

Instructions Monitoring and Justification

Research, Training and Mobility Programme - IFMIF-DONES

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General Documentation to be presented

- Documentation justifying the start and end of the stay: original air, train, bus or boat tickets, indicating the itinerary, days and times of the outward and return journeys. Along with the ticket, the boarding pass receipts or document proving that the trip has been made shall be submitted.

- Certificate issued by the host institution at the end of the stay, indicating the start and end dates of the stay.

*This documentation must be submitted within a maximum period of one month from the end date of the stay.

Work plan and Action Monitoring Reports

-Initial Work Plan: to be provided during the first month of the contract. (Template: Workplan_Mobility IFMIF-DONES).

- Activity monitoring report: each 3 months the grantees must send a report of their activity to the Vice-Rectorate for Research and Transfer of the University of Granada, which must be supported by a report from the person in charge of the host institution and the person responsible for the scientific tutoring. These

reports must propose the continuation of the grants or, in the case of a negative report, their termination. (Template: Monitoring Report Mobility IFMIF-DONES).

- Final report of the activity: within two months from the end of the contract the grantees must submit a report of all the activities carried out to the Vice-Rectorate for Research and Transfer of the University of Granada, which must be signed by the person responsible of the hosting institution and by the person responsible for the scientific tutoring. (Template: Monitoring Report Mobility IFMIF-DONES).

Family allowance

Family complement. In this context, family is defined as persons related to the selected persons by (i) marriage, or (ii) a relationship with a status equivalent to a marriage recognised by the law of the country or region where such relationship is formalised; or (iii) dependent children who are effectively maintained by the grantee.

*These conditions must be proven at the time of signature of the contract.

Documentation to be provided:

- Cases i e ii: Certificate/Certification of marriage or equivalent.
- Case iii: Photocopy of the Family Record.

Travel expenses

The University of Granada will provide grantees who reside in countries different from those of the receiving centres with a travel allowance of €5,000 to Japan and €3,000 to other destinations to cover the costs of settlement, travel and visas, if necessary.

The reimbursement of the travel grant expenses will be executed upon presentation by the beneficiaries of the following documentation. The total expenses to be reimbursed may never exceed the amounts established in the call.

* An advance payment of 50% of the total amount of the grant will be made after the contract has been formalised. The payment of the remaining 50% will be made once the documentation for the justification of all expenses has been submitted. In the event that expenses are not justified, the amounts paid and not justified will be refunded.

* The documents for the reimbursement of travel expenses may be submitted as soon as they are incurred and up to 31 May 2023 at the latest. Any expenses submitted after the deadline will not be reimbursed.

ELIGIBLE TRAVEL EXPENSES:

- Accommodation expenses
- Travel expenses (for travel at the beginning and end of the grantee's stay).
- Compulsory expenses for visa procedures: round-trip travel of the grantee for compulsory travel for visa procedures, official translation of documents.
- Other related expenses not included in the above list, subject to request and authorisation by the Vice-Rectorate for Research and Transfer.

DOCUMENTATION TO BE PROVIDED, DEPENDING ON THE CASE, FROM AMONG THOSE LISTED BELOW:

Accommodation expenses:

- 1.- Original invoice from the hotel accommodation where the overnight stay has been made. This invoice must include the name or full name, address and tax identification code of the company; dates corresponding to the days on which the overnight stay was made, a list of the services provided with their respective amounts, as well as the regulatory specification of VAT if it is in national territory, or other applicable taxes where applicable, and which, in any case, must reflect the amount corresponding to the accommodation.
- 2.- Apartment rental contract containing the tax details necessary to identify the payee (name or company name, national identity card or tax identification number and address) and original receipts and/or invoices or other proof of payment (bank transfer voucher, etc.) indicating the sum paid.

Travel expenses:

- 1.- Original air, train, bus or boat tickets, indicating the itinerary, days and times of the outward and return journeys. If the ticket is electronic or has been purchased via internet, the itinerary of the journey must be printed out and must indicate the price of the journey. Along with the ticket, the boarding pass receipts or proof of having made the journey must be submitted.
- 2.- The original tickets shall always be presented. Only exceptionally, in the event that a ticket has been lost, may a certificate from the corresponding transport company be presented, certifying the price of the ticket or passage and the date on which the journey was actually made.
- 3.- Original taxi receipts or invoices, indicating the route taken.

4.-Public transport ticket used for the journey within the cities, which must indicate the price of the ticket.

5.- The journeys will be made by public transport. For the use of your own vehicle or other means of transport, prior authorisation must be requested from the Vice-rectorate for Research and Transfer.

6.- In the event of authorisation to travel by private vehicle, the following must be provided: invoices for refuelling or an indication of the kilometres covered, receipts for tolls used on the itinerary.

Compulsory expenses for visa procedures:

1.- For mandatory travelling for the processing of visas, a written document signed by the person concerned shall be attached, including the justification for the journey made (the supporting documentation for this journey shall be attached: e-mails, certificates of attendance, etc.).

2.-For the official translation of documents necessary for processing the visa, the original invoice indicating the service provided, including the tax details necessary to identify the payee (name or company name, national identity card or tax identification number and address).

Further information:

1.- When the aforementioned invoices, notes or receipts are quantified in foreign currency, a copy of the bank statement shall be provided indicating the charge made, the exchange rate in foreign currency and the exchange rate applied.

2.- In all applicable cases, the regulations in force for the settlement and processing of indemnities for reasons of service of the University of Granada shall be complied with.

3.- The processing of reservations, orders, modifications and cancellations must be carried out directly by the person concerned and without the intervention of intermediaries (intermediaries are not understood to be travel agencies with a purely online presence or shared or collaborative economy companies such as Booking, Airbnb, Expedia, etc.).

4.- All invoices submitted must be issued in the name of the interested party.

Publicity rules

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In all the information and publicity actions to be carried out, the funding of the Andalusian Regional Government through the Consejería de Transformación Económica, Industria, Conocimiento y Universidades must be acknowledged.

Furthermore, as it is co-financed by ERDF funds, this fact must also be explicitly cited, in accordance with the provisions of Articles 115, 116 and 117 of Regulation (EC) 1303/2013 of the European Parliament and of the Council of 17 December 2013 (OJ L347/320 of 20 December 2013).

For this purpose, this or similar wording as well as the corresponding logos should be included:

Este estudio ha sido financiado/apoyado (parcialmente) por la Junta de Andalucía a través del proyecto "TAN19_UGR_IFMIF-DONES" y el Fondo Europeo de Desarrollo Regional (FEDER) "Un camino para hacer Europa"/ "Andalucía se mueve con Europa") or its English version This study has been (partially) financed/supported by the Regional Government of Andalusia through the project "TAN19_UGR_IFMIF-DONES" and European Regional Development Fund (ERDF) "A way to make Europe"/ "Andalusia moves with Europe").

In the following documents/results:

- Publications resulting from the research: articles, books, posters, web pages, etc.
- Other results that may be obtained as an outcome of the subsidised activity: organisation of events, publicity leaflets, documentaries, etc.

IMPORTANT: The non-adoption of these dissemination rules is considered a cause for withdrawal of the subsidy and cannot be reversed, so it is essential to correctly comply with them.



Logos



Identification Stickers

Stickers for the identification of projects co-financed with ERDF:

Junta de Andalucía:

https://investigacion.ugr.es/sites/vic/investigacion/public/documentos/proyectos/planan_daluz/publicidad/etiqueta.doc