



Micro Travel Grants Call 2024 (MTG2024) Rules and Procedures

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1. Scope of MTGs

The **Micro Travel Grants** of Science For Ukraine intend to foster the integration of eligible Ukrainian scientists into the international/Western science system through on-site or online participation in conferences. The grants cover eligible costs up to **EUR 500**.

2. Eligibility of applicants and applications

To be entitled to apply and get a MTG, applicants must:

- Be actively involved in research;
- be affiliated with an eligible Ukrainian organization (Ukrainian universities, research institutes at the NAS of Ukraine, scientific archives, museums and libraries) in the form of a paid or an unpaid appointment;
- be the first author of a research work that has been invited for presentation at an international conference, symposium or workshop in the form of an oral presentation or a poster;
- use the MTGs for their own benefit and not for someone else's (e.g. teammates, students, etc.);
- apply for activities having a clear relevance for the career development of applicants;
- apply for activities taking place at least 30 days after the date of application and not later than October 1, 2024;
- have a bank account in a country that is not affected by [restrictive measures imposed by the European Union](#) affecting the transfer of money;

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- be able to initially cover the intended event's costs from personal resources and then submit these costs for reimbursement.

Furthermore, there are three additional rules:

- Current MSCA or MSCA4Ukraine fellows having an MSCA with a specific budget line for events and meetings are only eligible in exceptional cases, for which **a reasonable justification needs to be provided**.
- **A person can only be awarded one MTG within a period of twelve months**, counting from the date of submission of the first application for a subsequently approved MTG.
- **Grants cannot be attributed retrospectively**, and therefore applicants cannot apply for an MTG to attend an event that already took place.

Not covered by MTGs are:

- research/teaching visits
- Events or meetings organised by the applicant's employer (or potential employer);
- Meetings organised by the project or consortiums the applicant works for (or intends to work for);
- Events funded by the European Commission;
- Events are already providing dedicated travel grants for researchers from Ukraine.

3. From application to reimbursement

Submission of applications and evaluation:

Application Timeline	Schedule
Submission of MTG applications.	At least 30 days before the activity and not later than 1 October 2024.
Validation and evaluation of applications.	Will take place during the first 3 weeks of each month. Only applications received until the last day of the precedent month are evaluated each month.
Communication of results to applicants.	Applicants are informed by email about the results of their applications by the end of the month that follows the application.
Awardees' confirmation of the acceptance of MTGs.	Awardees must confirm the acceptance of the MTG within 14 days.

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Earmarking of funds and publication of results.	Only upon reception of the awardee's confirmation, the amount of the MTG is earmarked. The list of awardees and the events attended may be made public on the <i>Science for Ukraine</i> website and its annual reports.
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Reimbursement

Awardee's participation in the event.	Should the awardees not be able to attend the event/activity for which they got the MTG, they must inform <i>Science for Ukraine</i> as soon as possible, to enable allocating those funds to other applicants (see more details below). Travel, accommodation and fees costs of activities/events NOT attended, will NOT be reimbursed.
Submission of MTG reimbursement form.	Awardees must submit the reimbursement form and all supporting documents within 30 days following the end of the event/activity for which they got the MTG (for details on the reimbursement procedures and supporting documents, see below), but no later than December 10, 2024 .
Validation of reimbursement documents & Payment	Should all supporting documents be correct, payments are transferred within 20 to 30 days upon reception of the complete reimbursement form.

How to apply

To apply for receiving a MTG, interested applicants must:

- Fill up the online application form;
- Submit the application at least **30 days ahead of the start** of the event.

Important note: The application per se does not give applicants the right to receive any or part of the funds requested. Applicants who depend on the financial support of the MTG to attend an event/activity are strongly advised not to make any expenditures related to that event/activity before being informed of the results of their applications. *Science for Ukraine* is not responsible for (and hence will not reimburse for) any expenses incurred by applicants before the joint

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concurrency of the following: (a) the evaluation process has been finalized, (b) *Science for Ukraine* has communicated the results to applicants, and (c) the awarded applicants have confirmed the acceptance of the MTGs. Likewise, *Science for Ukraine* will not reimburse members for any travel, accommodation, or fees costs incurred if the event/activity is not attended (whatever the reasons).

Validation and evaluation of applications, and awarding of MTGs

We commit to validate and evaluate applications within 3 weeks.

For each round of MTGs, *Science for Ukraine* will define the number of applications that can be awarded based on the budget available for MTGs.

The validation and evaluation of applications comprises 3 steps, all taking place during the first 3 weeks of the month that follows the month when the application was submitted:

- verification of eligibility of applicants and applications;
- evaluation of applications;
- validation by the Award Committee of *Science for Ukraine MTGs*

Applicants will be then informed on the results of their applications.

Applicants who were awarded with a MTG will have to **confirm within the following 14 days** that they accept the MTG and the amount awarded. If no confirmation is received by day 10, *Science for Ukraine* will send a reminder for an urgent confirmation. If the applicant still does not reply, the application will be cancelled, and the funds will be allocated to another applicant. The applicants will be contacted at the main email provided in the application form.

