



Scientific Mission Grants (SMG)

RULES AND PROCEDURES

Introduction

The EuroEAP Society periodically issues calls for applications for grants aimed at supporting Scientific Missions of Society's members to any host institution in any country.

The grants are aimed at providing a partial support, up to a pre-determined amount, of travel and subsistence costs for missions that have a solid scientific plan. The purpose of the SMG programme is to facilitate the creation or strengthening of collaborations to the benefit of the EAP field, by allowing Society's members to visit an institution, either in the same country or anywhere else in the world.

Any SMG should have specific scientific/technological objectives. For instance, it might allow the applicant to learn new techniques or gain access to specific instruments and/or methods not available in their own institution. Topics that are unlikely to be funded are meetings with other researcher/companies to have "generic" discussions, to write joint publications/discuss project proposals.

EuroEAP Society members interested in applying to the SMG programme should submit an application in response to open calls, according to the rules and procedures described in the following sections.

Eligibility to apply

In order to be eligible for the SMG grant, any SMG applicant should have a confirmed subscription to the EuroEAP Society at the time of the submission of the grant.

No restrictions apply in terms of affiliation, country or professional status/position (employed/unemployed, permanent/non-permanent, student/non-student, etc.) of the applicant.

Host institution

No restrictions apply to the host institution. It can be of any kind, such as a university, a research centre, a laboratory or a company. It can be located in any country of any continent. It does not necessarily need to be "represented" by an affiliate person within the EuroEAP Society. The lack of any sort of constraints is aimed at ensuring the highest freedom of choice, to the benefit of the applicant and the mission.

Time constraints

No restrictions apply to the duration of the mission, with a **minimum of 1 week**. However, the SMG committee strongly **encourages stays that last 2-3 weeks**. Please note that the mission should necessarily be completed by the end of the calendar year that follows the year during which the SMG application is submitted.

Additional constraints might be introduced by specific calls for SMG applications. Applicants should comply with all the restrictions imposed by the call.

Financial support

An SMG grant is here defined as a reimbursement of documented expenditures, up to a pre-determined maximum amount, which is defined and communicated to the grantee when the mission is approved.

The maximum amount will be defined by the SMG Committee, which might approve or reduce the amount requested by the applicant in the application. In any case, the maximum amount could never exceed the limit specified for each available grant in the call for SMG applications. Please note that meals have a flat rate of 25 Euros per day.

The grant will be provided after the mission, upon evidence of its completion and according to the procedure described in the following.



The grant will not necessarily cover all expenses, as it is intended only as a contribution to the travel and subsistence costs of the mission. The applicant is therefore strongly encouraged to apply for additional funds from alternative sources.

Eligible expenses and evidence to be produced for the reimbursement

The eligible expenses and the evidence to be produced for the reimbursement are listed in the following table:

Eligible expenses	Evidence to be produced for the reimbursement
Accommodation	Invoice, addressed to the grantee (NOT to the Society)
Meals	Flat rate: EUR 25.00/day
Travels by plane, train, bus, metro, taxi	Receipts or tickets that display costs
Travels by car (fixed rate: 0.2 €/km) (NON-eligible costs: fuel, , insurance)	Route map (printouts from e.g. Google or Michelin maps) showing the starting and final addresses, and the number of kilometres
Motorway fees	Receipts
Car rentals	Invoice, addressed to the grantee (NOT to the Society)
Car parking	Receipts or tickets that display costs

Any other items of cost not listed above (e.g. consumables, insurances) are not eligible.

SMG process

Before the SMG

In order to apply for a Scientific Mission Grant, the applicant must:

- Identify on the EuroEAP website an open call for SMG applications;
- Ensure that he/she has a subscription to the EuroEAP Society and that its status is 'confirmed';
- Obtain from the host institution a written 'Expression of intention to host the mission', using the template available on the EuroEAP website;
- Prepare the SMG application, using the form available on the EuroEAP website;
- Submit the SMG application as specified in the form.

Assessment of the SMG application:

- The evaluation of SMG applications is performed by an SMG Committee, which operates with transparency and in the absence of conflicts of interest. The selection of applicants is based exclusively on the merit of the SMG application, which will be assessed in both scientific and budgetary terms, according to the following criteria (1) Scientific quality, (2) training benefit and (3) expected impact on EAP field. Only the SMG applications with the highest reviewer scores will be funded in accordance with the overall available SMG budget.
- At the end of the evaluation process, the applicants will receive a notification about the outcome by email.

During the SMG

- the SMG grantee should take care of collecting all the receipts and invoices related to the eligible expenses (see the SMG rules on the website) that are planned to be claimed for the final reimbursement (SMG).

After the SMG

In order to receive the SMG grant, within 30 days after the end date of the SMG the grantee must:

- Obtain a written confirmation from the host institution (with free format; even a copy of an email will suffice) that the SMG has actually taken place and has been completed with satisfaction;
- Prepare a final report & reimbursement claim for the SMG, using the form available on the website;
- Prepare electronic copies (PDF files) of all the receipts and invoices to be claimed;
- Submit the final report & reimbursement claim form, with attached confirmation of the host institution and copies of the receipts/invoices, as a single PDF file, as specified in the reimbursement form.

Failure to submit the final report & reimbursement claim form and its mandatory attachments within 30 days will effectively cancel the grant.



The SMG Committee will revise the report, claim and associated documents and will possibly inform the grantee that the overall process has been accomplished successfully, so that the grant will then be paid.

Remarks

During the SMG, neither the EuroEAP Society, nor the host institution, may be considered as an employer of the SMG grantee.

Grantees are entirely responsible (and must make their own arrangements) for all insurance, health, social, personal security and pension matters.

Contacts

Please use the contact details reported within the Call for SMG applications.