and the **ANZIC Office** (for Australia and New Zealand).

2. Equality, Diversity and Inclusivity in IODP³ Expedition Staffing

IODP³ is committed to a vigorous policy of broad participation and inclusion, and to providing a safe, productive, and welcoming environment for all programme participants and staff. The **IODP³ Code of Conduct and Anti-Harassment Policy** applies to all IODP³ participants and staff, and ensures an equitable environment for all (regardless of their protected characteristics). All candidates for participation in IODP³ expeditions are required to confirm that they have read and understood this policy and commit to abide by it when submitting their application.

Our staffing selection procedures respect the different pathways available to scientists wishing to engage in expeditions. These are designed to facilitate participation from appropriately qualified candidates, irrespective of their accessibility needs and/or disabilities. They include pathways involving the following applicant roles:

For offshore expeditions (Figure 2a):

(i) offshore and onshore participation (requiring the ability to travel internationally and work in an offshore environment with unavoidable access restrictions); (ii) onshore-only participation (requiring the ability to travel internationally); and (iii) and research plan only and sample request pathways (with no requirement to travel).

For SPARC expeditions (Figure 2b):

(i) repository and laboratory participation (requiring the ability to travel internationally); and (ii) and laboratory only (with no requirement to travel).

(a) Offshore Expeditions



(b) SPARC Expeditions



Figure 2. Routes to Expedition Science Team membership

Further descriptions of these applicant roles may be found in Section 4.1 of the **Guide for Applicants for IODP³ Expedition Science Team or Panel/Board Membership**.

3. Procedures for Selection of Co-Chief Scientists

For offshore expeditions:

- The Science Evaluation Panel (SEP) forwards Co-Chief Scientist recommendations to the IODP³ Science Office, who in turn pass them to the Operator. The recommendations should normally include the Lead Proponent of the associated drilling/coring proposal. Note that Lead Proponents from non-IODP³ member nations are eligible for selection as Co-Chief Scientists.
- The Operator reviews the recommendations for Co-Chief Scientists and selects the most appropriate candidates based on expedition science requirements, individual qualifications, leadership skills, and any previous scientific ocean drilling-related performance. The Operators should collectively seek to achieve gender and demographic balances in Co-Chief Scientist selections across multiple offshore expeditions.
- The Operator consults with the appropriate PMOs before issuing Co-Chief Scientist invitations.
- Finally, the Operator issues official invitations to the individual scientists to serve as Co-Chief Scientists, copying the invitations to the relevant PMOs and to the IODP³ Science Office.

For SPARC expeditions:

- The Co-Chief Scientists of a SPARC expedition are drawn from the proponent team of the associated SPARC proposal.
- The SEP provides Co-Chief Scientist recommendations to the MSP-FB via the IODP³ Science Office. The MSP-FB selects the most appropriate candidates based on individual qualifications, leadership skills, and any previous scientific ocean drilling-related performance, while seeking to achieve gender and career stage balances across multiple SPARC expeditions.
- The MSP-FB issues formal invitations via the IODP³ Science Office, who also copy them to the relevant PMOs for their records.

Co-Chief Scientists do not count towards IODP³ Member staffing quotas for either type of expedition.

4. Procedures for Issuing Calls for Participation

4.1. Requests for Expressions of Interest

Shortly after MSP-FB selection and IODP³ Executive Board approval of an offshore or SPARC expedition, the IODP³ Science Office issues a request for Expressions of Interest (Eol) in the expedition on the IODP³ website. In the case of offshore expeditions, the request should make it clear that implementation of the expedition is subject to the successful outcome of the platform tendering process or other operational planning stages. PMOs should be notified of the release of the request and should encourage their science communities to respond.

Submission of an Eol by a scientist is entirely optional and does not commit them to applying. Likewise, not submitting an Eol does not affect the evaluation of any future application they may make. However, interested scientists are strongly encouraged to respond as this will maximise opportunities for the IODP³ Science Office and the PMOs to support them during the submission of any subsequent applications.

At the end of the Eol request period, the IODP³ Science Office sends the compiled responses from their communities to each of the PMOs (or equivalent). This allows the PMOs to:

- Contact potential applicants ahead of the formal Call for Applications to encourage them to complete an application and offer them appropriate advice and support, and to notify them when the Call for Applications is released.
- Identify gaps in the suite of responses (e.g. lack of EoIs from particular national communities) and focus efforts on promoting the expedition in these gaps when the call is opened.

Likewise, the IODP³ Science Office may also contact EoI respondents to provide links to up-to-date supporting documentation on the IODP³ website.

