



## **The EPIZONE short term mission programme**

### **Terms and conditions**

(last updated June 2019)

- The overall objective of the EPIZONE short term mission programme is to stimulate exchange of knowledge and cooperation between EPIZONE partner institutes through visits of individual EPIZONE members, especially young scientists.
- EPIZONE short term missions must be relevant to the EPIZONE mission and objectives.
- The duration of a short term mission should be minimum 5 days and maximum 3 months (92 days) (Visits for longer periods may be considered but reimbursement will be for maximum 92 days).
- Reimbursement for subsistence will be 100,=€ per day for the 1<sup>st</sup> to the 14<sup>th</sup> day of the visit, 50,=€ per day for the 15<sup>th</sup> until the 30<sup>th</sup> day of the visit and 25,=€ per day for 31<sup>st</sup> to the 92<sup>nd</sup> day of the visit.
- A supporting budget for bench fee can be considered. Max 120,= € per day, max 1200,=€ per month, and max 2500,=€ in total. This budget shall be transferred to the hosting partner (only for Epizone partners)
- Reimbursement for travel will be maximum 500,=€ for travel within Europe (including Russia and the Middle East) and maximum 1000,=€ for intercontinental travel.
- Applications should be submitted at least three months prior to the first day of the short term mission.
- Applications should be sent by email to the EPIZONE administration bureau [epizone.bvr@wur.nl](mailto:epizone.bvr@wur.nl)
- All financial arrangements have to be made directly with the EPIZONE administration bureau.
- Short term mission applications will be assessed by the EPIZONE training committee (EPIZONE coordinator + one member of the admin bureau + one member of the EPIZONE EC) and approved by the EPIZONE executive committee.
- Within 30 days after the short term visit a report describing the achievements should be submitted to the EPIZONE training committee, as well as a financial statement to the EPIZONE administration bureau [epizone.bvr@wur.nl](mailto:epizone.bvr@wur.nl)

### **Application**

Applications must include:

1. Filled out EPIZONE short term mission application form
2. Detailed plan of the professional activities during the visit (max 2 pages)
3. Detailed budget plan (max half a page)
4. Letter of recommendation from the home institute
5. Letter of recommendation from the host institute
6. Curriculum vitae including a list of relevant scientific papers