

Guidelines for Short-Term Visits between CRPs/EUROCORES Programmes

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 member 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 asked to submit **online** their application form for a EUROCORES Short-Term Visit at least **2 months before the start of the proposed visit**. **The forms can be accessed from the relevant Programme websites**. 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** containing the following (about 500 words):

- 1) 1) Aim of the visit including explanation on the choice of the host and proposed work to be accomplished
- 2) 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.
- Upon receipt of the acceptance form, the ESF makes an advance payment (80% of the allocated grant). The final payment will be made upon receipt at the ESF, **online**, of the **scientific report**, of the **signed host statement form(s)** (stating how long the applicant stayed at the host institute) and **original travel tickets**. In the 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.

5. SUBMISSION AND EVALUATION OF SCIENTIFIC REPORTS

All reports should be submitted **within one month of the end of the visit**. Scientific Reports should contain the following information (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 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.

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.