



# Transnational Access -Information to User Groups

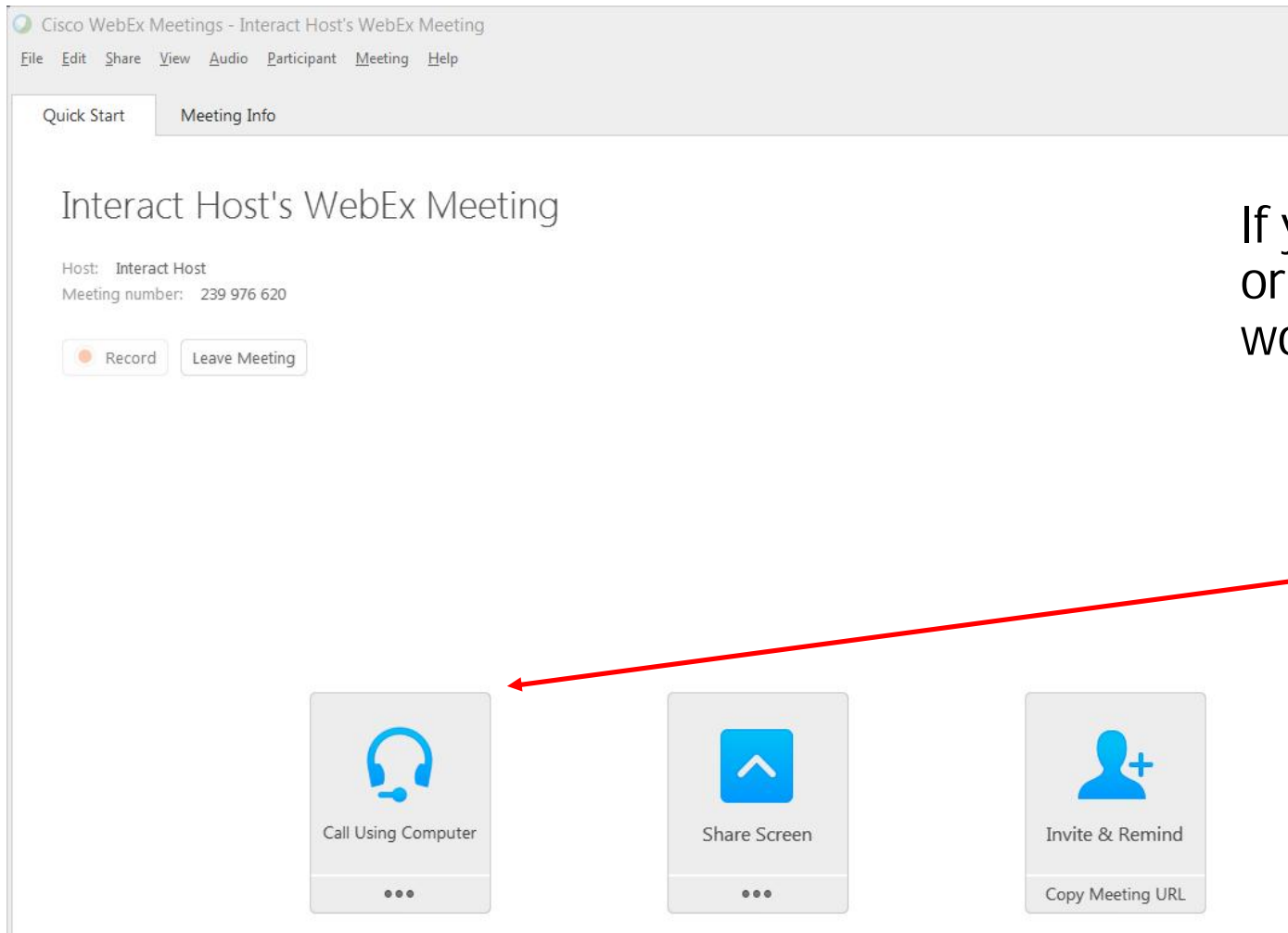
Webinar, 27th February 2018

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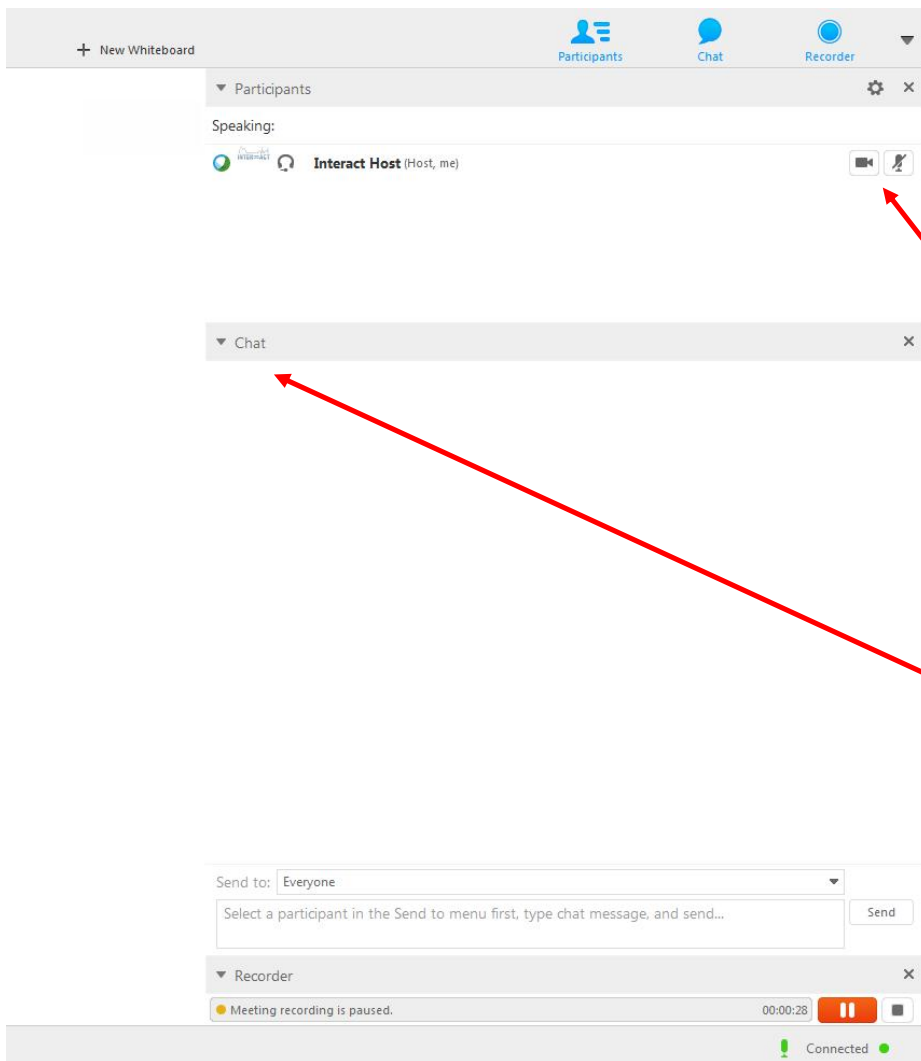


# Some technical issues related to the webinar



If you cannot hear the audio or your microphone is not working:

- Log out from WebEx and then back in
- When logging back in, click the appropriate from the audio options (red arrow)



# Some technical issues related to the webinar

You can able/unable your camera and mute/unmute your microphone from the tabs

- unable the camera as it tends to slow down the on-line connection
- keep the microphone muted when you are not speaking to avoid echo

You can submit questions or comments also via the chat option

This Power Point presentation, recording of the webinar, and other information will be available on the [Info to User Groups](#) webpage

# Content of the Webinar

- Round of introductions (name, institution, project acronym, station to visit)
- Actions before the TA visit
- Actions during the TA visit
- Actions after the TA visit
  - Reporting
  - Claiming of travel reimbursements
  - Publications and outreach
- Q&A

# Important steps before the TA visit

- User groups make their own travel arrangements from home institution to the station and back
  - Chartered parts arranged by the stations (e.g. ZAC, VRS, Ny-Ålesund)
- If increase in the cost estimates, timing or length > contact station/TA coordination
- Check your insurance coverage > costs not covered by TA
- Start visa arrangements as soon as possible
  - Station can provide invitation letter
- Start licencing/permitting process as soon as possible
  - Station can provide information and support

# Actions during the TA Visit

- Follow station's instructions of safety and field work
- Ask for the travel claim form
- Keep and store the receipts of the costs that you are going to claim
- In general, you should not be charged for accommodation and meals at station for the duration of your stay
  - Exceptions: Abisko, Finse and Arctic Station do not offer or reimburse any meals
  - Exceptions: FINI and Cairngorms do not have accommodation at station

# Important steps after the TA visit

- 1) Submission of Project summary report in INTERACCESS
- 2) Claiming of Travel reimbursements from the station
- 3) Feedback about Transnational Access to the EU
- 4) Publications resulting from Transnational Access

# Remote Access

## Before the study

- Contact the station manager to go through the research plan and practical arrangements together; are any permits needed etc.
- Send any additional information/instructions to the station(s)

