

## CALIPSOplus funding – Twinning Programme

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The Trans-national Access programme of the project [CALIPSOplus](#) (**Convenient Access to Light Sources Open to Innovation, Science and to the World**), funded by the European Commission within the EU Framework Programme for Research and Innovation Horizon 2020, supports access for European researchers to European and Middle Eastern light sources.

Run time: 1<sup>st</sup> May 2017 to 30<sup>th</sup> April 2021.

### Twinning programme – funding conditions

The [Twinning programme](#) is aimed specifically at scientists with no previous experience in synchrotron- or FEL-based research based in EU-13 countries with no own light source, i.e. **Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Romania, Slovakia** and **Slovenia**. Additionally, researchers affiliated with institutions in **Greece, Poland, and Portugal** are also eligible to participate as guests. Some EU associated countries may also be eligible – please contact the CALIPSOplus team directly for more information.

Researchers from eligible institutes or universities taking part in a beamtime as “*guests*” at one of the **CALIPSOplus partner institutions** in the framework of the [Twinning programme](#) benefit from **specific funding conditions** (see next page).

#### **CALIPSOplus partner institutions:**

- HZB (BESSY II)
- Lunds universitet (MAX IV)
- Aarhus Universitet (ASTRID 2)
- Diamond (Diamond)
- SOLEIL (SOLEIL)
- ESRF (ESRF)
- CELLS (ALBA)
- SESAME (SESAME)
- KIT (ANKA)
- Uniwersytet Jagiellonski (SOLARIS)
- HZDR (ELBE)
- EU XFEL (EU XFEL)
- Radboud Universiteit Nijmegen (FELIX)
- CNRS (CLIO)
- Ankara Universitesi (TARLA)
- DESY (PETRA III/FLASH)
- PSI (SLS/SWISSFEL)
- ELETTRA (ELETTRA/FERMI)
- INFN (DAFNE/SPARC)

### **Twining guests:**

- travel and accommodation costs are fully reimbursed (see conditions below)
- a daily allowance of €24/day, except for the arrival and departure day where it is set at €12/day

### **Twining hosts:**

- the host team is granted funding for **one extra team member**, in the [conditions applicable to external BESSY II users](#), *independently of the funding conditions of the host institution*

Accommodation: HZB reserves the right to choose the accommodation according to availability. Standard accommodation is in the host facility guest houses. Accommodation is supported for the days of the experiments at the host facility plus the date of arrival and the date of departure. Up to two additional days for preparation and for post beamtime activities may be granted. Additional days of accommodation are subject to be cleared with the HZB User Coordination prior to any bookings.

Travel: No first class travel will be reimbursed unless in cases where it is clearly shown to be the cheapest option. The use of private vehicles may be granted a reimbursement of €0.20/km up to a maximum of €130. Taxi fares will only be supported in exceptional cases.

### How to apply for funding:

- collect travel tickets (flight, train, ...) and accommodation receipts. **All claims have to be substantiated by means of original receipts**
- fill out the **Twining programme reimbursement form**. Please ask your local CALIPSOplus contact or send an email to [ana.anselmo@helmholtz-berlin.de](mailto:ana.anselmo@helmholtz-berlin.de) requesting it
- send a **signed** printout of the complete form (at the end of this document) together with all **original receipts**, tickets, printout of e-tickets and boarding passes to the **HZB User office Photons** (Helmholtz-Zentrum Berlin, User Office Photons, Albert-Einstein-Str. 15, 12489 Berlin, Germany).  
**Photocopies and scans of receipts will not be accepted**

**Please note:** Reimbursement claims will only be processed once the Twining programme feedback form and report have been submitted.

Feedback form for guests (requires a **one-page report** in pdf format): <https://www.helmholtz-berlin.de//user/prepare-your-beamtime/access-and-support/support-programmes/twining-calipsoplus---feedback--guest- en.html>

Feedback form for hosts: <https://www.helmholtz-berlin.de//user/prepare-your-beamtime/access-and-support/support-programmes/twining-calipsoplus---feedback--host- en.html>



**Application for financial support in context of the Twinning Programme of CALIPSOplus**

|                         |  |  |  |
|-------------------------|--|--|--|
| <b>Twinning Guest:</b>  |  | <b>Twinning Host:</b>                  |  |
| Facility / Beamline     |  | Beamtime period: from: _____ to: _____ |  |
| Institute / University: |  |  |  |
| Department:             |  |  |  |
| Street:                 |  | ZIP / City / Country:                  |  |
| Phone:                  |  | Email                                  |  |

|                             |                         |   |         |
|-----------------------------|-------------------------|---|---------|
| <b>JOURNEY (route):</b>     |                         | <b>Business at Host facility:</b>           |         |
| Departure from destination: | Date: ..... time: ..... | from (date / time): ..... / .....           |         |
| Arrival at destination:     | Date: ..... time: ..... | until (date / time): ..... / .....          |         |
| Departure from destination: | Date: ..... time: ..... | (mm.dd.yyyy)                                | (hh:mm) |
| Arrival at home:            | Date: ..... time: ..... | <b>Please attach the original receipts!</b> |         |

**MEANS of transportation**

|  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Train ..... €               | <input type="checkbox"/> Plane ..... € | <input type="checkbox"/> private car ..... €                                       | <input type="checkbox"/> Co-traveled with ..... € |
| <input type="checkbox"/> other ..... €               |  | <input type="checkbox"/> Taxi ..... € ( <i>please state the reason why</i> ) ..... |   |
| other TRAVEL COSTS .....                             |  |  |   |
| .....  |  |  |   |
| .....  |  |  |   |
| <input type="checkbox"/> accommodation in guesthouse |  |  |   |

|   |
|---|
| <input type="checkbox"/> I declare that I did not receive any refund of travel costs and/or subsistence from other sources. |
| <input type="checkbox"/> From other sources I received the following refund:  |
| .....   |
| I declare that the above information is accurate  |
| .....<br>Date Signature   |

|                        |       |                    |                            |
|------------------------|-------|--------------------|----------------------------|
| <b>Private address</b> |       | Phone:             |                            |
| Street:                |       | Email:             |                            |
| Post Code:             | Town: | Country:           | <b>BANK:</b> Name, address |
| Account No. / IBAN     |       | BLZ / SWIFT / BIC* |                            |

\* Please note that for money transfers to EU member states the International Bank Account Number IBAN and the Bank Identifier Code BIC are mandatory!

|       |                                    |
|-------|------------------------------------|
| Date: | Signature of <b>Project Leader</b> |
| ..... | .....                              |

|   |                     |                              |                                       |
|---|---------------------|------------------------------|---------------------------------------|
| To be completed by CALIPSOplus Twinning Coordinator |                     |                              |                                       |
| Date:   | Support for travel: | <input type="checkbox"/> Yes | <input type="checkbox"/> No, rejected |
| Signature   | accomodation:       | <input type="checkbox"/> Yes | <input type="checkbox"/> No, rejected |
| Signature   | subsistence:        | <input type="checkbox"/> Yes | <input type="checkbox"/> No, rejected |
|   | Rented car:         | <input type="checkbox"/> Yes | <input type="checkbox"/> No, rejected |
| Remarks:  |                     |                              |                                       |