

## Responsibilities of Grant Holders

### SCAT Project Mobility Grants

#### **Availability of the Grant-Holder:**

By submitting the application, the applicant undertakes to accept the grant if his/her application is successful. This entails willingness to travel abroad and availability for the whole length of the scholarship, with a full time dedicated stay at the host institution.

#### **Administration requirements:**

The grant-holder is asked to ensure his/her registration at the host institution, the completion of the language improvement (when required), and to comply with all required steps in the host country (customs, visa and passport, etc).

The grant-holder is also asked to buy a full health insurance adapted to the country of the host institution (if applicable). Those administrative costs would eventually be met by the SCAT mobility scheme, but please consult with the co-ordination office for applicable conditions.

#### **Stipend payments:**

Monthly stipends of €1500 will be paid to the grantee for the duration of his/her mobility. The grantee will be responsible for sending the co-ordination office a request for payment/declaration, duly signed and in ample time for the processing of the monthly stipend.

#### **Travels:**

The successful applicant will be required to make all necessary arrangements for his/her mobility (i.e. travel arrangements and booking –including cancellation insurance with full refundable airfare-, accommodation, subsistence, etc). He/she will have support from the SCAT members, as needed.

The main ticket should have the following conditions:

- Must be valid for one year
- Must be a direct route from your institution of origin to your host institution.
- Must be an economy ticket (tourist class)
- Must be changeable (in case the grant holder must changes dates of departure/return)
- Must be a return ticket for the length of stay according to the scholarship granted (but within a minimum of 6 month and a maximum one year)
- Must have cancellation possibility (hence being refundable in case the grant holder cannot travel, for any reason)

- Since the scholarship is paid on a monthly basis, the actual stay of the grant holder must be an entire number of months

Furthermore, the grant holder must:

- have signed this declaration of conformity “ResponsibilitesGrantHolders\_en”
- have a valid VISA for the host country, valid for at least 6 month after the end of the planned stay.
- Have a full insurance coverage (for loss of baggage + medical insurance)

The reimbursement is made according to the actual price paid by the traveller, against invoice, ticket or receipt. The maximum amount paid is 1.500 EUR (or its equivalent in foreign currency when exchanged at the official rate of the ALFA programme). Any amount above the mentioned limit won't be reimbursed.

VISA costs are not included. The grant holder must arrange his/her own VISA

The grant holder will receive his/her reimbursement when:

- He/she fill in the form corresponding to the currency claimed (detailing every single expense, mentioning the currency, the exchange rate, and the detailed requested in the form). Please contact the Project Manager for more information regarding this matter.
- He/she provides all supporting documents in original (invoices, tickets, receipts, etc) for every single expense
- He/she accompany the claim with boarding passes justifying that he/she has taken the plane that is shown on the supporting documents.

Please beware that without those documents in original, no payment will be issued!

### **Acknowledgements:**

The grant-holder must acknowledge the SCAT project and the ALFA Programme of EuropeAid in any publications derived from the research carried out during the mobility grant.

### **General provisions:**

The SCAT mobility scheme will under no circumstances be responsible or liable for any loss, damage, injury, sickness, disease, death, delay, expense, or inconvenience caused to or by the grant-holder or any third party, resulting directly or indirectly from any act, negligence, default or omission of any kind.

Furthermore, the SCAT mobility scheme has the right to put an end to the scholarship at any moment, under justified circumstances or by decision of the majority of the members of the SCAT Scholarship Team.



### **Do we require you to write a summary report?**

YES: we ask all grant holders to write a synthesis of the research project undertaken at their host institution. This is a short report accounting for the scientific aspect of the mobility. It doesn't need to be long, although we expect the report to show the achievements and/or developments of the mobility for both the grantee and the host institution.

### **What you will get at the end?**

Certificate of completion: Besides the experience gained within the programme, SCAT will issue a certificate at the end of the mobility grant, with the details of the project carried out and the results obtained. This document could be used to justify the stay abroad and the research undertaken to the grant-holder's institution of origin.

By signing acceptance of the grant, you agree to these terms and your responsibilities:

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Grantee signature, date

For further information, contact

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