



(Project Number: 945301)

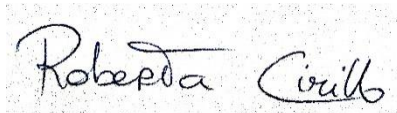


## DELIVERABLE D7.3

### Travel Fund Handbook

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## EXECUTIVE SUMMARY

This Travel Fund Handbook describes the eligible applicants, the mobility actions and grants, the selection process and priorities of the A-CINCH Travel Fund. The application process is also outlined in this manual.

The A-CINCH project, received funding from the EURATOM research and training Work Programme 2019-2020 (#945301) of the European Commission, and has established a mobility fund of 50.000€ to facilitate mobility of students as well as teachers, trainers and end-users (both from inside and outside the project consortium) in order to participate in the project activities.

The aim of the A-CINCH project is to primarily address the loss of the young generation's interest in nuclear knowledge. The main aim of the Travel Fund is to support knowledge exchange and, hence, contribute to gaining experience in the field of radio and nuclear chemistry.

The A-CINCH Travel Fund operator is ENEN.

The ENEN (European Nuclear Education Network) Association is an international non-profit organization, the mission of which is the preservation and further development of expertise in the nuclear fields by higher education and training.

**This version of the Travel Fund Handbook applies for applications submitted after March 21, 2023, until further notice.**

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## INTRODUCTION

The primary motivation of the A-CINCH project is to address the loss of the young generation's interest in nuclear knowledge by involving them by the “Learn through Play” concept.

To achieve these objectives, the A-CINCH Travel Fund will financially support through mobility grants students and professionals willing to take part in the A-CINCH project activities in the nuclear and radiochemistry (NRC) fields, which may benefit their NRC knowledge and skills. These activities can be found in the [CINCH VET e-shop](#).

Specifically they are:

- Hands On Training (HoT)
  - HoT on Radiochemical spectroscopic analysis
  - HoT on Chemical Dosimetry
  - HoT on Working with Plutonium Actinides
- Summer School
  - Summer school for Secondary School and Bachelor Students
- Other Radiochemistry events.

These activities are hereinafter referred to as mobility actions.

This manual gives a description of the eligible applicants, the mobility actions and grants, the selection process and priorities of the A-CINCH Travel Fund.

Following the Travel Fund Handbook, the online application will be prepared. The online application is expected to be run at <http://apply.enen.eu/> and will be accessible via the [project webpage](#).

One month is assumed equal to 30 days.

## 1 WHO SHOULD APPLY

The mobility grants are intended for those who would like to improve their knowledge, skills and competitiveness for career opportunities in the nuclear and radiochemistry (NRC) fields and for students who wish to pursue a career in the NRC field.

In particular, the following groups of attendees are eligible to receive mobility grants:

- **Students** (mainly high school, BSc, MSc, PhD)
- **End-users** (industries, regulatory bodies, researchers, Post-Docs).

All mobility actions can be both national or transnational (the grant amount may differ according to the case) and **completed before September 30<sup>st</sup>, 2023** (the end of the A-CINCH project). The applicants of the mobility actions may be: both from inside and outside the A-CINCH project consortium, hence from any country.

To the successful applicants, the A-CINCH Travel Fund will provide mobility grants intended exclusively to cover mobility costs (travel and accommodation), and access or registration fees, to the activity they issued the request for. They will be provided as lump sums directly to the selected applicants.

By submitting the application, the applicants confirm that all arrangements for the mobility actions, including, but not limited to salary, insurance, access to the facilities, equipment, material costs and intellectual property, have been agreed and resolved between the sending and hosting institutions.

In the light of the current situation due to the outbreak of the COVID-19 pandemic, a special type of mobility can be considered i.e. participation to online events. In this case, there will be no mobility funds allocated for traveling and accommodation but the registration fee for online event will be refunded as lump sums to the selected applicants.

## 2 GENERIC ELIGIBILITY CRITERIA

The following generic priorities – listed in the decreasing order of importance - will be considered in the acceptance of the applications:

1. Compliance of the proposal with the objectives of the A-CINCH project.
2. Training benefits, motivation and impact of the mobility action on the NRC career of the applicant. This must also be described in the support letter of the supervisor(s).
3. Proposed timeline and feasibility of the work plan and the requested duration of the mobility action.
4. Order of submission of the applications (first come first served).
5. Applications requesting lower grants than the maximum amounts set out for specific calls activities below and summarized in Table 1.

Only complete applications will be considered.



### **3 OBLIGATIONS OF THE SUCCESSFUL APPLICANTS OF THE MOBILITY GRANT**

Successful applicants are obliged to submit a mission report (no template required, maximum 2 pages long), including proof that the event or the activity – for which the lump sum has been granted - has indeed been attended, to ENEN, by sending an e-mail to [secretariat\[at\].enen.eu](mailto:secretariat[at].enen.eu) as soon as possible, no later than 30 days after completion of the mobility action. Failure to submit the report will require the applicant to return the lump sum.

