

## 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/mobility>.

#### 1. OBJECTIVES OF THE PROGRAM

The goal of this program is to bring together ELISE/ELLIS Fellows, Scholars, and Members by supporting their short- or long-term scientific visits to initiate collaboration within the ELISE/ELLIS community. The visits should involve an ELISE/ELLIS Fellow/Scholar/Unit director on either the traveling or the hosting side.

The duration of the ELISE Mobility Program for Experienced Researchers is September 1, 2020 - August 31, 2023, and the overall budget is 450,000 EUR.

#### 2. ELIGIBILITY CRITERIA

<b>Duration of the visit:</b>	unlimited within September 1, 2020 – July 31, 2023
<b>Eligible applicants:</b>	experienced researchers: ELISE/ELLIS Fellows, Scholars or Members. The visit needs to involve ELISE/ELLIS Fellow/Scholar/Unit director either on the traveling or the hosting side.
<b>Eligible destinations:</b>	Sites in ELISE/ELLIS network in or outside Europe (primarily international visits). The host writes a short email supporting the application.
<b>Max. eligible travel costs per visit:</b>	3,000 €
<b>Max. number of visits per person:</b>	Each ELISE/ELLIS Fellow/Scholar/Unit director can be supported once, either for their own travel or to host a visitor.

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). Due to the current covid19 situation, the volume of travel in the program is uncertain. Hence, 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. Each visit needs to involve ELISE/ELLIS Fellow/Scholar or Unit director either on the traveling side or on the hosting side. 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 or Scholar can benefit from the program by receiving funding for travel or to host a visitor at **maximum once during the project and within the maximum eligible travel cost of 3,000 €**. ELISE/ELLIS Members can also apply for travel funding but need to have an ELISE/ELLIS Fellow/Scholar or Unit director as a host. In this case, the visit is counted towards the limit of the hosting Fellow/Scholar/Unit director. When a Fellow/Scholar/Unit director is visiting another Fellow/Scholar/Unit director the visit is counted towards the limit of the travelling Fellow/Scholar unless both the travelling and the hosting researcher agree otherwise.

The program is primarily designed for international visits. However, due to the current sanitary situation 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 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, 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 Beneficiary/Associated partner usually pays for business class tickets for staff in this category. If the Beneficiary's/Associated partner'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 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 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 Beneficiary/Associated partner 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 flies from London, which is the site of the Beneficiary/Associated partner, 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 Beneficiary's/Associated partner'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: 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 **should be submitted 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>](mailto: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

**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 employed by Associated partners**

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**

- 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 and Associated Partners
- 2) The Application form



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## Annex No. 1 List of Beneficiaries and other partners

*Other partner means associated or supporting organisation of the ELISE/ELLIS network.*

Organisation, City, Country	Role
AALTO-KORKEAKOULUSÄÄTIÖ SR ( <b>AALTO</b> ), Espoo, FI	Beneficiary
CESKE VYSOKÉ UCENI TECHNICKE V PRAZE ( <b>CVUT</b> ), Prague, CR	Beneficiary
CONSORZIO INTERUNIVERSITARIO NAZIONALE PER L'INFORMATICA ( <b>CINI</b> ), Roma, IT	Beneficiary
DANMARKS TEKNISKE UNIVERSITET ( <b>DTU</b> ), KGS LYNGBY, DK	Beneficiary
EBERHARD KARLS UNIVERSITÄT TUEBINGEN ( <b>EKUT</b> ), Tuebingen, GE	Beneficiary
EIDGENÖSSISCHE TECHNISCHE HOCHSCHULE ZUERICH ( <b>ETH Zürich</b> ), Zuerich, CH	Beneficiary
ENLITEAI GMBH, Wien, AT	Beneficiary
FONDAZIONE ISTITUTO ITALIANO DI TECNOLOGIA ( <b>IIT</b> ), IT	Beneficiary
FRAUNHOFER GESELLSCHAFT ZUR FÖRDERUNG DER ANGEWANDTEN FORSCHUNG E.V. ( <b>Fraunhofer</b> ), Munchen, GE	Beneficiary
FUNDINGBOX ACCELERATOR SP ZOO ( <b>FBA</b> ), Warszawa, PL	Beneficiary
HELSINGIN YLIOPISTO ( <b>UH</b> ), FI	Beneficiary
KNOWLEDGE 4 ALL FOUNDATION LBG ( <b>K4A</b> ), Redhill, UK	Beneficiary
MAX-PLANCK-GESELLSCHAFT ZUR FÖRDERUNG DER WISSENSCHAFTEN EV ( <b>MPG</b> ), Stuttgart, GE	Beneficiary
<b>OTICON</b> A/S, Smorum, DK	Beneficiary
POLITECNICO DI TORINO ( <b>POLITO</b> ), IT	Beneficiary
<b>SAIDOT</b> OY, Espoo, FI	Beneficiary
<b>SIEMENS</b> AKTIENGESELLSCHAFT, Munchen, GE	Beneficiary
<b>SPINVERSE</b> OY, ESPOO, FI	Beneficiary
STICHTING KATHOLIEKE UNIVERSITEIT ( <b>SKU</b> ), Nijmegen, NL	Beneficiary
THE CHANCELLOR MASTERS AND SCHOLARS OF THE UNIVERSITY OF CAMBRIDGE ( <b>UCAM</b> ), Cambridge, UK	Beneficiary
THE CHANCELLOR, MASTERS AND SCHOLARS OF THE UNIVERSITY OF OXFORD ( <b>UOXF</b> ), Oxford, UK	Beneficiary
UNIVERSITÀ CA' FOSCARI VENEZIA ( <b>UNIVE</b> ), IT	Beneficiary
UNIVERSITÀ DEGLI STUDI DI GENOVA ( <b>UNIGE</b> ), IT	Beneficiary
UNIVERSITÀ DEGLI STUDI DI MILANO ( <b>UNIMI</b> ), IT	Beneficiary
UNIVERSITÀ DEGLI STUDI DI MODENA E REGGIO EMILIA ( <b>UNIMORE</b> ), IT	Beneficiary
UNIVERSITAT DE VALENCIA ( <b>UVEG</b> ), Valencia, ES	Beneficiary
UNIVERSITÄT LINZ ( <b>JKU Linz</b> ), Linz, AT	Beneficiary
UNIVERSITEIT VAN AMSTERDAM ( <b>UvA</b> ), Amsterdam, NE	Beneficiary
UNIVERSITY COLLEGE LONDON ( <b>UCL</b> ), London, UK	Beneficiary
<b>ZALANDO</b> SE, Berlin, GE	Beneficiary
Bocconi University, Milan, IT	Other Partner
Centre National de la Recherche Scientifique, Paris, FR	Other Partner
Centrum Wiskunde & Informatica, Amsterdam, NL	Other Partner
CSC - IT Center for Science, Espoo, FI	Other Partner

