

## Guidelines

# SCOPE travel grants support to the Partnering Projects of the Human Brain Project (HBP)

January 2020

*This document represents work in progress and is a living document that will be updated based on the identified needs, as to better foster the collaboration and integration of Partnering Projects in the Human Brain Project.*

SCOPE aims at generating a mutual benefit between the Partnering Projects (PP) and the Core Project (CP). It provides travel grants support to the PPs to enable them to participate in research, governance, networking and dissemination activities organised by the CP.

### 1. Eligibility criteria

Partnering Project can receive a maximum of 3 grants per business year, excluding travel support for the Partnering Projects Representatives.

The submission of the relevant application documents by the deadline is the first eligibility criteria.

Table 1: eligibility criteria and priority access

Association to the Flagship	Institution type	Type of applicants	Possibility to apply to SCOPE travel grant support	Priority
Coordinator or Member of a PP Consortium	Core Project Member	PI/researchers involved in the Core Project	No	None
		Researcher not involved in the Core Project	Yes	Medium
	Associated Member	N/A	Yes	High

- Support through SCOPE project will be provided to scientists who are involved in one of the Partnering Projects that are associated to the Flagships.
- Priority for support will be given to scientists from Associated Members' institutions.





- Scientists from private SMEs that are Associated Members have low priority.
- Large private companies and private institutions are not eligible for support through SCOPE. Also, scientists who have a research position at one of the Core Project's organisations and are directly involved in the Core Project's activities are not eligible for support through SCOPE.
- Researchers from institutions outside of Europe are not eligible.
- The rules of the [H2020 AMGA](#) will apply in cases as the eligibility of non-European researchers involved in PPs and AMs, or in gender balance issues (specially the pages 251 to 253). SCOPE will follow the [Euraxess European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers](#), especially in which relates to working conditions and career development.

## 2. Types of travel grants support

The travel grants support will only cover travel expenses (transportation and accommodation) and potential registration fees within the limits of up to EUR900 /travel grant, except if stated otherwise below.

Maximum number of application during the duration of the Partnering Project: 2 per business year, possibly distributed between different individuals and while fund is still available and excluding travel support for the Partnering Projects Representatives.

### 2.1. Support to attend networking activities organised by the Core Project

SCOPE will provide support to attend events organised by the HBP Core Project. The targeted (networking) events include official HBP Flagships events, such as events and meetings organized by HBP Subprojects and the HBP Summit.

### 2.2. Support for early career researchers

SCOPE will provide support to early career researchers applying for a travel grant to participate in the HBP Summit, or the Young Researchers Event, or any other event organized by the HBP.

Target group:

- Master students already carrying out research
- PhD students



- Researchers who received their doctoral degree within the past three years

Cost covered: Maximum 900€

For other events of the HBP Education Programme, fee waivers may be offered (bound to similar criteria).

### 2.3. Short visit grants

SCOPE will support Partnering Project Members visiting labs and furthering their collaboration with Core Project Members. This grant is open only to senior researchers for the moment, as early career researchers can apply to the lab visit grant [offered by the HBP Education Programme](#).

Invitation letter (email) by the hosting lab is compulsory. See template under point 7.

### 2.4. Support to Partnering Projects Representatives (Head and Deputy)

Support to the Partnering Project Representative/Deputy will be provided by SCOPE project to attend HBP governance meetings or other related, for example the FLAG-ERA meetings.

SCOPE project will cover up to three travels per year over three years. These travels are not included in the 3 applications per Partnering Project per year.

As for the other travel grants, the Partnering Project Representative/Deputy will need to fill in the relevant application and reimbursement documents to benefit from this support.

## 3. Application procedure

Action	Who	Timeline
Fill in the travel request application form and send it to <a href="mailto:partnering@humanbrainproject.eu">partnering@humanbrainproject.eu</a> with <a href="mailto:scope_project@fecyt.es">scope_project@fecyt.es</a> in cc.	Partnering Project	<p>1. For events with registration: latest 5 weeks prior to the registration deadline.</p> <p>2. For meetings/events without a registration deadline: latest 5 weeks prior to the wished day of departure.</p> <p>Please note that the earliest you send us your application, the more chances there is your application will be accepted.</p>

Revision of the application.  If incomplete, sent back to applicant.	SCOPE	
If the applicant doesn't have an invitation from the CP organiser. The selection process will take place.	HBP	
Announcement of approval or rejection of the travel grant support	SCOPE	1. One week after the registration deadline expires. 2. One week before the wished day of departure.

### *Selection procedure*

The selection of eligible (nominative) applications will be done in collaboration with the SP meeting/event organizer and will be based on the scientific excellence and the relevance for the applicant(s) to participate in the meeting/event as long as the PP hasn't used their 2 grants per year. For general HBP event such as the HBP Summit, the organising committee will revise the application based on a selection criteria template (see below).