4.2. Production of Scientific Prospectuses

After MSP-FB selection and IODP³ Executive Board approval of an offshore or SPARC expedition, the Co-Chief Scientists (and the Operators for offshore expeditions) write the expedition *Scientific Prospectus*, with the support of the IODP³ Science Office. This is a formal component of the volume of the *Proceedings of the International Ocean Drilling Programme* associated with each offshore and SPARC expedition. Following initial quality checks by the IODP³ Science Office, it is then submitted for publication by one of the Co-Chief Scientists via the *Copernicus Publications* on-line system and is then subject to external peer review and revision (if required) prior to publication.

- Co-Chief Scientists are responsible for producing and submitting the *Scientific Prospectus* manuscript on a timescale agreed with the IODP³ Science Office that allows its eventual publication (following review) to be synchronised with the Call for Applications.

4.3. Initial Calls for Expedition Science Team Membership

The IODP³ Science Office works with the Co-Chief Scientists (and the Operators for offshore expeditions) to generate an initial Call for Applications for scientists to participate as Expedition Science Team members.

For offshore expeditions:

- The relevant Operator and the IODP³ Science Office determine both the closing date for applications and the deadline for receipt of PMO evaluations of applications and associated staffing nominations, and discuss any special staffing requirements or other information to be included in the Call for Applications.
- Standard practice is for initial calls to be open for a two-month period and for PMOs to evaluate applications within two months of the deadline, but this may vary according to operational needs. For Second Calls, these periods are normally reduced to one month each (see [Section 9](#))
- The Operator generates appropriate expedition science information (including all relevant IODP³ proposal documents) and places it on the Operator's web site prior to release of the Call for Applications.

For SPARC expeditions:

- The closing date for applications and the deadline for receipt of PMO evaluations of applications and associated staffing nominations is agreed between the Co-Chief Scientists and the IODP³ Science Office, taking into account the desired start date of the SPARC and the time required for approval of associated post-award SPARC documentation.
- Standard practice is for calls to be open for a two-month period and for PMOs to then evaluate applications within two months of the deadline, but this may vary according to operational needs.

- Start dates must be approved by the IODP³ Managing Agency to allow sufficient time for contracts between CNRS and host institutions to be signed and payment of SPARC budgets to be made.

The IODP³ Science Office posts the Call for Applications on the iodp3.org website, together with a link to the published *Scientific Prospectus*, and invites the PMOs to bring it to the attention of their respective science communities via their own web sites, mailing lists and social media channels.

Eligibility to apply in response to Calls for Expedition Science Team Membership varies between offshore and SPARC expeditions:

For offshore expeditions:

- Normally only scientists from IODP³ Member nations or consortia are eligible to apply. The only exception occurs when an expedition is being co-funded and/or co-organised between IODP³ and another scientific ocean drilling programme. In this case, an independent Call for Applications will be released by the other programme alongside the IODP³ call, and the balance between IODP³ and non-IODP³ affiliated scientists within the Expedition Science Team will have been agreed prior to issue of these calls.

For SPARC expeditions:

- Scientists from any nation that is currently or was previously a member of a scientific ocean drilling programme are eligible to apply (i.e. applicants must come from a nation that was formally affiliated with one or more of the *Deep Sea Drilling Project*, *Ocean Drilling Program*, *Integrated Ocean Drilling Program*, *International Ocean Discovery Program* or the *International Ocean Drilling Programme*). However, ≥75% of final SPARC Expedition Science Teams must come from IODP³ member nations.

4.4. Special Calls for Expedition Science Team Membership

If the initial Call for Applications fails to attract suitably qualified candidates in one or more scientific disciplines that are considered essential for the success of an expedition, then a Special Call may be issued to complete the Science Team (following the procedure outlined in [Section 5.2](#) above).

- Special Calls may be open to applications from scientists across all IODP³ Member nations or consortia, or may be restricted to specific IODP³ Member nations or consortia.
- Scientists selected in response to Special Calls are full members of an Expedition Science Team and are counted towards IODP³ Member or internal consortium staffing quotas.

4.5. Second Calls for Expedition Science Team Membership (Offshore Expeditions Only)

For offshore expeditions, a Second “Sample Request” Call for Science Team membership is issued after completion of the initial offshore and onshore operational phases. This allows new science to be added to the expedition research effort once the range of core materials and data available for analyses is known, with the requirement that any new members selected in response to the Second Call add value to the post-expedition research being planned by the original Science Team members.

- The Co-Chief Scientists and Expedition Project Manager should consult members of the Expedition Science Team to identify and list any additional analytical approaches or methods that could contribute to the expedition research objectives and add value to the overall research effort.
- In compiling this list, they should consider: (i) the programme of research already planned by the original members of the Science Team to avoid conflict and repetition; and (ii) the nature

and extent of the core materials recovered and data produced during the expedition operational phase.

