

GUIDELINES ENCORA TRAVEL GRANT

Introduction

European coastal researchers, practitioners and decision makers wishing to attend one of the ENCORA activities may apply for funding of travel and accommodation costs. The application and reimbursement procedures are detailed below. The following abbreviations are used in this document:

NCO: National Network Office
TCO: Thematic Coordination Office
ECO: ENCORA Coordination Office
YPEP: Young Professionals Exchange Program

Travel grants are open for all coastal researchers, decision makers and practitioners in Europe and are available for the following activities:

- Participation in a “Young Professionals Exchange Program” (YPEP) activity organised by one of the ENCORA partners. A Young Professional is “a person who is at the start of her or his career or research relating to the coastal zone”; NCOs sponsor participation of their own country participants to YPEP (Young Professionals Exchange Program). ECO sponsors participation to YPEP of participants where a national network is not yet established.
- Attendance of meetings, workshops, and conferences organised by one of the ENCORA thematic networks. TCOs sponsor participation of attendants (from all countries) to their own theme events.
- Attendance of ICZM and Coastal Research related workshops and conferences organised across Europe.

Reimbursement is based on the principle of percentage and ceiling. The guideline for travel grants is:

- 50-100% financing;
- Maximum amount for *short* (750 €) and *long* (2000 €) visit;
- In particular cases, the ECO, NCO or TCO may decide to deviate from this guideline.

Travel grants have to meet the following criteria:

- Travel grants will be allowed for transnational visits and only for meetings to be held in Europe;
- The trip meets the objectives of the ENCORA programs. The National Coordinator or Thematic Coordinator decides on the relevance the activity for ENCORA;
- Travel grants can only be granted by the official National Coordinator (YPEP), Thematic Coordinator (thematic activities) or Office coordinator (for countries without NCO);
- Funding for travel can only be provided to citizens that are eligible for financial support from EU member states, accession states, associated states or participating NCO countries.

Procedure

The travel grant procedure consists of two steps:

Step 1: Application and Approval
Step 2: Justification and Reimbursement

Step 1

To obtain travel funding you must complete Part A of the travel grant form. Please fill out all the information requested so we can process the application expediently. Your application shall be submitted to the national coordinator in your country or the

relevant theme coordinator at least one month before the activity or within the deadlines fixed by the organizing ENCORA partners. The evaluation will be based on the information received in the application and according to the selection criteria detailed below.

To ensure fairness in the allocation process, the majority of travel grants will be awarded as follows:

1. Travel grants are allocated on a first come, first serve basis for the places available for a specific workshop.
2. Travel grants are limited to 1 person per organisation per year. More than 1 person per organisation can be funded only if places are available.
3. Travel grants are limited to 1 per individual for the duration of the ENCORA project. A person can be funded more than once only if places are available.

The ECO, NCO or TCO may deviate from these allocation criteria based on their best judgement and discretion. Your travel grant procedure will be reviewed (within two weeks) and you will receive notification of the result from the relevant coordination office. If your travel grant application is approved you will also be informed of the maximum authorized amount you can claim.

Very important: If you have not received an authorization to claim travel expenses from the Thematic or National coordinator you will **not be able to claim any** expenses.

If a travel grant is awarded to an individual and that person subsequently cannot travel they are asked to indicate this to the coordinator as soon as possible so that the award can be given to somebody else.

Step 2

After a travel grant request is approved, your costs can be reimbursed as follows:

1. Attending the ENCORA event in question. Participants have to sign a list of attendance at the location where the event takes place.
2. Completing Part B of the travel grant form afterwards. Please fill out all the information requested so we can process the reimbursement expediently.
3. The ECO, NCO or TCO may request that the original travel documents also be submitted for accountancy control. The original documents can be returned afterwards to the participant if this is necessary

It is important to note that in this procedure:

- Costs will only be reimbursed after completion of the travel grant form and approval by the coordinator in charge;
- Part B of the travel grant form and invoices must be submitted within one month after the trip;
- You are requested to state your actual expenditures and supply original documents. Receipts, plane tickets, boarding passes, etc. may be requested until **five years** after the ENCORA Coordination Action is finished.
- In the event that your actual expenses are more than the maximum grant rate, only the maximum grant rate will be paid.

ANNEX A: Travel Grant Forms (Part A and Part B)