

## **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 Travel and  
Subsistence Refund

[A practical Guideline for Users accessing Swiss Facilities](#)



# Table of Contents

<b>INTRODUCTION</b> .....	<b>3</b>
<b>Scope</b> .....	<b>3</b>
<b>PART ONE: GENERAL RULES</b> .....	<b>4</b>
<b>Travel Expenses</b> .....	<b>4</b>
Air Travel.....	5
Travel by Railway.....	5
<b>Meals and Accommodation</b> .....	<b>5</b>
<b>PART TWO: USERS TRAVELLING TO PSI</b> .....	<b>6</b>
<b>Directions and accommodation</b> .....	<b>6</b>
Access site.....	6
How to reach PSI.....	6
PSI User Office.....	6
<b>Before accessing PSI's premises</b> .....	<b>6</b>
<b>Eligible expenses</b> .....	<b>7</b>
<b>Reimbursement procedures</b> .....	<b>7</b>
Requested documentation.....	7
<b>Post-Access requirements</b> .....	<b>8</b>
<b>Useful contacts</b> .....	<b>9</b>
<b>Templates and forms</b> .....	<b>9</b>



## INTRODUCTION

This guideline is a collection of the main rules and procedures for the reimbursement 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. One of the main objectives of NFFA-Europe is to offer teams of researchers or single 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

NFFA-Europe gives 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 must 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.



## PART ONE: 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).
- An explicit request for support must be included in the proposal, by activating the related option.
- 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

---

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

---

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

---

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

---

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.**



## PART TWO: USERS TRAVELLING TO PSI

This section provides general information on site logistics and illustrates the specific rules that apply and are in force at CNR-IOM for reimbursement. This because users accessing Swiss Installations run by PSI shall receive the contribution towards Travel & Subsistence expenditures by CNR-IOM. The reimbursement will therefore follow rules and procedures that are specific for CNR-IOM as detailed below.

### Directions and accommodation

---

Upon notification users are strongly recommended to visit PSI Website and strictly adhere to the guidelines therein:

#### Access site

---

PAUL SCHERRER INSTITUT  
5232 Villigen PSI  
Switzerland

#### How to reach PSI

---

<https://www.psi.ch/visit/how-to-find-us>

#### PSI User Office

---

<https://www.psi.ch/useroffice/your-stay-at-psi>.

### Before accessing PSI's premises

---

Please be informed that in order to access PSI premises, all users must have full insurance coverage of Civil Liability and working accident insurance. No evidence is required. If a user is not covered by any insurance, s/he must open a new insurance policy.

Users are recommended to have a health insurance policy, whether private or issued by a Health organisation/institution in their country of origin.

Below listed documents are to be returned A.S.A.P. and in no case later than 14 days prior to the starting date of the access session via email to [useroffice\\_cnr@nffa.eu](mailto:useroffice_cnr@nffa.eu) :

1. User personal data sheet
2. PDF copy of a valid identification document

BEWARE: You should by now have already sent your *User agreement declaration* to [tlnet@nffa.eu](mailto:tlnet@nffa.eu). If not, please provide immediately.



## Eligible expenses

---

In addition to the general rules and the ceilings for reimbursement stated in Part One of this document, as far as travel expenses are concerned, CNR-IOM will reimburse ONLY expenses incurred by users for transportation from the place of departure to the place of destination (flight and/or train, coaches, shuttles, local busses ...). No other means of transportation will be considered eligible for reimbursement (i.e. private/rented cars, taxi). Local transportation expenses incurred during the stay are not eligible.

Accommodation and meals will be reimbursed on the basis of the actual costs incurred, in the form of hotel bills, meal receipts etc., within the general limit of 70,00 Eur per day per person. Please note, only two meal receipts are eligible for reimbursement per day.



In case the actual expenditures for transnational access exceed NFFA-Europe's established ceilings, users may either accept partial cost coverage from access providers or claim full refund from their own home organisations. Please be aware that to guarantee the avoidance of double funding, CNR-IOM will **not return nor produce true copies** of original bills, tickets, receipts etc.



