



## Information for INTERACT TA/RA User Groups

The following information is aimed to help you in preparing, conducting and reporting your INTERACT Transnational Access or Remote Access. If you have any questions or concerns, do not hesitate to contact the INTERACT TA Coordination office (Primary Contact: TA Assistant Vanessa Spadetto <vanessa.spadetto@eu4pm.it>, cc TA Coordinator Hannele Savela <hannele.savela@oulu.fi>).

### Transnational Access Process



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#### Application

Project proposals are submitted on INTERACCESS, TA/RA close.  
All applications go through an eligibility check.  
All eligible applications are sent to evaluation by TA Board. TA Board members are assigned with applications to evaluate.



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#### Evaluation and Access Decisions

TA Board convenes, discuss the evaluations and decide whether to recommend or not projects to the stations.  
Recommendations are sent to Station Managers for access decision. Station Manager decisions are reviewed and access decision are sent to applicants by TA Coordination through INTERACCESS.



3

#### Access Arrangement and Visit

Accepted projects by user group go on with the process and can use TA/RA.  
User group arranges the visit with the station managers (e.g. travel arrangements, equipment, travel reimbursements, possible visa and permitting issues), or the timing, protocols and/or sample handing details in case of RA.  
**TA/RA takes place.**



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#### Reporting

Once TA or RA is concluded, user group must report the project in INTERACCESS within 8 weeks. See Reporting Manual for Applicants in INTERACCESS. Reporting is a prerequisite for reimbursement.  
User group must send their travel reimbursement claims to the stations according to the type of travel reimbursement agreed.  
User group should fill the EU User Group Questionnaire.



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#### Reimbursement

Reimbursement of travel costs to the TA Users are made by the stations, after the access visit has been done and project report has been submitted in INTERACCESS.  
Type of travel reimbursement and details to be provided (e.g. e-tickets) must be agreed with the stations prior to the visit.



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#### Publications

User group is kindly asked to report any publication resulting from their TA/RA on INTERACCESS.

### **Before the access visit(s), TA/RA user groups should**

1. Consult the station (station contacts are listed at [Info to User Groups](#) -webpage) about the travel arrangements, possibly required research licences or permits, and confirm the dates of your visit/research to the station
2. Make their own travel/logistic arrangements by keeping the total cost within the budget allocated in the access decision (in INTERACCESS)
3. Consult the station manager to choose the correct method of travel reimbursement. The options for travel reimbursement are:
  - a. Personal travel claim
  - b. Station purchases the flights/tickets for the TA Users
  - c. Institutional invoice (only for TA Users external to INTERACT III consortium)
  - d. Internal budget transfer between INTERACT consortium partners (only for TA Users from INTERACT III consortium partner institutions - see List of INTERACT Consortium partners)

### **After completion of their access visit(s), TA/RA user groups must**

1. Provide a Project Summary Report in INTERACCESS system about the used access
2. Send a travel claim/institutional invoice to the station(s) where they made their TA visit. Travel reimbursement will be paid only after the Project Summary Report has been submitted.
3. Complete the EU [User Group Questionnaire](#)
4. 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 project descriptions on the INTERACT website, based on specific parts of the Project Summary Reports. Furthermore, The European Commission has the right to publish the list of users, containing the names, home institutions and the description of the project.

## **Important steps required for TA and RA use and related reimbursements**

### **1) Submit Project Summary Report in INTERACCESS**

You can set your project into “reporting mode” in INTERACCESS from a button that can be found from the end of your project application. Fill in and submit a Project Summary Report in [INTERACCESS](#) within 8 weeks after completion of your TA/RA to the station(s).

If your access involves several stations, you only need to complete one report.