All publications resulting from the mobility actions shall acknowledge the A-CINCH Travel Fund mobility grant (*This work has been supported by the A-CINCH project that has received funding from the Euratom research and training Work Programme 2019 -2020, #945301*).

## 4 HOW TO APPLY?

A specific call is open each time a mobility action is organized with sufficient time to submit applications. The call will be published on the [project website](#) and there will be a link to allow applicants to submit their application in the announced time frame.

An electronic application system is available to guide the applicant through the application process where the applicants will have to answer most of the relevant questions. By the rule, the applicants will be also asked to submit additional documents, which are further detailed in the subsections below.

Details of the relevant information for applicants, including the maximum lump sums available, requested documentation and specific priorities are detailed in subsections below.

Table 1 in Section 7 of this manual summarizes all mobility groups/actions and the respective maximum lump sums available.

### 4.1 Documents needed

The following documents are to be submitted along with the application unless differently specified in the call:

- Motivation letter (how this action will improve the candidates knowledge, skills and competitiveness for career opportunities in the NRC fields)
- Supporting letter from the sending supervisor, clearly stressing the value of the proposed mobility action for the future NRC career of the applicant.
- CV if the applicant is a professional / Transcript of records if the applicant is a student.

### 4.2 Maximum grant amount per activity

#### 4.2.1 Summer Schools

A high school or bachelor student attending a Summer School organized by the A-CINCH project or its partners can request a maximum lump sum of 100€ per day (for a maximum of 5 days) for subsistence costs, 500 € per action for travel costs.

#### 4.2.2 Hands on Training (HoT)

The maximum lump sum is set at 100 € per day (for a maximum of 5 days) for subsistence costs. The maximum lump sum for travel of 500 € per action is available.

#### 4.2.3 Other Radiochemistry Events

The students or Post-Docs or Researchers attending a research conference can request maximum of 100 € per day (for a maximum of 3 days) for subsistence costs, 500 € per action for travel costs and 800 € for the event access fee.

Specific selection priorities (priority 2 in section 2):

- Abstract/paper coauthored by the applicant is not required. Nevertheless, priority will be given to applicants with accepted presentation.

Specific documents:

- Information about the event, including letter of acceptance of the abstract/paper, if applicable.

## 5 SELECTION PROCESS

After submitting the application online, the applicant will receive by email a delivery receipt. Applications will be evaluated and grants will be allocated against the criteria listed in section 2. The applicants will be informed of the final decision within 30 days after the closure of the call.

ENEN will transfer the grant to the selected applicant (the agreement will be between ENEN and the applicant, not between ENEN and an institution). The deadline for transferring the grant will be specified in the call for applications. Typically, upon presentation of the report.

**Any request for grant can be rejected if found not compliant with the criteria listed in section 2. All decisions are unappealable.**

One applicant may only submit **one application per call**.

## 6 ENEN ASSOCIATION

The ENEN (European Nuclear Education Network) Association is an international non-profit organization. ENEN's mission is the preservation and further development of expertise in the nuclear fields by higher Education and Training. This mission is being realized through the cooperation between universities, research organizations, regulatory bodies, the industry and any other organizations involved in the application of nuclear science and ionizing radiation. Currently, the ENEN Association has more than 75 members from the EU and beyond.

Further information on the organization, activities and achievements of the ENEN Association are available at the web site [www.enen.eu](http://www.enen.eu).

Please consult the Frequently asked questions section of this manual in the Appendix 4 or direct further inquiries to the secretariat of ENEN AISBL ([secretariat\[at\]enen.eu](mailto:secretariat@enen.eu)).

## 7 CONCLUSIONS

This Travel Fund Handbook describes the eligible applicants, the mobility actions and grants, the selection process and priorities of the A-CINCH Travel Fund. The application process is also outlined in this manual.

For further information the Travel Fund Operator ENEN can be contacted via email at [secretariat\[at\]enen.eu](mailto:secretariat[at]enen.eu).

All updates about calls for Travel Fund grants will be published on [www.cinch-project.eu](http://www.cinch-project.eu) and at this [link](#).

## APPENDIX 1: THE LIST OF THE MOBILITY GROUPS AND ACTIONS

Table 1 provides a list of the mobility groups and actions foreseen in the A-CINCH Travel Fund. The mobility grants are given in the table as the maximum lump sums that can be requested for subsistence, travel and access fees. In the particular calls, the maximum sum may differ but cannot exceed the amounts stated in the Table 2.

**Table 1. List of mobility groups, actions and grants of the A-CINCH Travel Fund, extracted from the Grant Agreement, page 27 of DoA Part B.**

Group	Action	Length of stay (max days)	Subsistence (max per day)	Travel (max per travel)	Access fee (max per event)
High school and bachelor students	Summer school	5	100	500	0
B.Sc	Hands on Training	5	100	500	0
M.Sc.					
Ph.D. / Post-Docs	Other radiochemistry Events	3	100	500	800
Researchers					
Teachers/trainers	Teacher's training	3	100	500	0

Mobility grants will be provided as lump sums directly to the applicants and cannot be used to cover other expenses such as salary, insurance, equipment, etc.

