



Transnational Access Proposal Guideline

I. General

Please fill the form with the following in mind:

Your proposal will be forwarded to the EUROCHAMP-2 USP consisting of five EUROCHAMP members and five additional non-EUROCHAMP experts. The proposal should describe the activity well enough for them to access the scientific quality and the interest for the scientific community. Please read section V of [EUROCHAMP-2-TA-selection-procedure.pdf](#).

The proposal must be submitted at least 1 month before the earliest start of the TA activity.

II. Detailed advice for the sections of the proposal form

Please use proposal form Version 1.2!

A. Information about the PI of this activity

1. The PI is the responsible person for this activity.
2. He/she has to prepare a report to justify the spending.
3. All fields have to be completed.

B. Information about the host chamber of this activity

4. All fields are mandatory.

C. Information about Transnational Access activity

5. At least one participant must be identified by name and email.
6. **The number of days in the summary line refers to the days of access charged to EUROCHAMP.** This number directly multiplies with the access cost per day (between 400 €/d and 4000 €/d, depending on the installation) to give the cost of this activity charged to EUROCHAMP-2 TA. This number is NOT the number of person-days of the visitor but the number of days the installation is used within the TA activity. This number may include days for installation, tests, and dismantling. However, these should not exceed 20% of the entire number access days.

D. Please describe your Transnational Access activity here (DoW, 1 page max.)

7. Please provide references (research articles, web addresses, ..) here.
8. The number of days (= cost) has to be justified.
9. If possible provide deliverables.

III. User Support

Financial support to the user group (e.g. travel, subsistence) is available upon request only and depends on the availability of funding from the European Commission.

Travel support will be granted for European users of the installations with a maximum of 500 €/person and 1000 €/person for non-European users, respectively. The maximum support for accommodation and daily allowance are 50 €/person/night and 20 €/person/day, respectively. The maximum support for one group for accommodation and daily allowance must not exceed twice the number of access days multiplied by 70 €. Instrument transport cannot be supported.

For reimbursement of the travel and accommodation the users have to provide copies of the corresponding bills to the EUROCHAMP coordinator (BUW) not later than 6 month after the measurement campaign ends. Advance payments are not possible.

IV. Additional information (added Feb 2010)

Claiming reimbursement of travel expenses for user of the EUROCHAMP infrastructure within the Transnational Access Activities (user support)

The transnational access activities promote scientific excellence through the mobility of experts and access of research scientists, in particular new users, to the high quality EUROCHAMP-2 infrastructure.

The access is facilitated through the EC contribution to the operating costs of the installations. The "users/user groups" are not charged for using the installations/chambers within the infrastructure.

The mobility of experts/users is aided through the financial user support defined as follows:

- Financial support to the "user/user group" (e.g. travel, subsistence) is available upon request only and depends on the availability of funding from the European Commission.
- The financial support is not intended to cover the entire costs, which have been accrued by users during a EUROCHAMP-2 TA activity.
- As "user/user groups" all persons are eligible (students, qualified experts) who are involved in a TA activity which was granted by the EUROCHAMP-2 User Selection Panel (USP).
- As "user/user groups" all persons are eligible (students, qualified experts) who are not involved in the EUROCHAMP-2 project.
- If the institution of a "user/user group" is a EUROCHAMP-2 partner, support can only be claimed if the user her-/himself is not involved in the project.
- For reimbursement of travel and accommodation costs users have to provide copies of the corresponding bills to the EUROCHAMP coordinator (BUW) not later than 6 month after the measurement campaign ends. Advance payments are not possible.
- Transportation support will be granted for European users of the installations with a maximum of 500 €/person and 1000 €/person for non-European users, respectively.
- Instrument transport cannot be supported.
- The maximum support for accommodation and daily allowance are 50 €/person/night and 20 €/person/day, respectively.

The user support cannot be claimed for a period exceeding the maximum duration of the TA activity (= the duration approved by the User Selection Panel) by more than 2 days (i.e. arrival/departure days).

A. Rules for claiming per diem allowance:

Each group participating in a TA activity is allowed to claim the reimbursement of per diem allowance up to a maximum of $2 \times (\text{maximum duration of the TA activity}) \times 20$ €. No receipts are required for the per diem claims.

B. Rules for claiming accommodation support:

Each group participating in a TA activity can to claim the reimbursement of accommodation support up to a maximum of $2 \times (\text{maximum duration of the TA activity}) \times 50$ €.

A+B: *In well-founded exceptions weekends will be considered "necessary stay" and eligible for user-support.*

C. Rules for claiming transportation expenses:

The transportation expenses to and from the TA location will be reimbursed for 1 journey per person. Exceptions must be approved by the project coordinator.

Case 1: Travelling by public transportation

Transportation costs include travel from the home institution to the EUROCHAMP partner institution, which hosts the TA activity and travel between the lodging place and the TA facility. In well-founded exceptions taxi fare is eligible. Low price means of transport – Economy class flights and 2nd class train fares – are eligible.

The transportation expenses will be reimbursed upon presenting transportation receipts up to a maximum of 500 € for European and 1000 € for non-European users.

Case 2: Travelling by private/institutional or rental car (EUROPEAN users)

Reimbursements for expenses due to driving to and return from the TA location are allowed only upon a well grounded request within the TA proposal. Eligibility conditions are:

- lower cost than using public transportation
- transport of chemicals which are not permitted in passenger luggage
- transport of instruments which is too costly by public transportation
- long distance from a [low cost] lodging place to the research facility (accommodation and travel costs will be compared)

When using a private/institutional car the transportation expenses will be calculated using a kilometer allowance of $0.30 \text{ €/km} \times 2 \times (\text{km distance home} - \text{TA location})$ and reimbursed up to a maximum of 500 €. When using a rental car, the transportation expenses will be reimbursed up to a maximum of 500 €.

Case 3: using a rental car only from hotel to the research facility (EUROPEAN and non-EUROPEAN users)

Reimbursement for expenses is allowed only upon a well grounded request within the TA proposal. Eligibility conditions are:

- lower cost than using public transportation (a large group of researchers)
- long distance from [a low cost] lodging place to the research facility (ponder the accommodation and transportation expenses)

For case 3, the total amount of transportation expenses (flight/train ticket + rental car costs) will be reimbursed up to a maximum of 500 €. When case 3 applies to non-European users, the total amount of transportation expenses (intercontinental flights + rental car costs) will be reimbursed up to a maximum of 1000 €.

Invoice (model, you have to fill all [marked] entries)

[name]

[affiliation]

[address]

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Topic EUROCHAMP TA proposal [E2-20xx-xx-xx-xxxx]

Dear Prof. Wiesen

We / I would like to make an expenses claim under the EUROCHAMP Transnational Access scheme. The details are as follows.

TA proposal [E2-20xx-xx-xx-xxxx], PI: [name]

USP decision from [yyyy-mm-dd] to [yyyy-mm-dd]

Access to [installation], [period claimed]

The claimed expenses are:

per diem allowance: [days] × 20 € = [xxx] €

accommodation: [xxx] [currency]

transportation: [description of transportation costs] [xxx] [currency]

Total [xxx] € (if no rate of exchange is available do not fill this field)

We are/ I am also attaching all copies of the receipts for the claimed costs.

My bank details are:

[bank name], [bank address]

Account: [xxx], sort code: [xxx]

IBAN: [xxxx xxxx xxxx xxxx xxxx xx]

SWIFT/BIC: [xxxx xx xx xxx]

[signature, date]

[Name, affiliation, present business address]