# **ENVRIplus Exchange of Personnel programme**

# Application template\*

1. Research Infrastructures involved & supervisor / person responsible:

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

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

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

3. Date / Duration of each EoP:

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

4. Cost estimation + cost items for each EoP:

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

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

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|  |

6. 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 the UniHB invoice by providing a list of the total costs of the EoP and a formal invoice to the UniHB.

Requirement: The employing institution of the applicant is either partner of ENVRIplus or a verifiable associated RI. If exceptionally the applicant is employed by an external institution, the hosting institution shall reimburse the applicant according to applicable national law and charge the costs to the UniHB.