## APPENDIX 2: TYPICAL DATA NEEDED FOR APPLICATION

Typical data for grant applications			
<b>Proposal No</b>	[to be filled by Travel Fund operator]	<b>Date of reception</b>	[dd.mm.yyyy]
<b>Application title</b>			
<b>Applicant</b>	<b>Last Name</b>		<b>First Name</b>
	<b>Citizenship</b>		<b>Target group</b>
	<b>Affiliation</b>		
<b>Supervisor</b>	<b>Last Name</b>		<b>First Name</b>
	<b>Affiliation</b>		
<b>Description of work</b>			
<b>1. Objective</b>			
[maximum 300 characters]			
<b>2. Work plan</b>			
[maximum 1500 characters]			
<b>Mobility action</b>	[Type]	<b>Destination</b>	[Place]
<b>Duration</b>	[weeks/months]	<b>Starting date</b>	[dd.mm.jjjj]
<b>Requested Grant</b>	[in Euros]	<b>Maximum grant amount (Table 2)</b>	[in Euros]

Further documentation to provide, for successful applicants: Bank account data (IBAN, BIC), mission report.

The granted money must be used solely for mobility. If not used or failure to report, the money shall be returned.

Applicants will be required to accept their data processing in accordance with [ENEN GDPR policy](#). In this regard, ENEN will collect personal data and manage them. Data will be shared solely for the purpose of the selection of candidates with the applicable consortium partner(s) and the European Commission, if requested, in accordance with the Grant Agreement.

## **APPENDIX 3: FOR MORE INFORMATION**

European Nuclear Education Network

Rue d'Egmont 11

1000 Brussels, Belgium

[Secretariat\[at\]enen.eu](mailto:Secretariat[at]enen.eu)



## APPENDIX 4: FREQUENTLY ASKED QUESTIONS

1. Where can I apply for an A-CINCH Travel Fund mobility grant?

The calls will be published on the [project website](#), a link will be provided there to take the applicant to the portal for submission.

2. Can urgent applications be evaluated faster in order to respect the student's deadlines?

No they cannot. Applicants are advised to take notice of the average time between the submission deadline and decision, which is about 1 month.

3. Is it possible to request the mobility support for a mobility action in the past?

Yes, if the action started after March 31, 2021, and will end before Sept 30, 2023. Please note that this is not an advantage in the evaluation of the application.

4. Are medical expenses taken into account by A-CINCH Travel Fund grants?

No. The mobility grants can only be used to cover the transportation and subsistence costs, and in some cases, also the registration or tuition fees. Applicants are advised to consult their receiving and/or sending institution to verify the status of their medical insurance.

5. Can ENEN AISBL provide acceptance certificates for student needing visa?

No. Successful candidates are advised to contact their host institution for this purpose.

6. Is there a requirement for the format of the A-CINCH Travel Fund mobility report?

The format of the report is not prescribed. Reports should be concise and exhaustive (typically, two pages of text and a couple of figures if needed).

7. When will be the last deadline for submitting A-CINCH Travel Fund applications?

The last deadline for submitting mobility applications is foreseen in the 2<sup>nd</sup> semester of 2023. In case that the mobility fund will be fully spent before a notice will be published on [www.cinch-project.eu](http://www.cinch-project.eu) and on the ENEN webpage dedicated to the [A-CINCH project](#).

8. Is it possible to change the dates of an accepted mobility action?

The mobility action has been accepted based on the data provided by the applicant. So no changes can be accommodated after the acceptance. If a change occurs after the acceptance, the applicants are required to withdraw the application and return the grant, if already received.

There is one possible exception to this rule:

- Change of starting and ending dates for individual mobility actions are possible provided that all remaining parameters defining the mobility action remain unchanged. (e.g. duration of the mobility, work plan, hosting institution). The activity must still remain within the project time frame i.e. the activity must end by 30 September 2023 at the latest. In any case, [secretariat\[at\]enen.eu](mailto:secretariat[at]enen.eu) must be notified in advance and approve the requested change.

9. My application was declined. Where can I learn about the reasons for this?

Reasons for declining a particular application will not be disclosed.

10. Can the same person apply for more than one A-CINCH mobility grant?

Yes. The limitation is one application per submission deadline.

11. Can the A-CINCH mobility grant be transferred to an account outside of the IBAN system?

Yes, although this is not advisable. It usually involves costs and much longer transfer times.

12. How can I return an unused A-CINCH mobility grant?  
The amount of the unused grant must be returned to:

EUROPEAN NUCLEAR EDUCATION NETWORK AISBL  
RUE D'EGMONT 11  
1000 BRUXELLES

BANK: ING BELGIUM NV SA  
IBAN: BE84 3631 8161 5059  
BIC (Swift): BBRU-BE-BB-010