



# AERO-UA Travel Grant Rules and Guidelines

## AERO-UA Project: Promoting Aerospace Research Collaboration between the European Union and Ukraine

### Section 1. Introduction

The AERO-UA project's purpose is to promote research collaboration in the aerospace field, between the European Union and Ukraine. Among the identified hurdles to increase such research collaboration is funding of travel for Ukrainian actors:

- to meet with European partners during proposal preparation
- to attend thematic info-days and brokerage events organized by the European Commission
- to present their research results at conferences or trade-shows within the European Union.

Therefore the AERO-UA project has dedicated a specific budget for Travel Grants to be awarded to Ukrainian actors in order to facilitate the research collaboration in the aerospace field.

This document describes the application process for the Third Call for Travel Grants in the AERO-UA project. It explains how participants can apply for the Travel Grant, the selection process made by the Steering Committee and the required reporting to be reimbursed for the travel expenses.

Further information about the AERO-UA project, including the project's brochures, pilot projects, etc. can be found at <http://www.aero-ua.eu/>

### Section 2. Call Modalities

Each successful application will be awarded a Travel Grant for a maximum of €1000. The total budget allocated for Travel Grants for this call will be €4000.

#### 2.1 Eligible Applicants

Applicants to this call must be individuals working in aerospace field from one of the following organisations duly registered in Ukraine:

- Higher Education Establishment
- Research Institute
- Company (including SMEs)

Each applicant (person) must be a Ukrainian citizen or a lawful resident of Ukraine.

Due to the current embargo between the European Union and Russia, eligible participants may not be affiliated with any Russian military entities.

**Applicants who already received funding in the 1<sup>st</sup> and 2<sup>nd</sup> calls for Travel Grants will not be eligible.**



## ***2.2 Eligible purpose of travel***

Travel grants will be awarded to make an **oral presentation in a thematic session at the 9th EASN International Conference**, which will be held on 3-6 September 2019 in Athens, Greece (see <https://easnconference.eu/home>).

The oral presentation must be on original aviation research matching one or more of the thematic sessions of the 9th EASN International Conference (see <https://easnconference.eu/sessions>).

## ***2.3 Eligible Costs***

The Travel Grant can cover the following expenses:

- a. Travel expenses between Ukraine and the European Union (Economy class air ticket / Second class train ticket / Public transport costs)
- b. Accommodation
- c. Daily allowance of 40 € (to cover meals and local travel costs)
- d. Administrative expenses (Visa fees and conference fees)
- e. Miscellaneous: other travel expenses may be considered eligible provided detailed justification is given and the Steering Committee gives its approval.

In order to be eligible, the travel costs must be directly related to the trip and participation to the event that the applicant applied for.

## ***2.4 Deadline for the Call***

Applications must be submitted to the Project Coordinator **before 15 May 2019**.

## ***2.5 Decision Making Process***

The AERO-UA Project Steering Committee reserves the right to request further explanations from applicants as well as to approve or reject an application for a Travel Grant.

Applications will be evaluated according to a) the quality of the abstract for the oral presentation and b) the trip's expected outcomes and benefits in relation to promoting aerospace research collaboration between the European Union and Ukraine.

Within 2 weeks of the deadline for the call for Travel Grants, the Project Coordinator shall review the applications with the Steering Committee who will then vote to award the Travel Grant (yes or no). If a majority of the Steering Committee give their approval for an application, then a Travel Grant will be awarded. Up to four Travel Grants will be awarded.

The Project Coordinator will notify each applicant of the decision of the Steering Committee. Successful applicants will receive an AERO-UA Travel Grant Guarantee Letter.



### Section 3. Application procedure

An application shall be submitted via e-mail to the following address: [contact <at> @intelligentsia-consultants.com](mailto:contact@intelligentsia-consultants.com) with e-mail subject „AERO-UA Travel Grant Application“ and the following attachments:

- Completed travel grant application form (including abstract for the oral presentation)
- Applicant’s CV clearly indicating experience in the considered research field
- Applicant’s organization support letter

### Section 4. Travel Cost Claims for Successful Applicants

Following the trip, each successful applicant will be required to send a completed expenses form together with supporting documentary evidence (e.g. tickets, receipts, etc.) to the Project Coordinator. The travel costs must be directly related to the trip and participation to the event that the applicant applied for. Following approval of the completed expenses form by the Project Coordinator, the successful applicant will be reimbursed up to a maximum of €1000 to their bank account.

### Section 5. Consent for personal data disclosure

In the event of receiving an AERO-UA Travel Grant, the successful applicant shall give their consent to the AERO-UA project to disclose for communication purposes the following data: their name, their organisation’s name, and the purpose of the travel using the AERO-UA Travel Grant. Other data that may be deemed the applicant’s personal data (e-mail address, phone, address, etc.) will not be publicly disclosed by the AERO-UA project.

### Section 6. Contacts

Any questions concerning this Travel Grant scheme should be made to the Project Coordinator.

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