

APPENDIX F: *Short and Exchange Visit Grants: Guidelines for applicants and grantees*

Planned visits should be directly relevant to the scope of the RNP. There are two types of grants:

- **Short visits** of up to 15 days;
- **Exchange visits**, from 15 days to six months, renewable.

Eligibility criteria and priority order of grant allocation

Applicants may be either at the pre or post-doctoral level and must:

1. apply to stay in a country other than the country of origin;
2. return to the institution of origin upon termination, so that the applicant's institution may benefit from the broadened knowledge of the scientist.

The RNP's Steering Committee (SC) or the sub-group of the Committee set up for that purpose, having assessed scientific merit and relevance to the RNP, will normally give preference to applications in the following order:

1. between contributing countries;
2. between a contributing country and a non-contributing ESF member country;
3. between a contributing country and a non-ESF member country in Europe;
4. between a contributing country and any country not covered by 1-3.

Researchers from countries with ESF Observer status not contributing to the RNP are considered non-ESF. In the case of doubt, decisions on eligibility will be taken by the ESF Head of Unit (cf. information provided on relevant RNP web page for list of contributing countries).

How to apply for funding

The SC may decide to have a **call for proposals with a specific deadline**, or operate on a **continuous submission** basis.

Applications should be submitted online **at least two months** before the planned starting date of the exchange. The forms can be accessed from the relevant RNP website. Applications should include the information listed below but additional information related to additional selection criteria may also be requested. Applicants should check the relevant RNP website.

Short visit grant applications include:	Exchange visit grant applications include:
<ul style="list-style-type: none">• A short description of the proposed project work (about 250 words) and 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.	<ul style="list-style-type: none">• A short description of the proposed project work (about 1000 words) and aim of the visit;• A curriculum vitae of two A4 pages;• List of five most recent publications;• A letter of recommendation from someone familiar with the applicant's work;• A letter of acceptance from the host at the receiving institution;• Full address details of the prospective host(s);• Proposed starting date;• Estimated travel costs.

Applicants will be informed of the outcome of the evaluation by ESF via email.

What the funds covers

	Short visits grants (max. 15 days)	Exchange visit grants (15 days – max 6 months)
Allowance	85 € per day	1600 € per month 400 € per week 57 € per day
Travel expenses *	Up to a maximum of 500 €	Up to a maximum of 500 €

* travel expenses cover the expenses of **one** return journey to and from the host institute. It does not normally cover shipment costs.

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

Administrative procedure and conditions of award

The grantee must confirm acceptance of the award and adherence to the present *Guidelines* to ESF using the online form at the web address indicated in the email notification of award and return a signed hard copy to ESF.

Awarded funds will be transferred by ESF as follows:

	Short visit grants	Exchange visit grants
Advance payment	Not applicable	Two months before the start of the exchange. It represents 80% of the total allowance granted
Final payment	After the visit, upon timely and satisfactory completion of the reporting requirements described below and validation of the reports by the SC and ESF	

If the length of stay is shorter than the foreseen period, the payment will be adjusted accordingly. Any unspent balance must be returned to the ESF.

Penalties apply in case of delay in reporting.

In the case of cancellation or unreasonable delay of an exchange visit grant (six months or more), all advances must be returned to the ESF.

Reporting requirements after the short/exchange visit

A final report must be submitted online within **one month** after the end of the visit (the link is provided either in the email of award (short visit) or in the email informing the grantee of the transfer of the advance payment (exchange visit)). The final report is composed of the following three elements for both short and exchange visit grants:

1. A **scientific report** in .pdf or .doc format. It should contain the following information and not exceed 6-8 A4 pages:
 1. Purpose of the visit;
 2. Description of the work carried out during the visit;
 3. Description of the main results obtained;
 4. Future collaboration with host institution (if applicable);
 5. Projected publications / articles resulting or to result from the grant (ESF must be acknowledged in publications resulting from the grantee's work in relation with the grant);
 6. Other comments (if any).

2. a signed **host statement form***
3. a completed and signed **balance payment form*** accompanied by the original travel tickets

**items automatically generated once the online report has been submitted.*

Evaluation and validation

The scientific report will be evaluated within the RNP, normally by the sub-group delegated to recommend the awards, and if necessary using external peer review. Unless other arrangements are agreed upon, the contents of the report will be considered as being in the public domain and may be used, suitably acknowledged, in the compilation of reports submitted by the RNP to ESF. Reports may also be published on the RNPs' website and / or the ESF website.

The balance payment form will be validated by ESF on the basis of the original travel tickets provided. The reporting will be considered incomplete without the signed host statement form.

Penalties

If the reports are not received within the one-month deadline, the ESF reserves the right to a) retain the outstanding funds from the award for Exchange visit grants or b) deduct 20% from the award for Short visit grants. In the case of unreasonable delay (3 months or more), the advance payment for Exchange visit grants will also have to be returned to ESF upon notification by formal letter with copy to the relevant authorities within the grantee's institution while for Short visit grants, the award will be fully retained by ESF after notification by formal letter with copy to the relevant authorities within the grantee's institution.

Notification to the grantee prior to each step will occur via email as follows:

- 1 month after the visit: 1st reminder, outlining penalties to ensue in case of further delay;
- 2 months after the visit: 2nd reminder; balance on the award forfeited for Exchange visit grants / 20% to be deducted from the award for Short visit grants
- 3 months after the visit: final notification; Advance payment on the award (80% of the subsistence allowance) reclaimed for Exchange visit grants / award forfeited for Short visit grants; notification of ensuing formal letter with copy to grantee's institution.

In addition, the failure to comply with the reporting requirements will be recorded in the ESF database and this fact brought to the attention of ESF recommending panels should the grantee submit any further applications for funding under an ESF instrument.

APPENDIX J: ESF rules for the reimbursement of travel expenses

Participants in ESF meetings should arrive and depart as close as possible to the beginning and end of the meeting. In cases where participants have been on non-ESF business either before or after the meeting, organisers should only cover expenses incurred by attendance of the ESF event, unless extension of stay is justified by a significant reduction in overall cost (resulting e.g. from reduced air fares).

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 organiser.

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 under ESF rules. 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 should be reimbursed to only one person.

Accommodation

Reimbursement of actual expenses for room and breakfast should be made only on production of hotel bills and should not include meals or incidental expenses, such as supplement for an accompanying person, laundry, bar bills, private telephone calls, etc. which are at the participant's own cost.

Meals

Lunch and dinner expenses can be reimbursed at a fixed rate of 21 € maximum, only when meals are not provided by the organiser, or by a host organisation, or by an airline.