Users should plan ahead their trips and, when claiming refund, pre-calculate and verify their own daily expenses. In such way they would be able to submit only original documentation that does not exceed the daily ceiling and therefore can be entirely refunded either by the host access provider or by the user's own administration. Should home Institutions not allow refund, NFFA-Europe shall reimburse subsistence costs but only partially, not exceeding the ceilings and with no return of originals. 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.

## Reimbursement procedures

---

Requests for reimbursement and original documents attached will have to be sent within 60 calendar days after the access session to:

CNR-IOM  
Attn NFFA-Europe User Office  
Strada Statale 14 km 163,5  
34149 Trieste (Italy)

All payments will be made by electronic bank transfer and will be concluded within 90 calendar days from receipt of the requests and documentation.

## Requested documentation

---

To claim reimbursement, each user has to provide:

1. Completed, signed and dated form 'Richiesta rimborso spese missione / Refund Claim Form'. Only the original signed form will be accepted.



2. Original tickets OR e-Ticket OR original invoices. Boarding passes must also be provided. The invoice must clearly show information relating to the date of the journey, the price and the class of travel.
3. Original receipts for accommodation and meals. Dates of stay and type of room have to be specified in the accommodation receipt. Beware: Only two meal receipts per day are eligible. Tip: Ask your Hotel not to charge separately room cost and breakfast cost but to merge them into one only entry in the invoice, otherwise it counts as a meal receipt
4. Personal Data Information Sheet, inclusive of bank account details - to be returned filled in. For bank accounts in Euro always indicate Bank account holder, Bank name, IBAN code, SWIFT/BIC codes. For bank accounts in currencies other than Euro, indicate Bank account holder, Bank name, SWIFT/BIC codes plus the same data of any intermediary bank.
5. PDF copy of a valid identification document.

Notice: All original evidence of expenditures is to be stapled onto sheets of paper and attached to the claim form. Loose items may get lost or misplaced. TIP: In any event, make photocopies of all original documentation for any tracking purpose.

The User's office of Paul Scherrer Institute (PSI) will require that NFFA-Europe users provide information for in-house reporting/statistical purposes

This form will serve also as proof of access to the Swiss facilities. PSI shall email copy of this form as evidence of access and green light for reimbursement.

Lastly, every user's publication has to acknowledge PSI as host institution and access provider of the facility used. Information on EU funding must be also made visible by quoting the following sentence:

*This project has received funding from the EU-H2020 research and innovation programme under grant agreement No 654360 having benefitted from the Access provided by PSI in Villigen within the framework of the NFFA-Europe Transnational Access Activity.*

Users are welcomed to contact the user office in Trieste for more information on reimbursement rules and procedures by sending an e-mail to [useroffice\\_cnr@nffa.eu](mailto:useroffice_cnr@nffa.eu).

## Post-Access requirements

---

At the end of their access to NFFA-Europe Installations, users will be asked by Central TLNet Office to fill in and return the following two questionnaires:

### **User's Satisfaction Questionnaire**

The report takes the form of a template with a fixed set of open questions, each with three boxes which express different degrees of satisfaction. The user is asked to tick the box which mostly corresponds to his/her degree of satisfaction.

This report serves the purpose of providing NFFA-Europe with feedback on the scientific and technical quality of the access and assistance provided, on the scientific and technical reliability of their facilities used, on the procedures adopted etc. It serves also to prevent that issues of unsatisfaction become issues of risk management that require mitigations measures.





## User's Report

The report also takes the form of a template with a fixed set of open questions.

This report serves the purpose of providing feedback on the scientific impact of user access to NFFA-Europe facilities (objectives of experiment, sample or material description, measurements summary, data produced, discussion and results, follow-up, outcome...).

## Useful contacts

---

### **Local PSI contact:**

For technical matters: Herr Dr. Dimitrios Kazazis

Paul Scherrer Institut

Dimitrios Kazazis

ODRA/119

5232 Villigen PSI

Switzerland

Telefon: +41 56 310 5578

E-Mail: [dimitrios.kazazis@psi.ch](mailto:dimitrios.kazazis@psi.ch)

### **NFFA-Europe useroffice@ CNR-IOM**

For all matters concerning reimbursement

Email: [useroffice\\_cnr@nffa.eu](mailto:useroffice_cnr@nffa.eu)

## Templates and forms

---

All templates and forms can be downloaded [here](#).