

SCOPE support to Graphene Flagship Partnering Projects and Associated Members

Disclaimer: This document represents work in progress and it is a living document that will be updated based on the identified needs as to better foster the collaboration and integration of Partnering Projects and Associated Members in the Graphene Flagship initiative.

SCOPE project is closely interacting with the Partnering Division members and the Graphene Flagship Core Project in order to identify the most relevant opportunities for support to Partnering Projects¹ (PPs) and Associated Members² (AMs) to interact and attend networking events organised by the Core Project.

1. Eligibility criteria

General terms:

- *Support through SCOPE project will be provided to scientists who have a research position at one of the Associated Members' institutions or are involved in one of the Partnering Projects that are associated to the Graphene Flagship.*
- *Priority for support will be given to scientists from the Associated Members' institutions who are directly involved in one of the Partnering Projects.*
- *Scientists from public institutions or private SMEs that are Associated Members and who are not directly involved in one of the Partnering Projects have low priority.*
- *Large private companies and institutions are not eligible for support through SCOPE.*
- *Scientists who have a research position at one of the Core Project's organisations and are directly involved in the Core Project's activities are not eligible for support through SCOPE.*

These terms are summarised in the table below:

¹ <https://graphene-flagship.eu/project/Pages/Consortium.aspx>

² <http://graphene-flagship.eu/project/partnering/Pages/Partnering-Projects0628-6942.aspx>



Table 1. General terms for support through SCOPE for different types of organisations associated to the Graphene Flagship

Association to the Flagship	Type of institution	Type of applicants	Possibility to apply for support through SCOPE	Priority
Coordinator or member of a Partnering Project (PP) consortium	Core Project member organisation	PI/researcher involved in the Core Project	No	None
		PI/researcher not involved in the Core Project	Yes	Medium
	Associated Member organisation	N/A	Yes	High
Associated Member not involved in a PP (Individual AM)	Public institution or SME	N/A	Yes	Low
	Large private company and private organisation	N/A	No	None

2. Types of travel grants support

The following types of support will be offered to the Partnering Projects and Associated Members of the Graphene Flagship through SCOPE project.

The support described below is not exhaustive and will be updated based on the needs and feedback from the Partnering Division members and the Graphene Flagship management.

i) Travel support to attend (networking) activities organised by the Core Project

Support grants will cover travel expenses (transportation and accommodation) within the limits of up to 900 Euro/travel grant for researchers involved in one of the Partnering Projects or Associated Members' institutions who are invited to attend the events organised by the Core Project members. The targeted (networking) events may include (but are not limited to) *divisions, work package or tasks meetings*³, conferences⁴, workshops or schools that are organised by the Core Project.

Support will be granted on a first-come-first-served basis. The total number of travel grants for a Partnering Project is limited to 2 grants per business year.

The total number of travel grants for scientists working in public institutions or private SMEs that are Associated Members and who are not directly involved in one of the Partnering Projects is limited to 3 grants per business year. Support will be granted on a first-come-first-served basis.

³ This applies only to Core Project meetings open to Associated Members and Partnering Projects as defined by the relevant Core Project Work Package or Division Leaders and in line with specific confidentiality agreements that apply.

⁴ Except Graphene Week conference.



Eligibility criteria:

The following eligibility criteria for the travel grants will apply:

- Researcher candidates must be involved in graphene and related materials research activities.
- Candidates who apply for a travel grant have a research position at one of the Associated Members' institutions or are involved in one of the Partnering Projects that are associated to the Graphene Flagship.
- Scientists who have a research position at one of the Core Project's organisations and are directly involved in the Core Project's activities are not eligible for support.
- Scientists who have a research position in large private companies and private institutions that are Associated Members of the Graphene Flagship are not eligible for support.

Application procedure:

- Applications must be submitted at graphene-eu@esf.org (and scope_project@fecyt.eu in copy) along with the invitation from the Core Project member organizing the event at latest **4 weeks** before the event takes place. Please note that applications with incomplete information will not be considered.
- Applicants will be notified via e-mail after the assessment of their application.
- Reimbursement of the travel expenses will be made by FECYT based on the rules indicated below (see paragraph 3).

Selection procedure:

- Eligible applications will be selected by the SCOPE Management Committee⁵ based on the recommendation of the Partnering Division Head and Deputy.

ii) Student Grants to attend the Graphene Study School

SCOPE project will support 20 additional⁶ student grants per year during the duration of the SCOPE project (i.e. three years) for early career researchers who have a research position at one of the Partnering Projects or Associated Members' institutions to attend the Graphene Study School. Eligible students may apply for a 200 Euro discount of the delegates' fee.

