# **ENVRIplus Exchange of Personnel programme**

# Application template\*

1. Research Infrastructures involved & supervisor / person responsible:

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |

2. Main contact (email)

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| --- |
|  |

3. Names of all applicants, email (!), position, status (permanent / non-permanent, post doc, technician...), short CV:

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |

4. Date / Duration of each EoP:

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |

5. Cost estimation + cost items for each EoP:

|  |  |  |
| --- | --- | --- |
| 1. | 2. | 3. |

6. Description of planned activities, their impact on the cross-fertilization, planned methodology and implementation + WPs involved:

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| --- |
|  |

7. Access options to RI data infrastructure and logistic, technical support offered by involved RIs:

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| --- |
|  |

**)\*** *add / delete rows / columns if required*

# Reimbursement

The applicants shall be reimbursed according to the applicable rules and regulations of their respective home institutions. The applicant is responsible for applying for and accounting the EoP at his or her institution of employment. The institution shall reimburse the applicant according to applicable national rules and regulations.

The applicable national regulations shall be the basis for the cost estimation, which is part of the EoP application to the ENVRIplus Executive Board. If required, the EB (or UniHB) will provide a letter of confirmation on the reimbursement of the EoPs costs based on the estimated details on the application, if the EoP is approved.

After successfully completing the EoP the employing institution shall be reimbursed by ENVRIplus by providing a list of the total costs of the EoP to the UniHB which shall be either added to the institutions ENVRIplus budget (if the employing institution is a direct partner of ENVRIplus) or transferred by the UniHB after receiving a formal invoice from the employing institution (if the employing institution is a verifiable associated RI or an external institution).

Requirement: The employing institution of the applicant is partner of ENVRIplus, or a verifiable associated RI, or an external institution. In the latter cases, the employing institution shall reimburse the applicant according to applicable national law and charge the costs to the UniHB via a formal invoice.