

## **HORIZON 2020**

### **NFFA-EUROPE Research and Innovation Action**

#### **Grant Agreement n° 654360**

**Starting date 1<sup>st</sup> September 2015**

**End date 31<sup>st</sup> August 2019**

### **TRANS-NATIONAL ACCESS ACTIVITY**

Rules and Procedures on How to Claim Refund of  
Travel and Subsistence Expenses

**[A practical Guideline for Users](#)**



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## INTRODUCTION

This guideline is a concise collection of all the rules on reimbursement procedures of trans-national access activity. NFFA-Europe - *Nanoscience Foundries and Fine Analysis* is a Horizon 2020 Research and Innovation Action, submitted under Call H2020-INFRAIA-2014-2015 and coordinated by CNR-IOM with Prof. Giorgio Rossi as Primary Coordinator Contact. Among its objectives, NFFA-Europe aims at offering to individual researchers or teams of researchers, from both academia and research institutions, public and private, industry included, the possibility of 'free of charge' trans-national access to one or more infrastructures among those operated by the Partners.

### Scope

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NFFA-Europe offers European and Third Country users the possibility to carry out comprehensive projects for multidisciplinary research at the nanoscale, extending from lithography, to synthesis, to nano-characterisation, to theory and numerical simulation.

Activities are performed in 6 different types of Installations: (a) Lithography and nano-patterning (Litho); (b) Growth and synthesis (Growth); (c) Theory and Simulation (Theory); (d) Structural and Morphological nano-characterisation (SM Charact.); (e) Electronic and Chemical nano-characterisation (EC Charact.); (f) Magnetic, Optical and Electric nano-characterisation (ME Charact.)

Each type of Installation includes laboratories located in different NFFA-EU sites. When needed, limited access to co-located large-scale facilities for Fine Analysis can be offered by the relevant nano-characterisation Installation.

NFFA-Europe proposals necessarily include access to more than one type of Installation (e.g. Litho and Growth, Growth and Theory, SM Charact. and EC Charact., etc.) and cannot be limited to Fine Analysis only. Whenever possible, access will be granted to a single NFFA-Europe site for all project steps, but a scheduling including more than one site is also possible. The Single Entry Point (SEP) on the NFFA-Europe website portal allows accessing the overall list of tools and methods available and submitting a comprehensive proposal. After submission, the technical feasibility of each project step will be assessed by the Technical Liaison Network (TLNet). Feasible proposals are then evaluated and ranked by an external panel of reviewers. The best-ranked proposals are assigned to one or more NFFA-Europe sites, guaranteeing free access to the most appropriate combination of methods and instruments.

EU financial support to trans-national access covers the access costs incurred by the access provider for the provision of access to the selected researchers as well as the travel and subsistence incurred to support the visits of the researchers to the infrastructure.



## GENERAL RULES

NFFA-Europe provides a financial contribution towards the travel and subsistence costs incurred by users up to the maximum budget available and according to the following criteria:

- Up to two users per proposal can be supported
- In case of multi-site assignment, each user can be supported for access to a maximum of two different access sites within the same proposal.
- For proposals envisaging periodic access to the same site(s), multiple travels to the same site(s) are allowed for each user; the overall maximum contribution for travel will not exceed 400€ per person and site, the overall contribution for subsistence will be 70€ per person for a max number of days as determined by the total UoAs assigned.
- The overall duration of each access has to be coherent with the number of UoAs assigned (i.e. a two-weeks stay cannot be supported for a user who is granted 5 UoAs).
- Users are strongly encouraged to include an explicit request for support in the proposal, by activating the related option. Confirmation of their request will be asked at a later stage.
- It has to be specified if the request is for travel only, for subsistence only or for both, and for one or two (maximum) users.
- When support is asked for two users, it is possible to submit a request for different contributions (e.g. travel only for one user, travel and subsistence for the other).

Users should arrive/depart as close as possible to the beginning/end date of the access session. One day before and one day after the scheduled access are considered acceptable and shall be reimbursed. If users anticipate/extend their stay no additional subsistence costs will be reimbursed. Travel costs will be reimbursed only if the extension is due to activities on the same scientific topic complementary to the NFFA-Europe access session. In such case users are required to justify the extra days with a note in the reimbursement claim.

Users who are notified by Central TLNet they are eligible to receive reimbursement for travel and subsistence expenses from NFFA-Europe may:

- Either anticipate all expenditures and afterwards claim for reimbursement or
- Ask Access Provider's Administration for pre-payments on condition that such option is foreseen by their internal rules and is made available (Look out for it in the instructions received and/or consult Access Provider's website).

No reimbursements shall be paid to Users' Administrations for pre-payments made on behalf of their employees.

In case the actual expenditures incurred by users for transnational access exceed NFFA-Europe's established ceilings, the latter may ask their Administrations for refund of the excess amount or of the total amount, in the latter case renouncing to be reimbursed by the access provider.

To avoid double refunds, true copies of original bills, receipts etc. may be released by Access Providers' Administrations only on condition the User's Administration declares the share of cost they are going to refund.

In case the actual expenditures incurred by users for transnational access are inferior to NFFA-Europe's established ceilings, No extra money will be paid to reach the established ceilings.



## Travel Expenses

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Upon notification of being awarded the access period, the user should promptly purchase travel ticket/e-ticket in order to get the lowest fares.

Only one round-trip ticket per user can be supported up to a ceiling limit of **400 Eur**. In case of multi-site assignment, each of the two users can receive support for access to two NFFA-Europe sites with a maximum contribution of **400 Eur** per accessed site. The total max contribution for proposals envisaging periodic access to the same site(s), i.e. multiple travels to the same site(s), will not exceed **400 Eur** per person and per site. The contribution can in no case exceed the actual travel cost effectively incurred, i.e. if the cost of travel is lower than 400 Eur, the user will get the cost actually paid.

Users must hand over to the Access Provider's Administrations all original documentation for reimbursement. Documents can be handed in or shipped by post no later than 60 calendar days after the access end. Failure to comply with this timeframe will absolve the access provider from any obligation to reimburse travel expenses.

### Air Travel

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NFFA-Europe access providers will reimburse to each authorized user a single return economy class airfare for one person for each authorized access session. Whenever available, booking of low-cost flights is recommended.

Original tickets OR e-Ticket OR original invoices AND boarding cards must be collected by each user and sent to the access provider in charge of the reimbursement. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.

### Travel by Railway

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Train: preferred fares are based on the shortest and cheapest routes.

Original tickets OR e-Ticket OR original invoices must be collected by each user and sent to the access provider in charge of the reimbursement. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.

## Meals and Accommodation

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A maximum contribution of **70 Eur** per person per day can be granted for subsistence (i.e. meals and accommodation).

As for the subsistence users are invited to seek cheap accommodation arrangements and to avail themselves of cafeteria, canteens located in the campus, IF ANY, and local restaurants.

Subsistence costs may be supported for: working days during the access session(s), one day before and one after the scheduled access, weekends falling in between the working days if required by the scheduled access.



**These general rules set by NFFA-Europe are in force and must be observed by all users along with additional rules and procedures that are established by the access providers. Users therefore must comply as well with the specific internal regulations of the sites they are assigned to.**