



## Request for RadioNet support for **Staff exchange - Short Term Missions (STM)**

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1. Call text
2. The application form to be used

# RadioNet support for Short Term Missions (staff exchange) Call

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RadioNet is an EC funded project, which brings together the premier radio astronomical facilities in Europe to serve a growing research community across all of Europe and beyond. RadioNet supports a networking programme to promote and strengthen RadioNet [infrastructures](#) (EVN, e-MERLIN, NOEMA, IRAM-30m, LOFAR, Effelsberg, APEX and ALTA) and [technical developments](#) (AETHRA, BRAND EVN and RINGS).

In an additional aspect of the training programme, RadioNet supports mobility in order to reinforce the contacts between the different groups: astronomers, engineers and industry - [Short Term Missions \(STM\)](#). The primary goal of the STM is to gain missing expertise at the home institute by performing a visit at the expert host institute. The exchange programme is open not only to the RadioNet partners, but also to institutes elsewhere. However, the visit must take place at the RadioNet beneficiaries. This will allow researchers to establish international, diverse collaboration. On the long perspective it will lay a foundation for the sustainability of the present and future infrastructures.

We are inviting researchers from astronomy and industry to respond to the call using the application form (including a CV and the invitation of the host institution). The applicants are encouraged to contact the host institution in advance to produce the short description of work in liaison with them.

**Please send the duly filled in application form as PDF file to  
[RadioNet@mpifr.de](mailto:RadioNet@mpifr.de)**

**Deadline: February 1, 2018, 5pm (CET)**

The evaluation of the submitted applications will be performed by a Selection Committee and announced within 3 weeks after the submission deadline.

The RadioNet will support travel and accommodation costs of the visit (for a visit of 1 week a maximum of 900EUR and up to 1500EUR per longer mission of eligible cost will be reimbursed). Each visit must be documented in an assessment report following a report template, clearly specifying the added value for the RadioNet community. There is a 6-month deadline after the event for claiming the expenses; afterwards the support will be withdrawn.

You are welcome to contact the STM activity leader – [Dr. Reinhard Keller](#) for more information about the RadioNet exchange programme and/or the RadioNet management for assistance.

Sincerely,

[RadioNet Management](#)

**Funding principles:**

- Cost must be actually incurred in connection with the RadioNet action and necessary for its implementation
- Cost must be identifiable and verifiable, in particular recorded in the accounts in accordance with the accounting standards. Cost must comply with the applicable national law on taxes, labour and social security
- Travel costs and related subsistence allowances (including related duties, taxes and charges such as non-deductible value added tax (VAT) paid by the beneficiary) are eligible if they are in line with the beneficiary's usual practices on travel.
- Cost must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency (i.e. in line with a good housekeeping practice when spending public money, avoiding monetary excesses).

*'Economy' means minimising the costs of resources used for an activity (input), while maximising quality; 'efficiency' is the relationship between outputs and the resources used to produce them.*

**Examples:**

1. The beneficiary may NOT increase the remuneration of its personnel, upgrade its travel policy or its purchasing rules because of the European Commission support.
2. Entertainment or hospitality expenses (including gifts, special meals and dinners) are in principle not eligible.
3. Tips, which are not obligatory, are not eligible. By contrast, in some countries the invoice of the restaurant includes a certain mandatory amount as payment for the 'service'. In this case, the amount may be considered eligible — if the other eligibility conditions are fulfilled.
4. Cost of cancelled trips/events cannot be reimbursed.

**Eligibility for funding:**

Researchers throughout the world can participate in the Horizon 2020 projects - though they are not always eligible for H2020 funding. Regarding funding, we can distinguish between countries that are automatically eligible for funding and those that are not. For more information click here:

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/international-cooperation_en.htm)

**RadioNet visibility:**

The recipients of RadioNet financial support have to assure the visibility of the support by including in any resulted publications the project's and EU logos, and the acknowledgment sentence:

*This publication has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 730562 [RadioNet]*

Additionally, in order to complete the final payment, each visit must be documented in an assessment report following a report template, clearly specifying the added value for the RadioNet community. There is a 6-month deadline after the event for claiming the expenses; afterwards the support will be withdrawn.



## RadioNet support for Short Term Missions (staff exchange) Application form

<b>STM INFORMATION</b>	
APPLICANT 'S NAME	
APPLICANT'S AFFILIATION	
HOST INSTITUTE	<i>Insert the address of the host institute and the information of the contact person (name, e-mail, telephone). Add the copy of the invitation letter (e-mail)</i>
DATE OF THE STM	<i>Expected start and end date</i>
TOTAL COST OF STM	
OTHER SOURCES OF FUNDING	<i>Please specify the other sources of funding</i>
<b>Request</b> <i>(max. 2,5 pages)</i>	
<b>Topic</b> <input type="checkbox"/>	<p><i>Please describe briefly the topic of the proposed event coordinated with the hosting institute. Demonstrate the missing expertise at your home institute and give evidence for STM success.</i></p> <p><i>Address the relevance of the event for the scientific and/or the technical community within the context of RadioNet, promotion of results of the RadioNet activities<sup>1</sup>.</i></p>
<b>Proposed work</b>	<i>Describe briefly the work proposed in cooperation with the hosting institute (1/2 page max).</i>
<b>Cross-disciplinary</b>	<i>Please specify the cross-disciplinary fertilization; especially transfer of scientific knowledge to the next generation of scientists and engineers, e.g. knowledge transfer between engineers, scientists and industry and to the less experienced institutes.</i>
<b>Impact</b>	<i>Please explain the impact on collaboration of European radio astronomy engineers with industry and a wider community (scientific, technical, industry).</i>
<b>Curriculum Vitae</b> <input type="checkbox"/>	<i>Including 3 most important publications</i>

<sup>1</sup> For more information about the RadioNet exchange programme please contact – Dr. R. Keller (rkeller@mpifr.de).