



# 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 technical groups - [Short Term Missions \(STM\)](#). The primary goal of the STM is to gain missing technical expertise at the home institute by performing a visit at the expert host institute; the staff exchange focuses only on technical and operational areas (not scientific exploitation of astronomical results) aspects of the RadioNet infrastructures. The exchange programme is open not only to the RadioNet partners, but also to institutes elsewhere. However, the visit must take place at one of the RadioNet beneficiaries. This will allow establishing international, diverse collaboration. On the long perspective, it will lay a foundation for the sustainability of the present and future infrastructures. Please note that the STM cannot be used to support individual careers, as for such there are other dedicated programmes. The main focus is on the long-term technical plans of the home institutes and broadening their technical expertise.

We are inviting technical staff from astronomy and industry to respond to the call using the application form (including additionally 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, 2019, 5pm (CET)**

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

RadioNet will partially support travel and accommodation costs of the visit (for a visit of 1 week a maximum of 900EUR of eligible cost will be reimbursed, for a longer mission up to 1500EUR). 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 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

**Eligibility for funding:**

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 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 visibility:**

The recipient of RadioNet financial support must include in any resulted publications the sentence:

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

**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, Université de Bordeaux, Delft University of Technology, University of Glasgow, Department of Science and Technology (DST).



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

| STM INFORMATION                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| APPLICANT 'S NAME                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                               |
| APPLICANT'S AFFILIATION                                                                                                                                                                                         | <i>Insert the full address of the home institute</i>                                                                                                                                                                                                                                                                                                                                          |
| 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.</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, especially from EC.</i>                                                                                                                                                                                                                                                                                                                       |
| <b>Request</b> <i>(max. 2,5 pages without signature part)</i>                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                               |
| Topic                                                                                                                                                                                                           | <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.<br/><br/>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> |
| Proposed work                                                                                                                                                                                                   | <i>Describe briefly the work proposed in cooperation with the hosting institute; highlight the technical aspects of the RadioNet infrastructure. (1/2 page max).</i>                                                                                                                                                                                                                          |
| Cross-disciplinary                                                                                                                                                                                              | <i>Please specify the cross-disciplinary fertilization; especially transfer of knowledge to the next generation, e.g. knowledge transfer between engineers, scientists and industry and to the less experienced institutes.</i>                                                                                                                                                               |
| Impact                                                                                                                                                                                                          | <i>Please explain the impact on collaboration of European radio astronomy engineers with industry and a wider community.</i>                                                                                                                                                                                                                                                                  |
| Curriculum Vitae                                                                                                                                                                                                | <i>Including 3 most important publications</i>                                                                                                                                                                                                                                                                                                                                                |
| <b>Privacy Policy:</b> <i>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).</i> |                                                                                                                                                                                                                                                                                                                                                                                               |
| Place & Date:                                                                                                                                                                                                   | Signature of the applicant:                                                                                                                                                                                                                                                                                                                                                                   |
| _____                                                                                                                                                                                                           | _____                                                                                                                                                                                                                                                                                                                                                                                         |
| .....<br><br><i>Date and Signature<br/>of the applicant</i>                                                                                                                                                     | <i>I confirm that the proposed STM is in compliance with the<br/>agenda of my organisation</i><br><br>.....<br><br><i>Date and Signature<br/>of the director of the home institute</i>                                                                                                                                                                                                        |

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