

## 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 Projects' <sup>1</sup> (PPs) and Associated Members<sup>2</sup> (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:

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

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



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

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

## 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*<sup>3</sup>, conferences<sup>4</sup>, 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**.

<sup>3</sup> 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.

<sup>4</sup> Except Graphene Week conference. However, travel costs to SCOPE side events in the context of the Graphene Week conference could be supported through SCOPE.



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.

**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](mailto:graphene-eu@esf.org) (and [scope\\_project@fecyt.eu](mailto: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 Committee<sup>5</sup> 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 additional<sup>6</sup> 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.

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<sup>5</sup> SCOPE Management Committee is composed of the SCOPE coordinator and representatives of the project consortium organisations.

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



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>.

**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

Researchers from Associated Member institutions are able to spend a limited<sup>7</sup> period of time in a Core Project Member institution. SCOPE project will cover the travel and accommodation costs within the limits of up to **1000 Euro/grant**.

Invitation letter (email) by the hosting lab is compulsory. Maximum **3 visit grants per business year** will be supported through SCOPE project on a first-come-first-served basis.

A brief, one-page report has to be submitted to [graphene-eu@esf.org](mailto:graphene-eu@esf.org) within one month after the visit is concluded.

No additional support will be provided to the selected applicants through SCOPE. The host institution can offer additional support through their own sources if available.

**Note:** If needed and when required by one of the two parties, a Non-Disclosure Agreement (NDA) may be implemented. This will be made by and between the Core Project host organisation and the Associated Member organisation. An NDA template has been produced by the Graphene Flagship and is available for use upon request.

#### **Eligibility criteria:**

The following eligibility criteria for the visit grants will apply:

- Researcher candidates must be involved in graphene and related materials research activities.
- Candidates who apply for a visit grant have a research position at one of the Associated Members' institutions<sup>8</sup> that are associated to the Graphene Flagship.
- 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.

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<sup>7</sup> The duration of the visit should be decided based on agreement with the host institution.

<sup>8</sup> <https://graphene-flagship.eu/project/Pages/Consortium.aspx>



**Application procedure:**

- Applications must be submitted at [graphene-eu@esf.org](mailto:graphene-eu@esf.org) (and [scope\\_project@fecyt.eu](mailto:scope_project@fecyt.eu) in copy) along with the invitation letter from the host institution (compulsory). Please check with the host institution if you must sign an NDA before the visit starts.
- Applicants will be notified via e-mail after the assessment of their application.
- Reimbursement of the travel and accommodation 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 Committee based on the recommendation of the Partnering Division Head and Deputy.

**iv) Mobility grants** – only for Associated Members directly involved in a Partnering Project

The mobility grants support international (i.e., outside the EU and the Graphene Flagship consortium) visits, in the context of international collaborations established by the Graphene Flagship, by young researchers who are either enrolled in a PhD programme or who have obtained their doctoral degrees at most five years before the planned visit. The young researcher must be employed by a Graphene Flagship Associated Members organisation.

The application must be submitted by a principle investigator (PI) working in a Graphene Flagship Associated Member organisation and who is directly involved in a Partnering Project.

The minimum total stay is six weeks, but the time can be divided into up to three visits if that is motivated. SCOPE grants are **5000 Euro/grant** and **maximum 2 mobility grants** will be supported through SCOPE project on a first-come-first-served basis.

A brief, one-page report has to be submitted to [graphene-eu@esf.org](mailto:graphene-eu@esf.org) within one month after the visit is concluded.

**Eligibility criteria:**

The following eligibility criteria for the mobility grants will apply:

- The visit has to take place in the in the context of international collaborations established by the Graphene Flagship.
- The application must be submitted by a Principal Investigator (PI) working in a Graphene Flagship Associated Member organisation and who is directly involved in one of the Partnering Projects.
- The young researcher who will perform the visit must be from the same organisation as the PI submitting the application.
- PIs from Associated Members' institutions that are not involved in one of the Partnering Projects are not eligible.

**Application procedure:**

- Applications must be submitted at [graphene-eu@esf.org](mailto:graphene-eu@esf.org) (and [scope\\_project@fecyt.es](mailto:scope_project@fecyt.es) in copy) along with the research proposal (compulsory)



describing the aim of the visit and the expected research activity to be performed by the applicant during the visit.

- Applicants will be notified via e-mail after the assessment of their application.
- Payment 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 Committee based on the recommendation of the Head of the Partnering Division and the Graphene Flagship management.

#### v) 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](mailto:graphene-eu@esf.org) (and [scope\\_project@fecyt.es](mailto: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.

#### vi) Mobile World Congress (MWC) registration grants

The Mobile World Congress registration grants will cover the registration fees for Associated Members organisations selected by the Graphene Flagship to exhibit their prototypes at the Graphene Pavilion during the Mobile World Congress events. MWC registration grants are **1500 Euro/grant** (to be confirmed by the Graphene Flagship responsible person) and **maximum 4 grants** will be supported through SCOPE project for each MWC edition. Payment of registration fees will be made by FECYT based on the invoice received from the MWC organisers.

***Eligibility criteria***

The following eligibility criteria for the MWC registration grants will apply:

- Associated Members organisations must be universities, research organisations or SMEs selected by the Graphene Flagship through the open call launched before each edition.
- Large companies are not eligible for support.



**Note:** If requested, travel support can be provided by SCOPE to selected AMs representatives (one travel grant per organisation) selected to exhibit at the MWC. Please see section 2.i) for more information.



### 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:

- ✓ **All the invoices** (accommodation, flight, etc) should be **issued to and paid by the name of the person travelling** (not their organization) to be directly reimbursed.
- ✓ Accommodation costs up to two nights will be covered, depending on your flight/transport availability. Stays longer than 2 days will be considered case by case. A maximum of 120€ per night could be reimbursed. Airbnb accommodation may be booked but in order to be able to reimburse it we would need an invoice (an official invoice with an invoice number including all the data of the issuer (name, address





and VAT number), as well as the recipient data and a detailed concept for which it is billed).

- ✓ Business class or first class air/train tickets will not be considered.
- ✓ Fuel or/and mileage expenses of private car cannot be reimbursed.
- ✓ Meals cannot be reimbursed.
- ✓ A certificate of attendance to the meeting/workshop/conference should be attached.
- ✓ Bank commission fees are not eligible costs.

A digital version of the tickets and invoices can be sent in advance to the e-mail [scope\\_project@fecyt.es](mailto:scope_project@fecyt.es), but FECYT needs the original documents sent by post to the following address:

SCOPE project (Sara García-Rodríguez). State Research Agency. Ministry of Science, Innovation and Universities. Calle Torrelaguna, 58 bis, 6th floor (6E6-04) – 28027 Madrid (Spain). Contact: [scope\\_project@fecyt.es](mailto:scope_project@fecyt.es)

#### 4. Contact

Your main contact during the application and approval procedures is:

Ana-Maria Ciubotaru

Contact: [graphene-eu@esf.org](mailto: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](mailto:scope_project@fecyt.es)

Tel: +34 91 603 80 52

