

ELISE MOBILITY PROGRAM FOR EXPERIENCED RESEARCHERS

TERMS AND CONDITIONS

These guidelines set out the rules for the submission, selection, and implementation of the ELISE Mobility Program for Experienced Researchers funded by the project European Learning and Intelligent Systems Excellence (ELISE, 95184) under the **WP2 Mobilising Experienced researchers, task 2.2 Fellow Travel Reimbursement**.

Current information and FAQ are available here <https://www.elise-ai.eu/work/researcher-mobility>.

1. OBJECTIVES OF THE PROGRAM

The goal of this program is to bring together ELISE/ELLIS Fellows, Scholars, and Members as well as researchers outside of the ELLIS/ELISE network by supporting their short- or long-term scientific visits to initiate collaboration within and outside the ELISE/ELLIS community.

The duration of the ELISE Mobility Program for Experienced Researchers is September 1, 2020 - August 31, 2024, and the overall budget for external researchers is 272,500 EUR.

2. ELIGIBILITY CRITERIA

Duration of the visit:	Unlimited within September 1, 2020 – July 31, 2024
Eligible applicants:	ELISE/ELLIS Fellows, Scholars, or Members travelling in or out of the network. External researchers (post-phd) visiting an ELISE/ELLIS Fellow or Scholar.
Research focus:	The visit should contribute to the ELISE Research agenda (https://www.elise-ai.eu/work/agenda-and-programs) or to synergies with the other ICT48 networks.
Eligible destinations:	Destinations within or outside of the network as long as the visit is related to ELISE/ELLIS research areas. The host writes a short email supporting the application.
Eligible travel costs:	3,000 € per short-term (less or equal to 30 days) visit. Max. eligible travel costs of a long-term visit (over 30 days) are 18,000 €.
Max. number of visits per person:	Each ELISE/ELLIS Fellow/Scholar/Member can benefit from the program by receiving funding for travel or to host visitors within the maximum eligible travel costs of 18,000 €. There is no limit on the number of visits per person. The funding is distributed on a 'first come first served' basis until the travel funds run out.

The goal is to distribute the funding to eligible applications on the “first come first served” basis until the travel fund runs out. The eligibility criteria and general conditions of this program are set by the ELISE Fellow Mobility Committee (Barbara Caputo, Sami Kaski, Isabel Valera, and Josef Sivic). Please note that the eligibility criteria (e.g. the max eligible travel costs per visit or the max. number of visits per person) may change to reflect the current sanitary situation and available funds.

2.1. General conditions

All researchers with a status of ELISE/ELLIS Fellow/Scholar/Member from Beneficiaries as well as from the Associated partners can apply for funding.

The mobility program is open to experienced researchers from ELISE Beneficiaries, ELISE Associated Partners as well as to external experienced researchers from organizations outside the ELISE/ELLIS network as long as the visit contributes to the ELISE project or to synergies with the other ICT48 networks.

The participation of the **researchers from ELISE Beneficiaries is covered directly by the Beneficiary** as it has its own budget for travel costs related to the ELISE Mobility Program (the list of ELISE Beneficiaries is included in the Annex No. 1 of this document).

Participation of the **researchers from ELISE Associated Partners and external researchers is covered by the Czech Technical University in Prague (CTU)**, following the same process and rules as for the ELISE Associate partners.

ELISE/ELLIS Fellows, Scholars, or Members travelling in or out of the network can apply for funding as long as the visit contributes to the ELISE Research agenda (<https://www.elise-ai.eu/work/agenda-and-programs>).

External researchers (i.e. researchers with a Phd) outside of the ELLIS/ELISE network can apply for funding as long as the visit involves an ELISE/ELLIS Fellow or Scholar on the hosting side and the visit contributes to the ELISE Research agenda (<https://www.elise-ai.eu/work/agenda-and-programs>).

The host needs to write a short email to [<elise-travel@ciirc.cvut.cz>](mailto:elise-travel@ciirc.cvut.cz) to support the application of the visiting researcher.

Each ELISE/ELLIS Fellow/Scholar/Member can benefit from the program by receiving funding for travel or to host visitors **within the maximum eligible travel costs of 18,000 €**. There is no limit on the number of visits per person. The funding is distributed on a ‘first come first served’ basis until the travel funds run out.

It is expected that visits will produce **tangible results**, such as scientific publications, datasets, or collaborative project proposals. Once the work related to the visit gets published please include the following **acknowledgement** “[Name] *acknowledges travel support from the European Union’s Horizon 2020 research and innovation programme under grant agreement No 951847.*”

The program is primarily designed for international visits. However, visits within one country will be also considered for the support provided they have a strong scientific justification.

