Call for EERA JPNM Travel/Training Grant

The call for Travel/Training Grants gives the possibility to all JPNM members (full and associate members) to apply for financial support either
- for a scientific visit at a research institution (of another JPNM member or another institution in the field of nuclear materials)
or
- to visit a conference/participate in a workshop
or
- to cover the costs of a training.

All activities have to correspond to the JPNM relevant research topics and bring added value to the EERA JPNM community which should be clearly described in the application.

The upper limit for each grant is **1000 EUR** for travel or training within Europe or **1500 EUR** outside Europe. If there are several, only one application per institution per call may be granted. Also, only one grant per person per year may be granted.

Applications can be sent at any time during the year. Four times a year there is a deadline and all applications sent before are discussed and approved/rejected by the EERA JPNM Steering Committee. Travels or trainings starting before the date of the approval of the grant applications are not eligible for funding. After approval the Grant is valid for 6 months. Therefore, it is advised to check carefully the point in time the Travel/Training Grant is needed to start the application in accordance with the given timeframes:
- 1st deadline in the year is 31st March, decision by JPNM SC 30th of April -> grant valid from 1st of May until 31st of October
- 2nd deadline in the year is 30th of June, decision by JPNM SC 31st of July -> grant valid from 1st of August until 31st of January (following year)
- 3rd deadline in the year is 30th of September, decision by the JPNM SC on 31st of October -> grant valid from 1st of November until 30th of April (following year)
- 4th deadline in the year is 31st of December, decision by the JPNM SC on 31st of January -> grant valid from 1st of February until 31st of July

Procedure and evaluation:

The application is submitted via online form that can be found here.

The application contains (as in the online application):

- Name and institution of the applicant
- Kind of requested Travel/Training Grant: a.) scientific visit or b.) visit of workshop/conference or c.) participation in a training
- For a.) scientific visit
    - Name of institution to visit
    - Point of time and duration of stay
    - Short description of planned work at the institute (relation to which topic or sub-programme of JPNM?)
- For b.) visit of workshop or conference
    - Title and date of the workshop or conference
    - Conference/workshop content belong to which topic or sub-programme of JPNM?
    - Indicate the purpose of the visit: presentation/poster or networking
- For c.) participation in a training
    - Title and date of the training
    - Training content belong to which topic or sub-programme of JPNM?
    - Which skill(s) related to JPNM scientific goals will be enhanced?
- Expected costs for a.), b.) or c.):
    - Travel costs
    - Accommodation costs
    - Other (e.g. workshop/training/conference fee)
    - At the end summarize
        - Total costs
        - Financing rate by JPNM (if total costs are above the limit of the Travel/Training Grant).

All applications submitted before the above defined deadlines will be sent to the EERA JPNM Steering Committee for approval and decision.

In case of a grant and if possible, the financial support from JPNM for the Travel/Training Grant must be clearly mentioned (e.g. acknowledgement and JPNM logo on a poster, presentation, report).

Payments

Payments will be made directly by EERA secretariat upon submission of relevant documents and their authorization by the JPNM coordinator or deputy coordinator. The documents should not be sent later than one month after the end date of the travel/training activity. The relevant documents are:

- Copies of paid invoices
- Summary of costs for reimbursement (please, see the template as Annex 1 to this document)
- If a poster/presentation/mission report on training/scientific visit or similar is available a copy should be shared with the EERA JPNM community.

Costs can only be reimbursed if expenses are proven by copies of paid invoices. Invoices for reimbursement are to be sent to Jana Peroutková, EERA JPNM Secretary (see the contact below), with relevant instructions for payment (incl. bank detail of the beneficiary) and explicit reference to the corresponding Travel/Training Grant.

If an applicant needs a pre-financing for the Travel/Training Grant, the applicant may request a part of the money in advance and the rest of the approved amount will be paid as soon as the invoices are submitted to and checked by EERA JPNM. If pre-financing is requested, please indicate the amount that should be pre-financed and justify it.

Contact

EERA Joint Programme on Nuclear Materials
Jana Peroutková
EERA JPNM Secretary
jpnm.k@chalmers.se

Annex 1: Template – Summary of costs for reimbursement

Expense Reimbursement Form

Event:
Name of the grant holder, institution:

Date	Description	Cost
	Total:	€ 0,00

Bank information for the bank transfer
Name of the bank account beneficiary:
Name of the bank:
IBAN:
BIC:

I, the undersigned, attest that the information provided above is to my knowledge, accurate and complete.

Signature: Date:

*In order to be reimbursed, you must join the original prove of purchase (or scanned copy)