



Guidelines for short-term visits between CRPs/EUROCORES programmes

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These guidelines are available on the ESF website at
<http://www.esf.org/coordinating-research/eurocores/networking-and-dissemination.html>.

EUROCORES short-term visits support visits to another CRP lab within the same or different EUROCORES programmes for up to a maximum of 6 weeks.

1. ELIGIBILITY

Applicants must be members of a EUROCORES programme (see general networking guidelines). Preference will be given to junior scientists, i.e. PhD students and postdocs. Only cross-CRP visits are eligible; intra-CRP travel is not allowed.

Applicants must:

1. undertake work that is of relevance to and brings added value to the programme;
2. apply for a visit to a laboratory or group of another CRP within the same or a different EUROCORES programme
3. return to the institution of origin upon termination.

2. ADDITIONAL SELECTION CRITERIA

As a general rule, the scientific merit, relevance and added value to the programme should be assessed by the scientific committee. Overall, preference should be given to those applications involving new collaborations rather than repeat visits. Exceptionally, "reapplication" (concerning the involvement of previously supported individual projects) may be permitted subject to justification by the applicant and approval by the scientific committee. The scientific committee may also apply its own criteria in addition to the above.

3. LEVEL OF AWARD

Short-term visits are reimbursed on a per diem basis of 85 EUR plus actual travel expenses up to a maximum of 500 EUR.

The support does not cover health insurance, taxes, or retirement scheme contributions.

4. PROCEDURE FOR THE ONLINE APPLICATION

- Applicants are requested to submit their short-term visit applications **online** at least **2 months before the start of the proposed visit** via a link provided either on the relevant programme website or by the ESF Office. Applications should generally include information listed below but further information related to additional selection criteria may also be requested.

- Details of the online submission system:

- Step 1: Application details
- Step 2: Applicant's personal data
- Step 3: Host's personal data
- Step 4: Upload file with application details *
- Step 5: Submission

*Once steps 1 to 3 are completed, the applicant is requested to **upload a document** in a single Word or PDF file of about 500 words (template provided on the [EUROCORES networking and dissemination webpage](#) and online application form) containing the following

- 1) Aim of the visit including explanation on the choice of the host and proposed work to be accomplished
- 2) Relevance and added value of the visit to the applicant's Collaborative Research Project (CRP) and to the programme

Annexes:

- CV including publications (if applicable)
- approval of exchange visit by applicant's PI (if applicable)
- signed letter of acceptance from host (electronic format) at the receiving institution

- The ESF EUROCORES Office, after having performed an eligibility check, will send the application to the scientific committee (or a subgroup thereof) for assessment.
- The ESF EUROCORES Office will inform the applicant of the outcome of the evaluation procedure.
- If the application is successful, the proponent will receive instructions on how to complete the online acceptance form and on reporting procedures. The applicant must accept (or refuse) ESF funding terms and conditions, and provide their bank details. Upon acceptance the applicant must return the scan copy of the signed Acceptance Form automatically generated by the online system to the ESF.
- Upon receipt of the Acceptance Form, the ESF makes an advance payment (80% of the allocated grant).

5. PROCEDURE FOR THE SUBMISSION OF THE FINAL REPORT

All reports should be **submitted online within one month of the end of the visit**. Applicants are requested to complete the online report form and **upload the scientific report** (template provided on the [EUROCORES networking and dissemination webpage](#) and online application form) in a single Word or PDF file of about 500 words containing the following :

- 1) Purpose of the visit
- 2) Summary of the work carried out during the visit
- 3) Description of the main results obtained and their potential impact on the development of the individual EUROCORES Collaborative Research Project
- 4) Future collaboration with host institution (if applicable)
- 5) Projected publications/articles produced already or to be submitted, resulting from the support (the EUROCORES Programme must be acknowledged in publications resulting from the grantee's work in relation with the short-term visit).
- 6) Other comments (if any)

All reports will be evaluated within the EUROCORES programme, normally by the scientific committee or a subgroup thereof. **Unless other arrangements are agreed, the contents of reports will be considered as being in the "public domain" and may be used, suitably acknowledged, in the compilation of reports by the ESF. Reports may also be published on the ESF website**

- The final payment will be made upon completion of all the steps described below:
 - **completion of the online report form and submission of the scientific report**
 - **sending** to the ESF of the **scanned signed host statement form** (stating how long the applicant stayed at the host institute and automatically generated by the online system once the online reporting has been completed)
 - **posting** to the ESF of the **original travel tickets and the signed Financial Report Form** (automatically generated by the online system once the online reporting has been completed)

In case of cancellation or unreasonable delay (six months or more), all advances must be returned to the ESF. If the length of the stay is shorter than the foreseen period, the grantee should reimburse to ESF the amount of unspent funds. Travel expenses are only paid for one round-trip to and from the host institution at the start and end of the short-term visit.

6. ESF FINANCIAL RULES FOR THE REIMBURSEMENT OF TRAVEL COSTS

Air tickets should be economy (or at a lower rate if cheaper tickets). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed.

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available.

Costs of health, life and luggage insurance are not reimbursed by the ESF. Cancellation insurance will only be reimbursed for economy tickets.

For the reimbursement of travel costs, original tickets, vouchers, invoices must be enclosed (including taxi receipts) with the claim form.

Use of private car (including road tolls and fuel) will be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent must be enclosed with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometres covered must be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.

ANNEXES

- Short-Term Visit - Application Form
- Short-Term Visit - Scientific Report Form

The forms can be downloaded from the EUROCORES website at <http://www.esf.org/coordinating-research/eurocores/networking-and-dissemination.html>



Short-Term Visit - Application Form

Form (Word or PDF file) to be completed and uploaded via the online system at least two months before the start of the visit (about 500 words).

- 1) Aim of the visit including explanation on:
 - a) the choice of the host

 - b) the proposed work to be accomplished

- 2) Relevance and added value of the visit:
 - a) to the applicant's Collaborative Research Project (CRP)

 - b) to the programme

Annexes:

- CV including publications (if applicable)
- approval of exchange visit by applicant's PI (if applicable)
- signed letter of acceptance from host (electronic format) at the receiving institution



Short-Term Visit - Scientific Report Form

Form (Word or PDF file) to be completed and uploaded via the online system within one month of the end of the visit (about 500 words).

- 1) Purpose of the visit

- 2) Summary of the work carried out during the visit

- 3) Description of the main results obtained and their potential impact on the development of the individual EUROCORES Collaborative Research Project

- 4) Future collaboration with host institution (if applicable)

- 5) Projected publications/articles produced already or to be submitted, resulting from the support (the EUROCORES Programme must be acknowledged in publications resulting from the grantee's work in relation with the short-term visit).

- 6) Other comments (if any)