- The Co-Chief Scientists and Expedition Project Manager should then work with the IODP³ Science Office to produce the text of the Second Call.
- The Second Call should include:
 - a brief outline of the original aims and objectives of the expedition and the nature and extent of the core materials recovered.
 - a brief summary of the portfolio of analytical approaches planned by the original Science Team members.
 - the list of potential new approaches identified by the Science Team at the end of the operational phase.
 - a statement that applications are welcomed from scientists proposing to either: (a) adopt these or any other approaches to address the original objectives of the expedition without duplicating the plans of the original Science Team; or (b) use core samples recovered during the expedition to address new objectives and deliver new science not envisaged by the original expedition proposal.
- Second Calls are open to applications from scientists across all IODP³ Member nations or consortia.
- Scientists selected in response to Second Calls do not count towards IODP³ Member or internal consortium staffing quotas.
- They do not become co-authors of the components of the expedition *Proceedings* volume that result from the operational phase of the expedition as they are selected after this is completed, but can contribute *Data Reports* to the volume and are subject to the same publication obligations and authorship rights as the rest of the Science Team in every other way.

4.6. Calls for Science Communicators (Offshore Expeditions Only)

Upon approval of an offshore expedition schedule by the MSP-FB and Executive Board, a separate Call for Applications for Science Communicators may be generated (if required) by the IODP³ Communications Task Force (CTF), in coordination with the relevant Operator and the IODP³ Science Office.

- Science Communicators become members of an Expedition Science Team but do not count towards IODP³ Member or internal consortium staffing quotas.
- The IODP³ Science Office posts the Call for Applications on the iodp3.org website and invites the PMOs to promote it in their respective communities via their own web sites, mailing lists and social media channels.

5. Procedures for Selection of Science Team Members

IODP³ Expedition Science Team staffing is guided primarily by a combination of the scientific excellence of candidates and the specific needs of each expedition in terms of required scientific expertise. Staffing is also subject to the need to achieve programmatic balances in terms of gender and career stage, and must simultaneously ensure that overall staffing levels across multiple expeditions meet programmatic quotas for participation that reflect the relative financial contributions of IODP³ Members and consortia nations.

Applications for Science Team membership from the science community (in response to Initial, Special and Second calls for participation in offshore expeditions and calls for SPARC expeditions) are submitted via the IODP³ Gateway system managed by the IODP³ Science Office. The PMOs then receive the applications from the IODP³ Science Office, thoroughly evaluate them, and provide nomination proposals reflecting the factors outlined above to the IODP³ Science Office.

- PMOs should be aware of the need for flexibility in staffing expeditions and should provide: (a) more nominations than the minimum number required to fill allocated places; (b) variety in scientific expertise amongst the nominees; and (c) a rationale for their nomination list, with associated priorities for staffing.
- The PMOs must provide nominations of scientists with adequate skills in both written and spoken English, as English is used exclusively during IODP³-related science meetings and for all the scientific and technical writing associated with both offshore and SPARC expeditions.

The IODP³ Science Office shares PMO nominations and supporting materials, applications and CVs with the Co-Chief Scientists (and the Operators in the case of offshore expeditions).

When considering applicants responding to Second Calls who are proposing science that falls outside the original expedition objectives, the Science Evaluation Panel should be consulted to provide an independent assessment of the rigour and scientific benefits of the proposed research (in addition to the evaluations provided by the PMOs).

Overall expedition staffing quotas assigned to each IODP³ member country or consortium are intended to reflect relative financial contributions balanced over the full operational term of IODP³ and may vary between individual expeditions. The responsibility for monitoring staffing quotas at programmatic level and for ensuring appropriate balances in expedition staffing based on relative financial contributions of IODP³ Members lies with the Directors of the IODP³ Science Office, who will report on this to the IODP³ Executive Board.

5.1. For offshore expeditions

- Staffing of offshore expeditions is typically a multi-step process (see [Section 9](#) for typical timescales). Initial invitations are first sent by the Operator to key science participants, i.e., those considered to provide critical expertise to the successful delivery of the expedition science objectives. Remaining invitations are sent after responses are received from the initial invitations. Sending invitations in different groupings provides the opportunity to tune Science Teams based on acceptances of the initial invitations.
- If the initial Call for Applications fails to attract suitably qualified candidates in one or more scientific disciplines that are considered essential for the success of an offshore expedition, then a Special Call may be issued to complete the Science Team (see [Section 4.4](#))
- The Operators have responsibility for staffing decisions, considering recommendations from the Co-Chief Scientists and any terms and conditions specified by PMO's in their nomination proposals.
- Provisional staffing lists must be discussed with the Directors of the IODP³ Science Office prior to any invitations for Science Team membership being issued. The Directors of the IODP³ Science Office have the authority to request adjustments to planned offshore expedition staffing to maintain long-term programmatic staffing balances.
- The Operators issue official invitations for scientific participation directly to each scientist, sending copies of these invitations to the relevant PMOs and to the IODP³ Science Office.