## During the study

- User group will not physically visit the station
- Station staff will collect the samples/do the monitoring
- Conducted according to TA user's research plan

## After the study

- Data/samples will be sent to the User Group by the station
- Logistic and shipping costs will be reimbursed to the granted amount
- Project reporting as well as reimbursements follow a regular TA project



# Project Summary Report

- Open in INTERACCESS > set project for reporting
- Deadline 8 weeks after the TA visit
- Questions asked:
  - Basic project information
  - List of Users
  - Short summary of the project
  - Objective's of the project/field work
  - What was done, main achievements and difficulties
  - Feedback related to the visit

# Claiming of Travel Reimbursements

- Fill in the travel claim form + receipts > send to the station contact within 8 weeks from your visit
- If your institution has paid your travel costs > invoice to the station contact
- Travel costs will be reimbursed **after** you have submitted the Project Summary Report in INTERACCESS
- Eligible costs > see the list
- Non-eligible costs > see the list

# Eligible costs > reimbursed to the granted amount

- Travel costs from home institution to station and back
  - Flight, train, bus, metro, taxi etc.
  - Rental car (rent, gasoline)
  - Use of own car > only gasoline compensated, keep record of mileage
- Logistic costs
- Visa costs
- Some equipment rental, if specified in the TA application and decision
- Safety training (Svalbard, some stations in Greenland)

# Non-eligible costs > 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
- Costs of health, life and luggage insurance
- Personnel costs of any kind
- Daily allowances
- Km allowances if using own car
- Meals and food purchases during the access to Abisko station in Sweden, Finse in Norway, and Arctic Station in Greenland

# Feedback about TA to the EU

- Fill in the User Questionnaire at <https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>
- Remember to provide your Project Acronym and INTERACT and Grant Agreement Number No 730938

# Publications resulting from TA

- EU expects that the User Groups publish their results within a reasonable time in a suitable (open access) scientific publications
- Mention the TA provided from INTERACT in the acknowledgements of your publications resulting from the TA as follows...
  - “ The research leading to these results has received funding from the European Union’s Horizon 2020 project INTERACT, under grant agreement No 730938.”
- Report your publications resulting from TA in INTERACCESS
  - From “Publications” on the left hand side menu or from the end of project report
  - Authors, year, title, journal, volume, type of publication

# Outreach related to TA

- TA User Community
  - Meetings, Webinars, FB Group, FB Page...
- [INTERACT Arctic Research Blogs](#) > new bloggers seeked for 2018!
- Other outreach
  - TA Ambassadors > you are welcome to join with!
  - Congresses, distribution of information in scientific community
  - School visits, community visits, news articles
  - INTERACT Stories of Arctic Science > Interactive ed. in 2018, 2nd Edition in 2020
  - The Changing Arctic > MOOC on Coursera platform

# INTERACT at Polar 2018 in Davos

- TA User Community meeting
  - Wed 20th June at 12:30-14:00, room A Wisshorn
  - Different modalities of access (TA, RA, VA) and how to best utilise them in your research
  - Real-life examples of different projects
  - Networking
  - Information about future possibilities with TA/RA/VA
  - <https://www.polar2018.org/side-meetings-osc.html>

Come to meet us if you are attending Polar2018!



# Q&A

- Is it ok to modify the dates of our planned TA visit from what was stated in the application?
- Could we change some members of the group for the visit on station?
- How does the TA funding work? Do we have to pay flight tickets beforehand and we will be refunded after the travel ? Or is the travel money transferred to us in advance?
-

# Q&A, cont.

- Whom can I take with me as a TA User Group member (if the person was N.K. in the application)? Should the person be employed in the same institution as I am?
  - Ø Can I announce for a MSc or BSc work on the bulleting board: no salary but travel costs compensated?
  - Ø Can I take a collaborator from another organisation either in the same or another country with me?
- Reimbursement: a) is the TA User group leader preparing one cost claim for all group members? Or should everyone prepare their own travel claim independently?
- Can the TA visits a) time and b) length be modified? For example, if the granted TA vist time was in March, by when should the TA visit be made the latest?
- What if the actual travel costs of the visit extend or stay below the granted amount?

# Contact

- In questions related to Transnational Access, budget, reporting, publications...
  - Contact Hannele Savela at TA Coordination, [hannele.savela@oulu.fi](mailto:hannele.savela@oulu.fi)
- In questions related to work at the station, logistics, permits, timing...
  - Contact the station manager or contact person (you can cc Hannele)

Our aim is to make your TA visit as successful as possible!

# Let's INTERACT!

