



Request for RadioNet support for **organisers of training events**

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

RadioNet support for training events - Call

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).

The [RadioNet training activity](#) is devoted to equipping radio astronomers and engineers with the skills, which are essential to take full advantage of RadioNet infrastructures. This activity will foster the skills needed for exploitation of European radio astronomy facilities by researchers worldwide. It will enable radio astronomers to take advantage of global best practices and research opportunities, help newcomers to radio astronomy to learn current state-of-the-art techniques, and encourage them to stay in the field. The events supported by this activity should be aimed at astronomers and engineers in order to communicate, and indeed develop techniques needed to plan observations, reduce and interpret data from present and next-generation facilities. This should explicitly include at least one of EVN, e-MERLIN, IRAM (NOEMA + 30m), LOFAR, Effelsberg and APEX. This ensures that there will be sufficient experts in the market to support their communities in making use of new opportunities (ALMA, EHT and SKA or its precursor/pathfinders, and the other rapidly-evolving RadioNet facilities).

RadioNet seeks hosts for radio astronomy-related training events where all or the majority of the training specifically focuses on the use of RadioNet infrastructures.

Please apply as early as possible, communicating the requested amount of funding and, if possible, providing alternate dates in case of clashes. Please consider for clashing events before you fix the dates for your event: [RadioNet calendar](#) and scheduled events from [training](#) and [dissemination](#) activities.

We are inviting organisers of training events to respond to this call using the application form.

Please send the duly filled in application form as PDF file to RadioNet@mpifr.de

Deadline: February 1, 2020, 5pm (CEST)

Financial support can be used to subsidise organisational costs and travel costs for selected participants (trainees and tutors/lecturers) from RadioNet beneficiaries. Potential users of RadioNet infrastructures from other institutes are eligible for RadioNet support as trainees. One of the main organisers must be a RadioNet beneficiary; it is required that a RadioNet beneficiary submits the application form as well as any claim for organisational costs. Organisers will be encouraged to ensure the gender balance and diversity of attendees, both among participants and tutors. Please check [Guide for organisers](#) for details.

The evaluation results of the duly submitted applications will be performed by a Selection Committee and announced within 3 weeks after the submission deadline. The allocation of the RadioNet support will be made primarily based on the justification made with regard to the RadioNet infrastructures.

It is expected that the event organiser provides a list of individual candidates for RadioNet support at least one month before the event. The event organizers and supported participants are expected to acknowledge the RadioNet support in any advertising media (e.g. webpage, talks, poster, publications). The event organiser has to commit to provide an assessment report based on a provided template within 6 months after the event as a condition for the cost reimbursement. Wherever possible, claims should be made in the first instance from a participant's own institute, who then reclaim the money from RadioNet.

We invite proposals for events finishing latest 31.10.2020. For events before the end of May 2020, there is a 6-month deadline after the event for claiming the expenses from RadioNet; after that the deadline becomes progressively shorter since all claims must be finalised by November 2020. Claiming reimbursement after 1.12.2020 will not be possible under any circumstances and organisers of events awarded funding in Sept or Oct 2020 should discuss with RadioNet their plans to ensure speedy financial resolution.

Please contact [Dr. Anita Richards](#) for more information about the RadioNet training programme, and the [RadioNet office](#) for assistance. **We encourage you to send us a draft of your proposal well in advance if you need any advice about eligibility or any other aspect, without prejudicing your proposal, as it cannot be amended after the deadline.**

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 upgrade its travel policy or its purchasing rules because of the EC support.
2. **Not eligible are:** Entertainment or hospitality expenses (incl. gifts, special meals and dinners); not obligatory tips; cost of cancelled trips/events; personnel cost; exchange fee; trip insurance, re-booking cost

Obligations and Deadlines –the recipients of RadioNet financial support (organisers, participants) have to:

- assure the visibility of the support by inserting at any advertisement media (e.g., webpage, talks, poster, publications)
 - the project's and EU logos,
 - the acknowledgment sentence:
This event has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 730562 [RadioNet]
- provide an assessment report according to GDPR within one month after the event as a condition for the cost reimbursement
- in case of event organisers, it is expected that the organiser provides
 - candidates for RadioNet support at least one month before the event for the RadioNet approval
 - text and pictures for RadioNet news, twitter and newsletter according to the GDPR rules
- there is a 6-month deadline after the event for providing the event report and for claiming the expenses; afterwards the support will be withdrawn.

RadioNet privacy policy

Personal Data provided in the applications will be stored, made accessible to the EC and auditors & eventually published with the event reports; all processes are designed according to the General Data Protection Regulation (GDPR, May 25th 2018).

RadioNet beneficiaries:

Max-Planck-Institut für Radioastronomie, NWO-I (ASTRON, SRON), IRAM, INAF-ORA, JIV-ERIC, University of Manchester, Chalmers-OSO, STFC, Observatoire de Paris, University of Oxford, Universidad de Alcala (and IGN), ESO, Fraunhofer-IAF, Rijksuniversiteit Groningen, Dublin Institute for Advanced Studies, ILT, Nicolaus Copernicus University, Universität zu Köln, Ventspils Augstskola, Aalto University, Trinity College Dublin, Korea Astronomy and Space Science Institute, University of Turku, Universite de Bordeaux, Delft University of Technology, University of Glasgow, Department of Science and Technology (DST)

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Application form

EVENT INFORMATION	
TITLE	
PLACE	<i>City & country</i>
ORGANISER'S INSTITUTE NAME	<i>Please insert the full name of the organisation, not a department. Give the details of the contact person (name + email)</i>
DATE	
NO. OF PARTICIPANTS	
TOTAL EVENT COST	
OTHER SOURCES OF FUNDING	<i>Please specify the other sources of funding and their level, especially 3rd party funding (e.g. EU)</i>
REQUEST <i>(max. 2 pages)</i>	
Requested contribution	<i>Please specify the level of the requested RadioNet support [EURO]</i>
Use of the RadioNet contribution	<i>Please specify the use of the RadioNet contribution, e.g. approximately how many people will be supported, are they students, tutors, etc.? Which other costs exist? What is the overall budget for the event? How will this event contribute to RadioNet goals?¹</i>
Impact of training	<i>Please outline the anticipated impact of the event e.g. on knowledge transfer to the next generation of scientists and engineers. Specify for which RadioNet infrastructure this training is proposed.</i>
Accessibility	<i>Please specify the selection criteria for attendees</i>
Ethics	<i>Please explain how you will encourage ethical issues such as gender, ethnic diversity, encouragement of young researchers, reaching new communities, as relevant. This includes the balance of trainers/lecturers as well as in participants.</i>
<p>Privacy Policy: With signing this template and applying for RadioNet funding, I accept the <u>Privacy Policy of RadioNet</u>, which is based on the EU General Data Protection Regulation (GDPR).</p>	
Place & Date:	Signature of the applicant:
_____	_____

¹ For more information please contact [Dr. Anita Richards](#).