Travel costs must be **in line with** the Beneficiary’s/ Associated partner’s **usual practices on travel and accounting standards** as well as in line with **H2020 rules**.

The maximum amount of eligible costs per visit is set as a lump sum, but travel costs the researcher requests to be reimbursed have to be **declared as actual costs** documented by the **original invoices, receipts, and tickets**.

Travel costs are **eligible based on a written approval by the ELISE Fellow mobility administration** that they satisfy the eligibility criteria defined in this document. Corner cases are decided by the ELISE Fellow Mobility Committee. Only eligible costs can be reimbursed from the ELISE mobility fund.

2.2. Types of eligible travel costs

Air and Rail travel

Documented by the original travel tickets, boarding passes, invoices, or receipts (in the case of online bookings, the printout of the electronic reservation).

Business/economy class tickets:

Travel in a business class is eligible if the organization usually pays for business class tickets for staff in this category. If the organization's usual practice is to only pay for economy class tickets for staff in this category, then the cost of the business class ticket is not eligible.

Car travel

The costs of travel by private car (e.g. fuel, insurance, depreciation) are eligible if this is in line with the Beneficiary's usual practices on travel and its accounting standards.

Travel expenses of researchers from Associated partners and external researchers for traveling by private car will be reimbursed at the same rate as the second-class rail ticket or a bus ticket.

Rental cars will be reimbursed only if it is possible to prove that other types of travel are not available or it is the most economical way of travel. The standard for vehicle rental is a mid-size car. Request the lowest available rate at the time of booking. Fuel is an eligible expense upon an original receipt.

Additional charges for parking, bridge, ferry, and highway tolls are eligible expenses.

Local transport

Reasonable expenditures for taxi (have to be justified) and public transportation to and from airports, railway stations are eligible.

Combination with personal travels or travels for other purposes

The costs of a combined journey will be reimbursed only up to the costs that would have been incurred if the travel would have been made exclusively for the ELISE Mobility Program and if:

- it is the usual practice of the organization to pay for such travels (e.g. travels combining professional and personal reasons), and
- it has been an actual cost for the Beneficiary.

Example:

The researcher affiliated with UCL flies from London to Stuttgart for a research visit. After the visit, instead of flying back to London, the researcher flies directly to New York to participate in an event not related to the ELISE Mobility Program.

Eligible costs are:

- *the cost of the flight from London to Stuttgart, and*
- *the part of the flight from New York to London up to the cost that it would have been incurred for a flight back from Stuttgart to London after the end of the research visit. It is necessary to keep evidence of all flights.*

Accommodation

Documented on an original invoice from a hotel or other type of accommodation.

The level of standard of accommodation should be in line with the employer's usual practices. All other expenses are considered as private costs of the researcher. If a reservation must be canceled, it is the

responsibility of the researcher to make sure that the cancellation is made in advance so 'no show' charges will not be incurred.

Daily Allowance (costs of meals)

- Researchers employed by Beneficiaries: daily allowance to cover meals is eligible based on the Beneficiary's usual practices on travel and accounting standards.
- Researchers employed by Associated partners and external researchers: daily allowance to cover meals is eligible up to a maximum of 50 EUR per full day of the visit (the maximum amount will be reduced if any meal is provided by other sources, e.g. the hotel or the hosting institution).

Insurance

The costs of personal travel insurance, flight cancellation insurance, or car insurance, and liability insurance are eligible.

2.3. Ineligible costs

- Travel costs exceeding the eligible travel costs.
- Currency exchange losses. Bank/Credit card charges related to foreign exchange fees, debit fees, and/or other fees.
- Visa-related fees (passport and immigration fees will not be reimbursed).
- Personal costs for oversized baggage, medical expenses, hotel charges, or life insurance.
- Relocation costs.

3. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

3.1. Application

Applications are **submitted by the traveling researchers before the start of the visit**. It is recommended to submit the application at least 14 days before the start of the visit.

Researchers apply for funding by completing **PART 1 of the Application form** (see Annex No. 2), which is available on the [ELISE website](#). The **host writes a short email** to <elise-travel@ciirc.cvut.cz> to support the application of the visiting researcher.

Once the Application form is submitted, ELISE Fellow mobility administration makes an evaluation of eligibility criteria of the mobility program. Typically, **the researcher and the appointed contact person on the researcher side (e.g. their administrator) are informed (by e-mail) about the result of the evaluation** within 14 days after the submission of all the required information. In situations where the eligibility is not clear, the evaluation may take longer.

Researchers should follow the procedures of their employers on business trips as well as EU rules and obligations relating to the posting of workers to another country on a temporary basis. Therefore, it is recommended to coordinate further steps with their local department responsible for this agenda.

3.2. During the visit

Researchers are fully responsible for organization of the entire visit.