- The Operators must consult and collaborate with each PMO on significant deviations from their nominations, priorities, and rankings.
- If an invited Science Team member declines an offshore expedition invitation, or withdraws after accepting, the Operator (in conjunction with the Co-Chief Scientists) selects another scientist from the existing nomination list from the relevant PMO. Alternatively, the Operator may ask the PMO to provide a new nomination not included in the original list. If the relevant PMO is unable to provide a suitable replacement in time, the Science Team place may be filled with a qualified scientist nominated by another PMO (subject to approval by the Directors of the IODP³ Science Office). All such replacements count towards IODP³ Member or internal consortium staffing quotas.
- After an offshore expedition Science Team is finalized, the Operator notifies all nominated scientists who were not selected in a timely manner. Responsibility to notify candidates who were omitted from PMO nomination proposals lies with the relevant PMO.

5.2. For SPARC expeditions

- The Co-Chief Scientists make staffing decisions, considering any terms and conditions specified by PMO's in their nomination proposals, and are guided in this process by the Directors of the IODP³ Science Office.
- PMO-nominated scientists from any nation that is currently or was previously a member of a scientific ocean drilling programme may be considered for selection (subject to any restrictions specified by the PMOs in their nomination proposals). However, Co-Chief Scientists must ensure that ≥75% of their proposed SPARC Expedition Science Teams come from IODP³ member nations
- If the initial Call for Applications fails to attract suitably qualified candidates in one or more scientific disciplines that are considered essential for the success of a SPARC expedition, then a Special Call may be issued to complete the Science Team (see [Section 4.4](#))
- Provisional SPARC staffing lists must be discussed with the Directors of the IODP³ Science Office prior to any invitations for Science Team membership being issued. The Directors of the IODP³ Science Office have the authority to request adjustments to planned SPARC expedition staffing to maintain long-term programmatic staffing balances.
- If an invited SPARC Science Team member declines an invitation, or withdraws after accepting, the Co-Chief Scientists may select another scientist from the existing nomination list from the relevant PMO. Alternatively, the Co-Chief Scientists may ask the PMO to provide a new nomination not included in the original list. If the relevant PMO is unable to provide a suitable replacement in time, the Science Party place may be filled with a qualified scientist nominated by another PMO (subject to approval by the Directors of the IODP³ Science Office).
- After a SPARC Science Team is finalized, the Co-Chief Scientists notify all nominated scientists who were not selected in a timely manner. Responsibility to notify candidates who were omitted from PMO nomination proposals lies with the relevant PMO.
- Up to two additional “Widening Participation” Science Team places can be assigned to scientists from nations with no previous formal involvement in scientific ocean drilling at the invitation and discretion of the Co-Chief Scientists. These additional scientists do not have to submit formal applications for Science Team membership, but the Co-Chief Scientists should email details of scientists they select for Widening Participation places to the IODP³-SO at applications@iodp3.org.

6. Procedures for Selection of Science Communicators for Offshore Expeditions

- Science Communicators become members of an Expedition Science Team but do not count towards IODP³ Member or internal consortium staffing quotas.
- The relevant CTF Co-Chair (from ECORD or Japan, depending on the Operator for the expedition) receives Science Communicator applications by email.
- The relevant CTF Co-Chair convenes a sub-group of the CTF (including relevant Operator representatives) to evaluate and rank applicants and produce a nomination proposal. This sub-group should also include those with budgetary authority over available financial support, if any.
- In evaluating applications, particular attention should be paid to applicants' skills in both written and spoken English, as English is used exclusively during meetings at sea and onshore, and for all the scientific and technical writing associated with IODP³ expeditions.
- The Operator shares and discusses the CTF nomination proposal and supporting materials, applications and CVs with the Co-Chief Scientists. They may request additional advice from the PMOs or from the IODP³ Managing Agency (IMA) regarding potential availability of financial support for Science Communicators. They should also consider the balance of proposed science communication plans relative to the primary science objectives of the expedition, particularly when more than one Science Communicator may be required.
- The Operator acts as the liaison between the CTF and Co-Chiefs if any further discussion or modification is required.
- Following discussion with the Co-Chief Scientists (and others if required), the Operator decides which Science Communicator(s) to add to the Expedition Science Team.
- The Operator issues official invitations for participation directly to each selected Science Communicator, sending copies of these invitations to the relevant PMOs, to IMA, and to the IODP³ Science Office.
- If an invited Science Communicator declines an expedition invitation, or withdraws after accepting, the Operator (in coordination with the CTF) may select an alternate Science Communicator from the CTF nomination proposal.
- Although the Operator is responsible for Science Communicator staffing decisions, they must consult and collaborate with the CTF on deviations from their nominations, priorities, and rankings.
- After the Expedition Science Team is finalized, the Operator notifies all nominated Science Communicator candidates who were not selected in a timely manner. Responsibility to notify candidates who were omitted from the CTF nomination proposal lies with the relevant CTF Co-Chair.

