



## **ELIXIR Travel Grant Scheme**

**December 2020**

ELIXIRHON/2020/25

*Note to Heads of Nodes: The proposal for the 2021 Travel Grant Scheme is to keep the call text and scope identical to that of the 2020 call. Thus, no new changes are proposed in this document.*



# ELIXIR Travel Grant Scheme

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Opening Date: 1 January 2021

Closing Date: 15 December 2021

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## Introduction

The purpose of the ELIXIR Travel grant scheme is to support the staff in ELIXIR Nodes to attend ELIXIR-related events or to support the travel between ELIXIR Nodes or the Nodes and the Hub.

ELIXIR has allocated 100,000 Euro to this call. This is a rolling call, open during the time period stated above. The decision for each application will be provided within 2 weeks of submission. The call may be closed sooner than 15 December 2021, if the allocated budget has been used.

For long-term staff exchange projects, see the call for applications under the ELIXIR Staff Exchange Programme.

## Scope

The aim is to support professional development of Node personnel and build skills and diversity at all levels. Additionally, applications to the Travel grant scheme should describe the expected benefits in at least one of the following two areas:

1. Improved sustainability and interoperability of ELIXIR Services.
2. Building capacity in and collaboration between ELIXIR Nodes.

## Conditions and Eligibility

- The applicant must belong to an ELIXIR Node. External experts cannot be funded via this call<sup>1</sup>
- All Nodes in ELIXIR Member States (including those that have not yet concluded the Collaboration Agreement) are invited to participate.
- Applications must be submitted no later than 30 calendar days before the event date. We recommend submitting an application as soon as travel is being planned to avoid any delays.

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<sup>1</sup> Note, for external experts, located in countries that are not ELIXIR Member States (including beyond Europe), travel support may be considered under a separate scheme. For more information, contact: [corinne.martin@elixir-europe.org](mailto:corinne.martin@elixir-europe.org).



- Due to separate resources already allocated to ELIXIR Nodes, travel to the following meetings is ineligible under this call:
  - Heads of Nodes and Technical and Training Coordinators meetings;
  - ELIXIR All Hands meeting;
  - 2021 Biohackathon;
  - Annual Platform F-2-F meetings.

## Details of the application

- The application template (to be prepared) must be used and all sections must be completed.
- Each application can only include the travel of one individual, i.e. no joint applications are accepted.
- Details of the event must be given, as indicated in the application template.
- Purpose of travel must be clearly stated and accompanied with the statement of expected outcome(s) and benefit(s) to ELIXIR, as described under 'scope'.
- Travel grants will cover conference registration fees. Other reimbursable items include transportation, lodging, and meals (see [reimbursement schedule](#) for details). The applicable rules and regulations of the home institution/Node must be used as a basis for the cost estimation.

## Submission instructions

- The application template must be used.
- Applications must be submitted no later than 30 calendar days before the event date. We recommend submitting an application as soon as travel is being planned to avoid any delays.

## Evaluation

- The Hub will check each application for eligibility. In case of an ineligible submission, the applicant will be notified and the project will be excluded from evaluation.
- The applications will be reviewed by the ELIXIR Hub and will be rated based on the following criteria:
  1. Benefit to ELIXIR Nodes, ELIXIR Communities and ELIXIR Services;



2. Alignment with the aims of the Equal Opportunities Strategy to increase equality, diversity and inclusion within ELIXIR;
  3. Alignment with ongoing ELIXIR activities.
- The final decision on projects to be funded will be made by the ELIXIR Director.
  - Decision on the application will be provided within 2 weeks of submission.

## Implementation

- Only costs eligible according to the [reimbursement schedule](#) may be covered.
- After successfully completing the travel, the applicant must submit an end report describing the outcomes and impact of the travel within 30 calendar days of the end of the project. The [end report template](#) must be used.
- Without the end report submission, the incurred cost cannot be reimbursed.
- The reimbursement claim must be submitted within 60 days of the travel.

## Contact person at ELIXIR Hub

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