



## ILGE - TNA and NOA funding guidelines (version 1.2 - 03/01/2024).

This document complements the document: “*Guidelines for Transnational and National Open Access (TNA/NOA) to Research Infrastructures within MEET WP3-ILGE: Processes, Procedures, and Management*”, with its latest version providing the general framework and terminology adopted in the following document. Within the MEET - WP3 ILGE - TNA/NOA network, costs sustained by one use per project during the approved period to conduct TNA and NOA projects are covered within the following general limits (average flat rate):

### **Remote service:**

- Maximum €100 for shipping samples per project. Shipment receipts must be provided to the facility. An additional €100 may be provided for shipping costs related to returning samples from the facility to the user.

### **Physical access:**

- **Travel costs:** Maximum €200 for national-based travel for NOA projects, maximum €400 for EU\*+EFTA<sup>S</sup> applicant travel in TNA projects and €1000 maximum rate for non-EU applicant travel in TNA projects. NOA users working in the same city as the host institution are not eligible for coverage of travel costs. To qualify for reimbursement, travel tickets must have the facility location (closest airport/train station) as both the final destination (arrival) and departure (return). Users must choose the shortest and most economical route by train or plane from the departure point to the facility. Original receipts/invoices/boarding passes must be provided to the facility.

EU\* = EU member states and countries associated with Horizon 2020 (Iceland, Norway, Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia, United Kingdom).

EFTA<sup>S</sup> = member states of European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland).

- **Living costs:** A maximum rate of €150/day for housing and subsistence applies. Reimbursement covers only the access days, as well as one day before and after the access period, including weekends if access spans a weekend. Depending on the access provider internal rules, living costs may be reimbursed as a flat rate daily allowance or after submission of original receipts/invoices. NOA users working in the same city as the host institution are not eligible for coverage of living costs.

Costs exceeding the limits set by the access provider must be paid by the user.

Please note that travel tickets for dates by more than one day outside the access period are still eligible for reimbursement, provided that: i) housing and subsistence refunds will not be

provided for the extra days, ii) an appropriate reason is provided, which is connected to the scientific activities of the TNA/NOA project (e.g. working with facility scientists/collaborators involved in the project).

Travel tickets and accommodation/living expenses will be reimbursed via a bank transfer once the user provides original receipts to the host facility. Reimbursement is contingent upon the user completing scientific and financial reports, as well as a feedback questionnaire, to be provided at the following link: [https://docs.google.com/forms/d/e/1FAIpQLSfn0GJ2VGcLIDBvCQrv3P8wy8xUC8wSX73FXEESNOeBfANQxg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfn0GJ2VGcLIDBvCQrv3P8wy8xUC8wSX73FXEESNOeBfANQxg/viewform?usp=sf_link). Please note that, in cases of cancellation or absence due to force majeure circumstances, subsistence and travel allowance cannot be claimed. It is recommended that users include cancellation insurance in their travel reservation (provided by most travel companies) and book accommodation with a free cancellation policy.

In general, funding of TNA/NOA activities only covers the expenses of the user granted the proposal (the PI of the TNA/NOA project). Exceptions may be considered by the facility based on scientific and/or training reasons, such as student supervision or complementary expertise in the user group. In any circumstance, no more than three users can be supported by the TNA/NOA network, and the PI must always be included. Regardless of funding, users must consult with the Facility Manager to discuss the number of users allowed at the facility, even if they are not supported by the grant, since restrictions may apply. The final decision on the type of access and number of visitors allowed rests with the facility manager.