

## Grant for junior researchers issued by the Italien-Zentrum: Guide to the application and the settlement of costs

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Dear colleagues of the University of Innsbruck,

It is our pleasure to support your research project. In the following guide we have summarized the frequently asked questions in the hope of helping you with your application and settlement of costs.

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### **What does online activity mean?**

Online activities include, on the one hand, the participation in online research events such as congresses, conferences and workshops (on condition of presentation of your own research work) and, on the other hand, the online initiation and conduction of research activities with international universities and/or other institutions (with at least one Italian institution). This also includes the conduction of online research activities using sources with fee-based access as well as the digitalization of archive material (e.g. collections, photographs, etc.).

### **What costs occur within online activities and can be reimbursed?**

Within online activities may occur costs such as participation fees or digitization costs. These costs can be partially or fully reimbursed depending on the research project.

### **I have planned an approximate period for my research trip, but I do not know the exact date yet.**

When submitting your application, if you only know the approximate period of your research trip (e.g. second half of September), please indicate the time frame in the item “planned travel date”. Please let us know the exact date of your trip as soon as you can. Nevertheless, keep in mind that the cost calculation must be as accurate as possible.

### **What should the short description of the research activity contain?**

The description gives us more information about your research project, its quality and relevance for the University of Innsbruck and underlines the scope of your research project as well as the activities, relating to your project. This is a decisive point for the amount of funding.

### **What needs to be considered when calculating costs?**

The calculation of costs should be based on a real calculation (binding/non-binding accommodation enquiry, travel tickets or real price for the planned route). It is our prerogative to finance as many qualitative research projects as possible. If you apply for a lump sum or do not spend the committed

funds (e.g. the Italian partner institution offers you free accommodation after the Italien-Zentrum confirmed funds for your research trip), you block funds that could have been invested in other research projects. We therefore kindly ask you to estimate the planned costs as accurately as possible and to inform us immediately in case of changes related to the committed funds (especially if you cannot use the full amount of funding).

**I have to cancel or postpone the research trip.**

If you have to cancel your research trip for personal or professional reasons, please inform us as soon as possible. A postponement of the research trip is possible only upon notice and under the condition that the trip and the settlement of costs take place by June of the following year.

**Can I apply for more research trips / online activities within the same call?**

No, within the same tranche you can apply for funds for a single research project only.

**For my research project I have to travel to Italy several times.**

If you have to travel to Italy several times within the same tranche and for the same project, you can send a request and provide justification for these trips. Please remember that a total maximum of 9 nights and 10 days can be funded and the amount of the funds depend on the application.

**I have to transport material or the location of research is reachable only by car.**

If you need to transport material for your research activity on site or the destination of your trip is only reachable by car, you are allowed to travel by car. Gasoline costs and road toll fees can be reimbursed depending on the current financial resources.

**For the planned virtual research activity, I need tools such as software (e.g. fee-based software for video conference) or hardware (web cameras, headsets, etc.).**

The purchase of software and hardware is not covered by the funding.

**I am employed at the University of Innsbruck. How does the settlement of costs take place?**

If you are employed at the University of Innsbruck, please remember to register an exemption at your Faculty before your research trip. After the trip, we ask you to send us the filled-in, printed and signed form "Reisekostenersatz für Freistellung oder Dienstgang" (signature under: "Rechnungsleger") together with the original bills and confirmations of payment (in the amount of the committed funds), by post. Please leave the fields „Kostenträger" and „Zeichnungsberechtigte/r" blank, we will fill these two fields out and forward all the documents for the reimbursement to the Personnel Department. A signature from the Dean is not necessary, as the Italien-Zentrum issues the funds. Please do not forget to include your report in English, German or in Italian.

**I am employed at the University of Innsbruck. How does the settlement of costs of the online activity take place?**

Since online research activities can be quite different, we ask you to discuss and agree with the Italien-Zentrum the settlement of costs in advance.

**I am a junior researcher at the University of Innsbruck. I am not an employee. How does the settlement of costs take place?**

After your research trip, we ask you to send us the filled-in, printed and signed form "Reisekostenersatz für externe Personentogether" (signature under: "Rechnungsleger") with the original bills and confirmations of payment (in the amount of the committed funds), by post. Please leave the fields „Kostenträger" and „Zeichnungsberechtigte/r" blank, we will fill in these two fields and forward all the

documents for the reimbursement to the Personnel Department. Please do not forget to include your report in English, German or in Italy.

**I am a junior researcher at the University of Innsbruck. I am not an employee. How does the settlement of costs of the online activity take place?**

Since online research activities can be quite different, we ask you to discuss and agree with the Italien-Zentrum the settlement of costs in advance.

**How long should the report be and what does it contain?**

The report should contain at least 1500 characters (with spaces), describe the research activity in Italy and highlight its added value in relation to future projects / research contacts / results for your project. Please keep your report as understandable as possible as it will be made available to the sponsor.

We hope that this guide can help you. If you still have any questions, please do not hesitate to contact us by e-mail ([italienzentrum@uibk.ac.at](mailto:italienzentrum@uibk.ac.at)) or by phone. We look forward to receiving your application.

Your Italien-Zentrum

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