7. Summary of Quota Statuses of Expedition Science Team Members

Staffing Stage	Quota Status
Co-Chief Scientists	Not counted
Initial Calls	Counted
Special Calls	Counted
Second Calls	Not counted
Calls for Science Communicators	Not counted

8. Summary of Responsibilities for Notifying Candidates of the Outcomes of Expedition-Related Applications

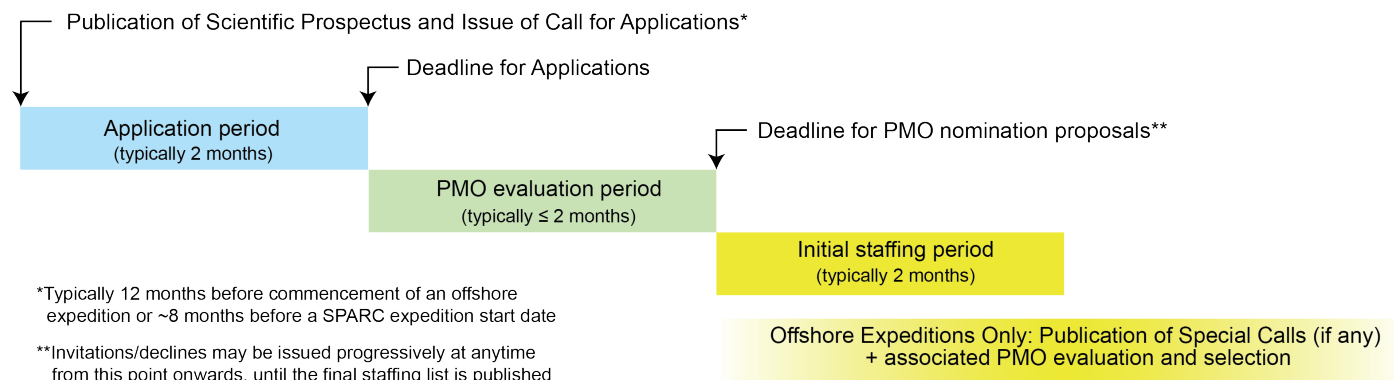
Application type	Outcome	Responsibility for notifying applicants
Offshore Expedition Science Team applications	Successful, following inclusion in a PMO nomination proposal	Operator
	Unsuccessful, following inclusion in a PMO nomination proposal	Operator
	Unsuccessful, not included in a PMO nomination proposal	PMO
Science Communicator applications	Successful, following inclusion in a CTF nomination proposal	Operator
	Unsuccessful, following inclusion in a CTF nomination proposal	Operator
	Unsuccessful, not included in a CTF nomination proposal	CTF Co-Chair
SPARC Expedition Science Team applications	Successful, following inclusion in a PMO nomination proposal	Co-Chief Scientists
	Unsuccessful, following inclusion in a PMO nomination proposal	Co-Chief Scientists
	Unsuccessful, not included in a PMO nomination proposal	PMO

Note that the IODP³ Science Office is not responsible for notifying candidates of the outcome of their applications.

Note that the IODP³ Operators, PMOs and CTF are unable to provide individual feedback to unsuccessful applicants when notifying them of the outcomes of their applications or thereafter. Staffing decisions are not simply based on candidates' profiles but also involve a complex interplay of factors related to the need to achieve scientific balances in each Expedition Science Team and programmatic balances in terms of gender, career stages and nationalities (the latter governed by relative funding contributions to IODP³).

9. Typical Timeline of Expedition Science Team Staffing Processes

CALL FOR APPLICATIONS (OFFSHORE & SPARC EXPEDITIONS)



SECOND CALL FOR APPLICATIONS (SAMPLE REQUESTS, OFFSHORE EXPEDITIONS ONLY)

