



ESF Networks

Guidelines for Grants

Short Visit Grants

ESF Networks offer a limited number of short visits to scientists wishing to initiate or to further develop a collaborative project related to the network's objective.

Grants are intended for short visits of up to 15 days.

Level of support

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

Eligibility

An applicant has to:

- undertake work applicable to the Network
- apply to stay in a European country other than the country of origin
- return to the institution of origin upon termination, so that the applicant's institution may also benefit from the broadened knowledge of the scientist
- acknowledge ESF in publications resulting from the grantee's work in relation to the grant

It should be noted that at least one of the institutes must be located in a country in which ESF has a Member Organisation.

The grants do not cover health insurance, taxes, or retirement scheme contributions.

Applications

Applications should include the following information:

- A short description of the proposed project work (about 250 words) and the aim of the visit
 - A curriculum vitae of two A4 pages
 - Full address details of the prospective host(s)
 - Proposed starting date
 - Estimated travel costs
1. Applicants are asked to submit **online** the ESF application for a Short Visit. The form can be accessed from the relevant Network website.
 2. The Network Chair, who automatically receives a copy of each application, is responsible for circulating the application for decision and relaying the decision to the ESF office.
 3. The ESF will **inform applicants of the outcome of the evaluation procedure.**
 4. If the application is successful the grantee will receive instructions on how to complete the acceptance form and on reporting procedures.
 5. Payment is made after the visit subject to submission of the scientific report, signed host statement form(s) and original travel ticket(s). If the length of stay is shorter than the foreseen period, the payment will be adjusted accordingly.

Scientific Report

All reports should be submitted **online** within one month of the end of the visit and should contain the following information:

- Purpose of the visit
- Description of the work carried out during the visit
- Description of the main results obtained
- Future collaboration with host institution (*if applicable*)
- Projected publications/articles resulting or to result from your grant
- Other comments (*if any*)

ESF Financial Rules for the Reimbursement of Travel Costs

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice should also be provided to the ESF.

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 PEX/APEX tickets.

Use of private car (including road tolls and fuel) should 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 should be produced 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 should be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.