- Excellence of the scientific/technological expertise and work
- Relevance of the scientific/technological expertise and work
- Potential for enhancing the integration and collaboration of the PP and the CP Members.

If the applicant receives an official nominative invitation (e-mail) by one the HBP CP Member, this will be considered as a successful selection process. See an invitation letter template under point 7.

## 4. Reimbursement procedure

Action	Who	Timeline
Attend the event, meeting, workshop, etc.	PP	
Send the relevant documentation and original receipt for reimbursement to: <a href="mailto:scope_project@fecyt.es">scope_project@fecyt.es</a>	PP	Latest 30 days after the event
Reimbursement of the travel costs	SCOPE	Latest 2 months after the event



## 5. Travel arrangement rules (FECYT)

Travel costs will be covered by FECYT under the following conditions:

- Applicant is respecting the SCOPE eligibility rules of the activity.
- The Partnering Project has not been awarded more than 3 travel grants in the current business year, for HBP PPs. In the Graphene Flagship, their eligibility criteria (explained above) will be applied.
- Application documents have been filled in and approved on time.
- Costs are related to the event described in the application document and respecting its dates, e.g. accommodation cannot be extended before or after the event.
- Short report of outcomes is filled in when the reimbursement is requested and original receipts sent.

In general terms, FECYT offers the option of booking the travel (flight/train) of the applicant researchers, always taken into account a deadline of 4 weeks prior to the event involved.

All other eligible costs, like accommodation and local transport, will be booked/payed by the applicants and reimbursed following the event. A travel claim form will be provided in order to process this procedure.

If the applicants prefer to book themselves their travel (flight/train), they are free to do so. Please take into account that the reimbursement process could take two months at most.

- The **travel claim form** should be sent **within 30 days after** the meeting/event/workshop, duly completed and signed, along with **all original documents** supporting your expenditure and FECYT bookings: Boarding cards / e-tickets /train tickets (QR codes are valid). Hotel voucher and any booking document in which the price is shown.

Original tickets of public transportation (to/and from airport/train station to the event)Taxi receipts for medium distances, in case other alternatives are too expensive, or if no public transportation means are available (maximum two, to/and from airport/train station to the event). Invoice of the registration fees, related to the event (if applicable).

IMPORTANT:

- ✓ **All the invoices** (accommodation, flight, etc) **should be issued to and paid by the name of the person travelling** (not their organization) to be directly reimbursed.
- ✓ **Accommodation** costs up to two nights will be covered, depending on your flight/transport availability. Stays longer than 2 days will be considered case by case. **A maximum of 120€ per night could be reimbursed.** Airbnb accommodation may be booked but in order to be able to reimburse it we would need an invoice (an official



invoice with an invoice number including all the data of the issuer (name, address and VAT number), as well as the recipient data and a detailed concept for which it is billed).

- ✓ Business class or first class air/train tickets will not be considered.
- ✓ Fuel or/and mileage expenses of private car cannot be reimbursed.
- ✓ Meals cannot be reimbursed.
- ✓ A certificate of attendance to the meeting/workshop/conference should be attached.
- ✓ Bank commission fees are not eligible costs.
- ✓ A digital version of the tickets and invoices can be sent in advance to the e-mail [scope\\_project@fecyt.es](mailto:scope_project@fecyt.es), but FECYT needs the **original documents sent by post** to the following address:

SCOPE project (Sara García-Rodríguez). State Research Agency. Ministry of Science, Innovation and Universities. Calle Torrelaguna, 58 bis, 6th floor (6E6-04) – 28027 Madrid (Spain). Contact: [scope\\_project@fecyt.es](mailto:scope_project@fecyt.es)

## 6. Contacts

Your main contact during the application and approval procedures is:

HBP Partnering Environment Coordinator

Je-ok Presser

Contact: [je-ok.presser@epfl.ch](mailto:je-ok.presser@epfl.ch); [partnering@humanbrainproject.eu](mailto:partnering@humanbrainproject.eu)

When the application is approved, your main contact for booking and financial aspect of the travel grants is:

Sara García-Rodríguez, SCOPE Project Manager

Contact: [scope\\_project@fecyt.es](mailto:scope_project@fecyt.es)

Tel: +34 91 603 80 52

## 7. Invitation letter/e-mail template

Dear SCOPE Project,

Herewith, as a member of the **SPXX** of the Human Brain Project, I invite **NAME**, from **INSTITUTION**, Member of the **PP NAME** to participate in **NAME OF EVENT/MEETING/SHORT VISIT** taking place in **LOCATION** from the **DATE** to the **DATE**.



I confirm the participation in the **EVENT/MEETING/SHORT VISIT** of **NAME** will contribute to the strengthening of the collaboration and integration of their Partnering Project within the HBP Core Project.

Best regards,

**SIGNATURE**