Czech Technical University (CTU) shall not be liable for any accidents, injury, material, non-material or physical damage suffered by researchers or those responsible for accompanying a disabled researcher during their journey to or stay in the place where the visit is held, unless such harm is directly attributable to CTU. In particular, researchers shall be entirely liable for any accidents that they might cause.

Any research and development work carried out under any specific research visit, workshops, or other networking actions under ELISE Mobility Program, does not constitute or give rise to results of the project. **Intellectual property rights** (IPR) are owned by the party that generates them.

3.3. Request for reimbursement

All researchers

Immediately after the visit (no later than 20 days after the last day of the visit), the researcher should **complete PART 2: Request for reimbursement** of the Application form (see ANNEX 2) and **send a scanned signed original of this document** with scanned copies of the original **receipts** by e-mail to the contact person of the Czech Technical University at [<elise-travel@ciirc.cvut.cz>](mailto:elise-travel@ciirc.cvut.cz).

The Request for reimbursement form should contain all requested information and the researcher should provide a proper justification of travel expenses otherwise the request can not be approved.

If the researcher fails to comply with the Terms and conditions of the ELISE Mobility Program, the ELISE project is not obliged to reimburse travel expenses or pay any allowances of the researcher related to already approved Part 1 of the Application form.

Researchers not employed by Beneficiaries

In addition to the instructions for all researchers above, the **signed original of the Request for reimbursement form** together with **all original receipts** should be sent to a contact person of the Czech Technical University (CTU) at [<elise-travel@ciirc.cvut.cz>](mailto:elise-travel@ciirc.cvut.cz) **immediately after the visit ends** as the original receipts must be recorded in CTU's accounts.

Requests for reimbursement are checked for eligibility by the ELISE Fellow mobility administration. After the check is completed, the researcher and their appointed contact person (e.g. their administrator) are **informed by e-mail about the amount of eligible travel costs**.

3.4. Funding

Researchers employed by Beneficiaries

- Travel costs are **reimbursed directly by the Beneficiary** as it has its own budget for travel costs related to the ELISE Mobility Program.

Researchers not employed by Beneficiaries, e.g. employed by Associated partners and external researchers

- Travel costs are **reimbursed by the Czech Technical University in Prague (CTU)** within 30 calendar days after the written eligibility approval by the ELISE Fellow mobility administration.
- Travel expenses incurred in other currencies than EUR are **reimbursed in EUR**.

LIST OF ANNEXES

- 1) List of Beneficiaries
- 2) The Application form



This project has received funding from the European Union's H2020 research and innovation programme under grant agreement No 951847.

Annex No. 1 List of ELISE Beneficiaries

Organisation, City, Country

AALTO-KORKEAKOULUSÄÄTIÖ SR (**AALTO**), Espoo, FI

CESKE VYSOKÉ UCENÍ TECHNICKÉ V PRAZE (**CVUT**), Prague, CR

CONSORZIO INTERUNIVERSITARIO NAZIONALE PER L'INFORMATICA (**CINI**), Roma, IT

DANMARKS TEKNISKE UNIVERSITET (**DTU**), KGS LYNGBY, DK

EBERHARD KARLS UNIVERSITÄT TUEBINGEN (**EKUT**), Tuebingen, GE

EIDGENÖSSISCHE TECHNISCHE HOCHSCHULE ZÜRICH (**ETH Zürich**), Zuerich, CH

ENLITEAI GMBH, Wien, AT

FONDAZIONE ISTITUTO ITALIANO DI TECNOLOGIA (**IIT**), IT

FRAUNHOFER GESELLSCHAFT ZUR FÖRDERUNG DER ANGEWANDTEN FORSCHUNG
E.V. (**Fraunhofer**), München, GE

FUNDINGBOX ACCELERATOR SP ZOO (**FBA**), Warszawa, PL

HELSINGIN YLIOPISTO (**UH**), FI

KNOWLEDGE 4 ALL FOUNDATION LBG (**K4A**), Redhill, UK

MAX-PLANCK-GESELLSCHAFT ZUR FÖRDERUNG DER WISSENSCHAFTEN EV (**MPG**),
Stuttgart, GE

OTICON A/S, Smørum, DK

POLITECNICO DI TORINO (**POLITO**), IT

SAIDOT OY, Espoo, FI

SIEMENS AKTIENGESELLSCHAFT, München, GE

SPINVERSE OY, ESPOO, FI

STICHTING KATHOLIEKE UNIVERSITEIT (**SKU**), Nijmegen, NL

THE CHANCELLOR MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE
(**UCAM**), Cambridge, UK

THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD
(**UOXF**), Oxford, UK

UNIVERSITÀ CA' FOSCARI VENEZIA (**UNIVE**), IT

UNIVERSITÀ DEGLI STUDI DI GENOVA (**UNIGE**), IT

UNIVERSITÀ DEGLI STUDI DI MILANO (**UNIMI**), IT

UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA (**UNIMORE**), IT

UNIVERSITAT DE VALÈNCIA (**UVEG**), Valencia, ES

UNIVERSITÄT LINZ (**JKU Linz**), Linz, AT

UNIVERSITEIT VAN AMSTERDAM (**UvA**), Amsterdam, NE

UNIVERSITY COLLEGE LONDON (**UCL**), London, UK

ZALANDO SE, Berlin, GE

Annex No. 2

APPLICATION FORM

ELISE Mobility Program for Experienced Researchers

PART 1 (to be submitted before the visit)

PERSONAL DATA

First Name, Last Name

E-mail

Phone

ELISE/ELLIS Membership (Fellow, Scholar, Member, none)

Name of sending institution

Faculty/department

Address

Contact person (for administrative purposes)

First Name, Last name

E-mail

INFORMATION ABOUT VISIT

Expected duration from ... [year/month/day]... till ... [year/month/day] ...

Hosting institution

Name

Faculty/department

Name of the hosting researcher

ELISE/ELLIS Membership (Fellow, Scholar, Member, none)

E-mail

Purpose of a visit

Select the relevant ELISE/ELLIS Research program that your visit will contribute to:

- ELLIS Health
- ELLIS Robot Learning: Closing the Reality Gap!
- Geometric Deep Learning
- Human-centric Machine Learning
- Interactive Learning and Interventional Representations
- Machine Learning and Computer Vision
- Machine Learning for Earth and Climate Sciences
- Multimodal Learning Systems
- Natural Intelligence
- Natural Language Processing
- Quantum and Physics Based Machine Learning
- Robust Machine Learning

- Semantic, Symbolic and Interpretable Machine Learning
- Theory, Algorithms and Computations of Modern Learning Systems

Describe the added value and objectives of the visit

Expected travel costs EUR

☐ I agree that I have read and agree with Terms and Conditions of the ELISE MOBILITY PROGRAM FOR EXPERIENCED RESEARCHERS (available on the ELISE website).

☐ I agree that the Czech Technical University shall process my personal data included in the Application form for the ELISE Mobility Program purposes.

PART 2 REQUEST FOR REIMBURSEMENT

(to be submitted after the visit)

[Full name] declares participation in an ELISE Mobility Program within a project **European Learning and Intelligent Systems Excellence (ELISE)** under the grant agreement **No. 95184**.

I declare that I visited ... [name of a hosting researcher] ..., e-mail,
in ... [name of the hosting organisation/faculty/department]
from ... [year/month/day]... till ... [year/month/day] .

Purpose of the visit and contribution to ELISE/ELLIS Research agenda

Outputs of the visit:

- scientific publication(s)
- collaborative project proposal(s)
- joint research activities
- other

Actual costs

Accommodation

€

Transport

€

Daily allowance

€

Other

€

TOTAL

€

Requested reimbursement

€

Notes: If travel expenses have incurred in other currency than euro please fill in the actual costs in that currency. Eligible costs will be converted to euro by CTU. Bank transfer will be done in euro.

Researchers employed by ELISE Beneficiaries are reimbursed directly by the Beneficiary as it has its own budget for travel costs related to the ELISE Mobility Program.

If you are a researcher employed by an ELISE Associated partner or external research, fill in the information about your bank account so that CTU could reimburse your travel costs.

I ask to reimburse my travel costs to the following bank account .

Name and address of Bank

Name of Account Owner

Address of Account owner

IBAN / Account Number

BIC/SWIFT code

By signing this document I agree that I have read and agree with [Terms and Conditions](#) of the ELISE MOBILITY PROGRAM FOR EXPERIENCED RESEARCHERS.

I declare to my honour that I have not been reimbursed for these expenses by any other entity.

I agree to fulfil my tax obligations under the law of the country where I am a tax resident.

Date

Name

Signature

A scanned copy of a signed original of the 'Request for the reimbursement' should be submitted with scanned copies of the original receipts by e-mail to a contact person of the Czech Technical University at [<elise-travel@ciirc.cvut.cz>](mailto:elise-travel@ciirc.cvut.cz).

Researchers not employed by a Beneficiary have to send also the **signed original** of the 'Request for reimbursement' form **together with all original receipts** to the contact person of the Czech Technical University to the following address:

Czech Technical University in Prague
Czech Institute of Informatics, Robotics and Cybernetics (CIIRC)
Project management office (ELISE)
Jugoslávských partyzanů 1580/3
160 00 Praha 6
Czech Republic