Participation in events/activities – Acknowledgement requirement

Awardees of a MTG must acknowledge the support of *Science for Ukraine* in their communication activities related to the event (e.g. presentations, social media, etc.).

For presentations, members must use the formula **“With the support of #ScienceForUkraine, through the Micro Travel Grants Call 2024.”**

For social media, please use the **#ScienceForUkraine** hashtag and tag **@Sci_for_Ukraine** (Twitter/X)

Reimbursement procedure and rules

In order to be reimbursed for the expenses covered by the MTG, members must:

- Fill up the reimbursement form (link will be provided to awardees)
- Provide all supporting documents (see details in the table below).

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Payments of expenses will be made by *Science for Ukraine* within 20 to 30 days from the date of reception of **all** documents required, and **bank details**. Proof of payment will be sent by e-mail to the Awardee as soon as it is made.

Eligible costs:

Category	Supporting documents to submit
Travel costs (when applicable)	- Booking confirmation / Invoice (the price must be indicated) (not required when the travel date AND the price are indicated in the travel tickets) - Boarding passes / travel tickets
Accommodation (when applicable)	Accommodation invoice (hotel, Airbnb, etc.)
Registration fees for online events (when applicable)	Registration invoice or formal confirmation of payment

Mandatory documents:

Category	Supporting documents to submit
Confirmation of affiliation with a Ukrainian institution (for the initial application)	An official confirmation of your current position at the Ukrainian university/institute (department, position, work experience, stamp, signature).
Participation to event/activity (after the event)	- Certification or institutional declaration of attendance at the event (*) - A news item, not more than 500 words, and two pictures, describing the event attended and how it contributed to the grantee's career development. The text and pictures might later be published at <i>Science for Ukraine</i> website and/or social media.

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(*) Self-declarations will not be accepted. Members must submit a declaration from the organisers of the event/activity.

The following reimbursement rules apply:

- Reimbursement can only be paid **after the end of the activity/event** for which fellows got the MTG, and after verifying that they attended the activity/event. An attendance certificate needs to be provided to process the reimbursement. Fellows must submit the reimbursement form (including scanned copies of all supporting documents) up to 30 days following the end of the activity/event for which they got the MTG.
- Fellows are **not** required to submit the original (paper) receipts/invoices by the time they submit the reimbursement form. However, **fellows are obliged to keep them for a period of at least one (1) year**, as *Science for Ukraine* may, at any occasion, ask for them for auditing purposes. If the member does not wish to keep the originals for such a period of time, they can send them to *Science for Ukraine* (address will be provided upon request).
- **The reimbursement will be calculated based on real costs**, that is the sum of all eligible receipts/documents presented at the time of the reimbursement submission, and taking into consideration the maximum amount established for the MTG and agreed by the fellow. Expenses for which fellows have not submitted a supporting document, will not be reimbursed.
- **Fellows will not be reimbursed for any cost in the case they have not attended the event/activity for which they got the MTG**, whatever the reason is, including reasons which are beyond the control of the member (such as a visa denial or event cancellation).
- As fellows are not legal employees of *Science for Ukraine*, the organization will not pay any form of remuneration to fellows and provides no insurance cover for accidents that might happen while the fellow is travelling to and from an event. For these reasons, **fellows are advised to ensure that they have adequate insurance** (e.g. personal insurance, travel insurance, cover by their current employer, cover through credit card purchase of tickets, etc.) that would cover any delays, cancellations or accidents.
- Any **banking fees** charged for money transfers, or for currency exchanges, or for any other similar reason, shall be deducted from the sum to be paid to the fellow who receives the MTG. *Science for Ukraine* will not check the validity of bank details for countries outside of the EU; thus, any bank fees resulting from failed transactions will be charged to the member.

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- Expenses done in a currency other than Euro will be converted into Euros using the office Commission exchange rate:
https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

What happens if applicants cannot use the MTG awarded?

Science for Ukraine has a limited budget for MTGs, which means that only part of the applicants can benefit from this financial support.

When *Science for Ukraine* awards a MTG, the amount of the MTG is earmarked and is part of the accounting and of the planning of future cycles of MTGs.

Hence, fellows who were awarded a MTG but for some reason cannot use it, must inform *Science for Ukraine* about the situation ASAP before the date of the event/activity for which they got the MTG, so that *Science for Ukraine* can free those funds and allocate the money to other applicants.

Awardees who fail to timely inform *Science for Ukraine* about the impossibility of using the MTG will no longer be allowed to apply for MTGs in the future.

In case of any questions, please address them to *Science for Ukraine* via the following email info@scienceforukraine.eu.

4. Frequently asked questions

1. Can an MTG be used to reimburse a registration fee for an offline event?
No, only travel costs are eligible for reimbursement for offline (in-person) events.