



## Information to TA User Groups

### General Information

Upon completion of their access visit(s), TA user groups must

- provide a Project Summary Report (online in INTERACCESS) on results obtained during the visit(s)
- send a travel claim to the station(s) where they made their TA visit (travel claim will be paid only after the project report has been submitted)
- respond to the [EU User Group Questionnaire](#)
- Publish the results within a reasonable time in open literature, specifying in the acknowledgements that the research has been supported by INTERACT

Note: INTERACT reserves the right to publish the project names, acronyms and short descriptions on the INTERACT website.

Note: The European Commission has the right to publish the list of users, containing the names, home institutions and description of the work of the project.

### Important steps required after the TA visit

#### 1) Submit Project summary report in INTERACCESS

Fill in and submit a Project Summary Report in [INTERACCESS](#) within 8 weeks after completion of your TA visit to the station(s). If your access involves several stations, you only need to complete one report. If your TA visit takes place over several field seasons, you are required to submit the report for every field season. The Project Summary Report form will open up on your project's INTERACCESS account in May 2017.

#### 2) Claiming of Travel reimbursements

Only user group members listed in the TA grant decision in INTERACCESS are entitled to have their travel costs reimbursed. The group leader must ask permission from the station manager and TA coordinator if it is necessary to change a research team member.

The user groups have to make their own travel reservations to and from the station, by keeping the costs within the limits provided in the TA decision letter.

Use the travel claim form provided by the station(s) where you have visited for TA. The forms are available from the station contact/station manager. Send the travel claim by email and by regular mail to the station's contact person within 8 weeks after completion of your visit. The research station will proceed with the reimbursement only after the your project summary report has been submitted and accepted by the TA coordinator and station manager.

The travel claims must include:

- original receipts of the all tickets (taxi, bus, train, hotel, flight etc.) and e-tickets (when flying)
- banking details per person/institute to be reimbursed

Accommodation at the station is not charged from the research groups during the granted access. If accommodation is not included into facilities at the research station, the user groups reserve their own accommodation (reasonable priced B&B or hotel) by themselves and pay it first, and the station reimburses the costs after the visit together with the travel costs.

#### *Non-eligible costs that are not reimbursed*

Bar bills, private telephone calls, meals and food purchases during the journey to and back from the station, internet payments, contingencies, overheads, currency exchange losses etc. extra costs or services are not reimbursed. Costs of health, life and luggage insurance, and personnel costs of any kind are not reimbursed by INTERACT Transnational Access.

Daily allowances are not paid by INTERACT Transnational Access at any station. In most stations the meals are included to the TA visit however there is exception: meals and food purchases during the access visit are not reimbursed at Abisko station in Sweden, Finse in Norway, and Artic Station in Greenland, thus the visitors staying at these stations must pay their meals and food purchases themselves.

#### *Use of rental or private car*

Reimbursement is based on the actual costs (rent, fuel costs). Km allowances are not reimbursed. Road tolls may be paid extra. When two or more participants travel together by car, travel costs will be reimbursed to only one person. Receipts required: receipt and specification of rental costs, receipts of fuel costs, copy of calculation of kilometers from [www.mappy.com](http://www.mappy.com) or [www.viamichelin.com](http://www.viamichelin.com), road toll receipts (if any).

#### *Disclaimer*

Travel arrangements to INTERACT Transnational Access sites are the responsibility of the applicant. Should technical or logistical problems arise, the user groups should first contact the relevant Station Manager/Logistics Manager. Only in exceptional situations where the local personnel cannot help, should the INTERACT co-ordination be contacted. In these exceptional

circumstances, the first contact will be Dr Kirsi Latola, leader of the Transnational Access Workpackage (kirsi.latola(at)oulu.fi).

INTERACT shall not be responsible for any injuries, damages, or losses caused to any user group member in connection with any Transnational Access given at the INTERACT Transnational Access sites. Transnational Access users must have appropriate travel and health insurance and assume complete and full responsibility for any and all passport, visa, vaccination, currency exchange or other entry requirements of each destination, and all safety or security conditions at the Transnational Access sites during the length of their travel and stay.

All user group members must have an appropriate travel and health insurance, and be clear about the legal responsibilities of their employers. INTERACT has no liability to cover the extra costs of unforeseen circumstances related to travel (e.g. delays or cancellations), customs, shipment and logistics, nor has it legal responsibility for the health and welfare, including emergency and accident situations, of those who are awarded INTERACT Transnational Access.

### 3) Feedback about Transnational Access to the EU

To enable the European Commission to evaluate the outcome of Transnational Access, and to improve the services provided to the scientific community, each Group Leader of a user group supported by INTERACT Transnational Access is requested to complete the "User Group Questionnaire". The questionnaire must be submitted once by each user group as soon as the experiment at the infrastructure(s) comes to an end.

You will find the questionnaire at <https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>

When completing the questionnaire please indicate the INTERACT contract No 730938 and your project acronym. You can find your project acronym from INTERACCESS.

### 4) Publications resulting from Transnational Access to a research infrastructure

Users are expected to publish their results within a reasonable time in a suitable scientific publications. Below you find examples on how to mention INTERACT Transnational Access in scientific publications and conference presentations. Fill in the publication information to INTERACCESS, where there is a separate part in your account for that (currently under development).

#### a) Acknowledgements

The user groups should include the following sentence in the Acknowledgement section of their publications: "The research leading to these results has received funding from the European Union's Horizon 2020 project INTERACT, under grant agreement No 730938".

#### b) Conference presentations

When you present the results of your project at scientific meetings or conferences, please also acknowledge support from INTERACT Transnational Access. You may also use the INTERACT logo, which can be obtained from the TA coordinator [hannele.savela@oulu.fi](mailto:hannele.savela@oulu.fi).