## 2) Travel Arrangements and Claiming of Travel Reimbursements

- Only user group members listed in the TA decision in INTERACCESS are entitled to have their travel cost reimbursed. The group leader must request permission from the station manager and TA Coordination if it is necessary to change a research team member.
- Contact the station before you start making travel arrangements to agree on the best option for travel reimbursement.
- User groups make their own travel arrangements from home institution to the station and back, by keeping the costs within the limits provided in the TA decision. Chartered parts are arranged by the stations (e.g. ZAC, VRS, Ny-Ålesund).
- Notify the station and TA Coordination if there are changes in the travel cost estimates, timing or length of the access visit.
- After the access visit, claim travel reimbursements from the station:
  - a. **Personal travel claim:** Use the station's travel claim form, available from the station. Send the travel claim + banking details + original receipts of all claimed costs to the address instructed by the station within eight (8) weeks after completion of your visit.
  - b. **Institutional invoice:** If your institution has purchased the tickets for you, send an institutional invoice to the address instructed by the station (only for TA Users external to INTERACT consortium)
  - c. **Internal budget transfer between INTERACT consortium partners:** Follow station's instructions for further actions (only for TA Users from INTERACT III consortium partner institutions)
  - d. **Station has purchased the tickets:** Follow station's instructions for possible further actions.

**Note:** All travel reimbursement claims must be accompanied by proof of expenses (e.g. e-tickets, boarding passes, receipt). Check Eligible costs that can be reimbursed with travel claims and Non-eligible costs that are NOT reimbursed with travel claims (see below) before arranging your travels, being aware that in any case non-eligible costs will not be reimbursed.

**Note:** Accommodation at the station is not charged from the TA Users during the access visit. If accommodation is not provided at the station facility, the user groups reserve their own accommodation (reasonably-priced B&B or hotel) by themselves and pay it first, and the station reimburses the costs after the visit together with the other travel costs.

**Note:** The research station will proceed with the travel reimbursement only after the Project Summary Report has been submitted to INTERACCESS.

Eligible costs that can be reimbursed with travel claims	Non-eligible costs that are <b><u>NOT</u></b> reimbursed with travel claims
<p>Only user group members listed in the TA decision in INTERACCESS are entitled to have their travel cost reimbursed. The cost items claimed by the user groups for reimbursement must be actual costs, and verifiable by receipts.</p> <p>Eligible costs that can be reimbursed:</p> <ul style="list-style-type: none"> <li>• Flight, train, bus, taxi costs</li> <li>• Logistic costs/freight/shipping costs</li> <li>• Visa costs</li> <li>• Rental car costs, related fuel costs (<u>*read note below</u>)</li> <li>• Fuel costs if using own car (<u>*read note below</u>)</li> <li>• Accommodation during TA if not possible at the station facilities: Accommodation at the station is not charged from the TA Users during the access visit. If accommodation is not provided at the station facility, the user groups reserve their own accommodation (reasonably-priced B&amp;B or hotel) by themselves and pay it first, and the station reimburses the costs after the visit together with the other travel costs.</li> </ul>	<p>The following costs are non-eligible and are not reimbursed:</p> <ul style="list-style-type: none"> <li>• Bar bills, private telephone calls, <u>meals and food purchases during the journey to and back from the station</u>, 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.</li> <li>• Daily allowances are not paid by INTERACT Transnational Access at any station.</li> <li>• 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 following stations, thus the TA Users to these stations must pay their meals and food purchases themselves: <ul style="list-style-type: none"> <li>➔ Abisko Scientific Research Station,</li> <li>➔ Finse Alpine Research Station,</li> <li>➔ Arctic Station in Greenland,</li> <li>➔ Cairngorms,</li> <li>➔ Sudurnes Science and Learning Center,</li> <li>➔ Canadian High Arctic Research Station,</li> <li>➔ The DMI Geophysical Observatory Qaanaaq.</li> </ul> </li> </ul>

### 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 kilometres 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 TA Coordination be contacted. In these exceptional circumstances, the first contact will be Vanessa Spadetto (TA Assistant, [vanessa.spadetto@eu4pm.it](mailto:vanessa.spadetto@eu4pm.it) ), cc Hannele Savela (leader of the Transnational Access Work Package, [hannele.savela@oulu.fi](mailto:hannele.savela@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 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 III Grant Agreement No. 871120 and your project acronym. You can find your project acronym from INTERACCESS.

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

TA Users are expected to publish their results deriving from the granted access in suitable scientific publications. Below you find examples on how to acknowledge INTERACT Transnational Access in scientific publications and conference presentations.

##### **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. 871120".

##### **b) Conference presentations**

When you present the results of your project at scientific meetings or conferences, please acknowledge the support from INTERACT Transnational Access. You may also use the INTERACT logo, which can be obtained from the TA Assistant Vanessa Spadetto [vanessa.spadetto@eu4pm.it](mailto:vanessa.spadetto@eu4pm.it).