

# MEET-CINCH

(Project Number: 754 972)




## DELIVERABLE D4.2

### Travel Fund Handbook

Lead Beneficiary: CHALMERS

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**Version control table**

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*“This project has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 754 972.”*

## EXECUTIVE SUMMARY

**This Travel Fund Handbook has been released within the realization of the project Modular European Education and Training Concept in Nuclear and RadioChemistry (MEET-CINCH).**

**The main objective** of Task 4.1 is to stimulate exchange of knowledge and practical experience among the community (within and outside of MEET-CINCH activities) and future researchers.

**Students (MSc and PhDs)** represent the **primary target group**, but also teachers and other members of the community will benefit from MEET-CINCH activities and measures in area of education/training and mobility.

The primary aim of this action is the integration of students and trainees into EURATOM-supported research projects.

For this purpose, a special Travel Fund has been created (45k EUR). The purpose of the Fund is two-fold:

- **to support student mobility**, particularly for participation in MEET-CINCH and other EURATOM “chemistry” projects **practical courses and training sessions**,
- **to cover the costs of piloting the MEET-CINCH courses selected in WP2** by the End-user and Advisory Group based on the outcome of the survey from WP1 and the partners’ proposals.

**The Travel Fund is intended for internal staff of the participating institutes and their third linked parties**, however the participating institutes are the primary target. An initial plan of expenditures covered from the travel fund is described in the document and corrections will be made upon review of the travel fund, thus this document will be considered a living document.

The funds requests will be screened and handled by the **Travel Fund Operator** and a group of participants within the steering committee of the project. In addition to the Travel Fund, complementary measures for enabling the mobility will be actively sought and exploited.

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## 1 INTRODUCTION

The purpose of the Travel Fund is:

- **to support student mobility**, particularly for participation in MEET-CINCH and other EURATOM “chemistry” project **practical courses and training sessions**,
- **to cover the costs of piloting the MEET-CINCH courses selected in WP2** by the End-user and Advisory Group based on the outcome of the survey from WP1 and the partners’ proposals.

The funds requests will be screened and handled by the **Travel Fund Operator** and a group of participants within the steering committee of the project. In addition to the Travel Fund, complementary measures for enabling the mobility will be actively sought and exploited.

In this document, a series of rules and requests are defined in order to ease the access to the travel/mobility funds.

Three ANNEXES are added, where information about: the amounts of funds to be requested and the forms to be filled and filed to the Travel Fund Operator are given.

## 2 EXTERNAL TRAINERS

External trainers/teachers needed for either of the above described activities, which are proven that their competence does not exist in the MEET-CINCH project, shall be invited by the Organizer of the event.

The Organizer of the event, upon agreement with the Project Coordinator regarding the trainer, may send a request for funding the travel of the trainer/teacher to the – **Travel Fund Operator** (Chalmers):

[tretegan@chalmers.se](mailto:tretegan@chalmers.se)

Assoc. Prof. Teodora Retegan  
Chalmers University of Technology Dept. of Chemical and Chemical Engineering  
Nuclear Chemistry and Industrial Materials Recycling  
Kemivägen 4 SE-41296 Göteborg, Sweden  
Phone: +46 (0)31 772 2881.

**MEET-CINCH will cover the travel costs** as defined in the Travel Costs Table in **ANNEX 1 of this document.**

**The request is available as ANNEX 2 in this document.** The request must be sent at the latest one month before the starting date of the training event.

**The traveller should be encouraged to use environmental friendly transportation** like: trains, busses or shared cars or economy-class type of flight ticket. The accommodation shall be of the same type as for the participants of the respective event. In the case of special preferences, if exceeding the maximum amount allocated for a trainer and overriding the above requirements, the expenses shall be taken by the traveller. No personnel or other type of costs except of travel costs will be reimbursed by the Travel Fund.

### **3 SUMMER SCHOOLS/ COURSES/ MEET-CINCH EVENTS**

The above presented travel refunds for trainers are available.

BSc., Master and PhD students (young professionals) are the highest priority for this section and are strongly encouraged to apply.

The refund conditions are exactly the same as for the trainers. The announcement for the scholarships will be published at least 3 months in advance and the positive answer will be given at least 2 months prior to the starting date of the summer school/course/event. The announcement will be made for both internal and external participants, in well-defined terms on the project's webpage and any other relevant webpages e.g. on the End Users webpages, however only participating institutes in MEET-CINCH and their linked third parties will be considered for funding.

A request form for travel funds for participation to the summer schools/courses/events can be found in **ANNEX 3**. The form must be signed by the supervisor of the applicant and a good motivation for the participation should be written, along with all the requested data, and sent to the Travel Fund Operator (see Section 2). Additional data might be needed in case of access to a classified area. The refusal of submitting the additional data will lead to an automatic rejection of the application.

Presence to the courses/training sessions are obligatory, unmotivated and unjustified (without documented medical or personal unforeseen events) absence will lead to revocation of the travel grant.

## 4 TRAINING AND EXCHANGE OF PERSONNEL

Training and exchange of personnel is highly prioritized in MEET-CINCH, and BSc., MSc. and PhD students are prioritized.