The selection will be done by the Graphene Study Organising Committee based on the same criteria as for the other applications submitted, and endorsed by the SCOPE Management Committee.

For more information on eligibility criteria and how to apply, please see the Graphene Flagship website: <http://graphene-flagship.eu/graphenestudy/2017/Pages/Student-Grants.aspx>.

⁵ SCOPE Management Committee is composed of the SCOPE coordinator and representatives of the project consortium organisations.

⁶ In addition to the grants already provided by the Graphene Flagship to students from Graphene Flagship's 'Consortium Partners' or 'Associated Members' institutions.



About the Graphene Study: Graphene Study is the Graphene Flagship's school for early career researchers, specifically designed to develop outstanding researchers in graphene. Students and young researchers attending the Graphene Study and presenting their research as posters (as first or second authors) may apply for student grants from the Graphene Flagship.

iii) Short visit grants – under discussion

iv) Support to organise side events at the Graphene Week Conference

In order to further foster the interactions between the Core Project and the members of the Partnering Division, SCOPE could organise thematic side events at the Graphene Week Conference where scientific results can be presented. However, such initiatives have to come from Partnering Projects and Associated Members based on their needs and specific topics defined in consultation with the Graphene Week organisers.

SCOPE project could cover only logistics expenses (e.g., local costs as meeting rooms, coffee breaks, etc.).

Requests must be sent to graphene-eu@esf.org (and scope_project@fecyt.es in CC) at latest **two months** before the conference. Decision will be taken by the SCOPE Management Committee based on the recommendation of the Partnering Division Head and Deputy, and the Graphene Week Organising Committee.

No travel grants to the Graphene Week conference will be supported through SCOPE.

3. Travel arrangement rules

In general terms, FECYT offers the option of booking the travel (flight/train) of the applicant researchers, always taken into account a deadline of **5 weeks** prior to the event involved. All other eligible costs, like accommodation and local transport, will be booked/payed by the applicant and reimbursed by FECYT following the event and based on the Travel Claim Form that will be provided to the applicant.

If the applicants prefer to book themselves their travel (flight/train), they are free to do so. Please take into account that the reimbursement process could take two months at most.

Travel costs will be covered by FECYT under the following conditions:

- Applicant is respecting the SCOPE eligibility rules of the activity.
- The Partnering Project has not been awarded more than 2 travel grants in the current business year.
- Application documents have been filled-in and approved on time.
- Costs are related to the event described in the application document and respecting its dates, e.g. accommodation cannot be extended before or after the event.
- Short report of outcomes is filled-in when the reimbursement is requested and original receipts sent.



The **Travel Claim Form** should be sent **within 30 days** after the meeting, duly completed and signed, along with **all original documents** supporting the expenditure and FECYT bookings:

- Boarding cards/e-tickets (QR codes are valid). FECYT also needs the flight/train payment receipt (a copy of the wire transfer for instance).
- Hotel voucher and/or any booking document in which the price is shown.
- Taxi receipts (maximum two, to/and from airport/train station to the event), only if no public transportation means are available.
- Invoice of the registration fees, related to the event (if applicable).

IMPORTANT:

- ✓ **The invoices for the hotels should be issued to the name of the person travelling (not their organization)** to be directly reimbursed.
- ✓ **Accommodation** costs up to two nights will be covered, depending on the flight/transport availability. Stays longer than 2 days will be considered case by case. **A maximum of 120€ per night could be reimbursed.**
- ✓ Business class or first class air/train tickets will not be considered.
- ✓ Fuel expenses cannot be reimbursed.

A digital version of the tickets and invoices can be sent in advance to the e-mail scope_project@fecyt.es. However, FECYT needs the **original documents sent by post** to the following address:

SCOPE project - Sara García-Rodríguez
Ministry of Economy, Industry and Competitiveness
Paseo de la Castellana, 162, floor 18 (impares, 19.6) - 28046 Madrid (Spain)
Contact: scope_project@fecyt.es (Tel: +34 91 603 80 52; cell: +34 695 894 811)

4. Contacts

Your main contact during the application and approval procedures is:

Ana-Maria Ciubotaru
Contact: graphene-eu@esf.org

When the application is approved, your main contact for booking and financial aspects is:

Sara García-Rodríguez, SCOPE Project Manager
Contact: scope_project@fecyt.es
Tel: +34 91 603 80 52; cell: +34 695 894 811