Dalle Molle Institute for Artificial Intelligence, Manno, CH	Other Partner
Deepmind, London, UK	Other Partner
Dublin City University, Dublin, IR	Other Partner
Ecole Normale Supérieure, Paris, FR	Other Partner
Ecole polytechnique fédérale de Lausanne, Lausanne, CH	Other Partner
Facebook AI research, Paris, FR	Other Partner
Fondazione Bruno Kessler, Trento, IT	Other Partner
FONDAZIONE ISTITUTO ITALIANO DI TECNOLOGIA, Genova, IT	Other Partner
Freie Universität Berlin, Berlin, DE	Other Partner
Friedrich-Schiller-Universität Jena, Jena, DE	Other Partner
German Aerospace Center, Institute of Atmospheric Physics, Weßling, DE	Other Partner
German Aerospace Center, Remote Sensing Technology Institute, Weßling, DE	Other Partner
Google Europe, Berlin, DE	Other Partner
Hebrew University of Jerusalem, Jerusalem, IL	Other Partner
Huawei Ireland Research Center, Dublin, IR	Other Partner
INRIA, National de Recherche en Informatique et en Automatique, FR	Other Partner
Institute of Science and Technology Austria, Klosterneuburg, AT	Other Partner
Instituto Superior Técnico, Lisboa, PO	Other Partner
Katholieke Universiteit Leuven, Leuven, BE	Other Partner
Karlsruhe Institute of Technology, Karlsruhe, DE	Other Partner
Kungliga Tekniska Högskolan, Stockholm, SE	Other Partner
Lancaster University, Lancaster, UK	Other Partner
LifeTime consortium, Berlin, GE	Other Partner
Munich Data Science Institute, Munich, GE	Other Partner
NEC Laboratories, Heidelberg, GE	Other Partner
Newcastle University, Newcastle upon Tyne, UK	Other Partner
Nvidia, Courbevoie, FR	Other Partner
Queen Mary University of London, London, UK	Other Partner
Royal Holloway University of London, Surrey, UK	Other Partner
Ruhr-Universität Bochum, Bochum, GE	Other Partner
Scuola Internazionale Superiore di Studi Avanzati, Trieste, IT	Other Partner
Tel Aviv University, the Blavatnik School of Computer Science, Tel Aviv, IL	Other Partner
TU Darmstadt, Darmstadt, GE	Other Partner
Universidad Complutense de Madrid, Madrid, ES	Other Partner
Universidad de Alcalá, Madrid, ES	Other Partner
Universitat Pompeu Fabra, DTIC, Barcelona, ES	Other Partner
Université Paris - Sud, Paris, FR	Other Partner
University of Birmingham, Birmingham, UK	Other Partner
University of Edinburgh, Edinburgh, UK	Other Partner
University of Freiburg, Freiburg, GE	Other Partner
University of Siena, Siena, IT	Other Partner
Uppsala University, Uppsala, SWE	Other Partner
Volkswagen Group, Munich, GE	Other Partner
Wageningen University & Research, Wageningen, NL	Other Partner

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 .....

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 .....

E-mail .....

**Purpose of a visit** (specify ELISE/ELLIS Research program and added value 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 relation to ELISE/ELLIS

#### 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.*

I ask to reimburse my travel costs to the following bank account (*applies only to a researcher employed by an Associated partner*).

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 .....

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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 employed by an Associated partner** 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 partyzanu 1580/3  
 160 00 Praha 6  
 Czech Republic