No particular calls are planned for these types of actions, the application can be sent at any time during the project to the Travel Fund Operator (continuously open call).

The terms and conditions described in the section 3 Summer Schools/Courses/Meet-Cinch Events are applicable for this section, too.

The form can be found in **ANNEX 3**.

A brief report should be submitted to the Travel Fund Operator no later than one month after the finishing date of the training/exchange.

If a publication or any other presentable material like a conference poster or a short report (internal or external) will result from this exchange, the MEET-CINCH project and EURATOM/EU must be thoroughly acknowledged for support according to publicity rules using the following appropriately filled in quote:



*“This [publication/poster/exchange/...] has been supported by the project MEET-CINCH which has received funding from the Euratom research and training programme 2014-2018 under grant agreement No 754 972.”*





## **5 SHORT-TERM TO MEDIUM-TERM STAY AT MEET-CINCH PARTNERS LABS**

The short-term to medium-term stays at MEET-CINCH partners labs are relevant for BSc., MSc. and PhD students as well as for young scientists (1-5 years after their PhD).

MEET-CINCH will cover the costs for short-term stay and medium-term stay as defined in the Travel Costs Table (**ANNEX 1**), however the participants can spend a longer time on other accounts (own cost, other grants).

A longer stay must be specified in the request for travel fund: the length of the stay and the total cost as well as which is the expected MEET-CINCH contribution (which should not exceed the established amounts, see **ANNEX 1**).

No call is planned for this type of funds, the application can be sent at any time during the project.

The terms and conditions described in the section 3 Summer Schools/Courses/MEET-CINCH Events are applicable for this section, too.

The form can be found in **ANNEX 3**.

In this case, outcomes in the form of publications are highly desirable and this shall be addressed in the application. A brief report must be submitted to the Travel Fund Operator no later than one month after the finishing date of the stay. It shall include the title(s) of the publication(s), as well as a short description of the expected results.

If a publication or any other presentable material like a conference poster or a short report (internal or external) will result from this exchange, the MEET-CINCH project and EURATOM/EU must be thoroughly acknowledged for support according to publicity rules as specified in the section 4.

## **6 TRAVELLING TO CONFERENCES FOR STUDENTS**

This type of funds refers to BSc., MSc. and PhD students only in the case when they actively participate in the conference (poster or oral presentation).

No call is planned for this type of funds, the application can be sent at any time during the project.

The terms and conditions described in the section 3 Summer Schools/Courses/MEET-CINCH Events are applicable for this section, too.

The form can be found in **ANNEX 3**.

A brief report must be submitted to the Travel Fund Operator no later than one month after the event.

The MEET-CINCH project and EURATOM/EU must be thoroughly acknowledged for support according to publicity rules specified in the section 4.

## **7 ADMINISTRATION OF THE TRAVEL FUND EXPEDITURES**

There are two regimes of administrating the expenditures:

- partners of the MEET-CINCH project will be reimbursed for the Travel Fund expenditures directly via the Financial Statement within the reporting towards the EC.
- non-partner institutions will claim the reimbursement of the Travel Fund expenditures via invoicing Chalmers and declaring all appropriate travel receipts. Prior to the invoicing, the non-partner institution sends their claim to Chalmers, to the Fund Operator, in an electronic form asking for approval of the costs. Once approved, the non-partner institution invoices Chalmers and attaches appropriate receipts. Chalmers will claim the resources back via the Financial Statement.

These are the ex-post reimbursement procedures. All the application procedures described above apply.

## **8 CONCLUSIONS**

The Travel Fund, applications and the subsequent reporting will be administered by CHALMERS in close collaboration with the Management Support Team of the MEET-CINCH project (MST).

Teodora Retegan is the Travel Fund Operator.

The Travel Fund shall be annually reviewed and updated including targeting and changes of allocation. MST will assist in management of the Fund.

Total initial allocation of the Travel Fund is 68 957 EUR.

Geographical, gender and research area balance shall be kept as much as possible and relevant.



## ANNEX 2

### TRAVEL FUND REQUEST FOR TRAINERS/TEACHERS

Contact Person: Teodora Retegan, tel: +46317722881

Send the request to: [tretegan@chalmers.se](mailto:tretegan@chalmers.se)

<b>Trainer</b>	<b>Organizer of the Event</b>
<b>Title and affiliation</b>	<b>Name of the Event</b>

<b>Motivation</b>
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<b>Detailed costs and Total amount requested</b>
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<b>Place, date</b>	<b>Place, date</b>
<b>Signature of Trainer</b> -----	<b>Signature of Organizer</b> -----

## ANNEX 3

### TRAVEL FUND REQUEST FOR PARTICIPANTS

Contact Person: Teodora Retegan, tel: +46317722881

Send the request to: [tretegan@chalmers.se](mailto:tretegan@chalmers.se)

<b>Participant</b>	<b>Name of the Event</b>
<b>Title and affiliation</b>	<b>Venue of the Event</b>

<b>Motivation</b>
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<b>Detailed costs and Total amount requested</b>
--

<b>Place, date</b>	<b>Place, date</b>
<b>Signature Participant</b> -----	<b>Signature Supervisor</b> -----