



APPLICATION FORM

Please prepare this document including the following information.

Applicant's name:	
Applicant's status: <i>(under)graduate student/postdoc</i>	
Applicant's e-mail address:	
Home institution: <i>(specify particular research group including name of the leader and e-mail address)</i>	
Host institution: <i>(specify particular research group including name of the leader and e-mail address)</i>	
Duration of the visit: <i>precise dates (from/to)</i>	
Estimated support: <ul style="list-style-type: none"> - travel expenses (economy class) - accommodation - living expenses (per diem in EUR according to local rules¹, maximum 40 EUR/day) 	
Relevant Q-ESSENCE work package: <i>specify number (ask the Q-ESSENCE partner involved in the exchange)</i>	

Brief plan of/motivation for the visit:

¹ Local rules of the host institution that determine per diems for external visitors.

THE PRINCIPLES

1. ELIGIBLE APPLICANTS

- PhD Students and postdocs (up to six years after receiving PhD degree) from outside/inside the Q-ESSENCE consortium.
- Host or home institution involved in the mobility must be a partner of the Q-ESSENCE consortium.

2. LIMITS

- duration: up to 30 days
- living allowances should not exceed either local rules or 40 Euro/day
- accommodation costs: the limits of daily hotel expenses are set out in the annexed table. Only real costs will be refunded according to the invoices attached to the Travel Expenses Claim form (see Annex 2).
- application should be submitted at least one month before the mobility (not guaranteed) maximum financial support is 3000 EUR per person per mobility. The support may be increased in justified cases.

3. SUBMISSION

The application form containing all the required information and any other relevant information should be submitted via e-mail to the Q-ESSENCE Project Management Office (qessence@fuw.edu.pl) at least one month before the planned mobility. A decision is expected to be made (at longest) within one week

4. OTHER

- A short e-mail from the leader of the hosting research group confirming explicitly the acceptance of the visitor must be send to the Q-ESSENCE Project Management Office (qessence@fuw.edu.pl)
- After receiving confirmation of granted support the applicant should fill and sign “Individual Mobility Agreement” (see Annex 3) and send it back to the the Q-ESSENCE Project Management Office.
- The financial support will not be paid in advance but only as a reimbursement. For this reason, please save your receipts, bills and invoices which must be attached to the Travel Expenses Claim form upon completion of the trip. The financial matters and the flight arrangements will be processed and managed by the project coordinator (University of Warsaw) – contact:

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ANNEX 1

No	Destination	Currency	Limit
<i>Daily Accommodation Allowances for Countries in the UE</i>			
1	Austria	EUR	100
2	Belgium	EUR	160
3	Bulgaria	EUR	80
4	Cyprus	EUR	70
5	Czech Republic	EUR	80
6	Denmark	DKK	800
7	Estonia	EUR	90
8	Finland	EUR	135
9	France	EUR	120
10	Germany	EUR	103
11	Greece	EUR	104
12	Hungary	EUR	70
13	Ireland	EUR	146
14	Italy	EUR	105
15	Latvia	EUR	110
16	Lithuania	EUR	80
17	Luxemburg	EUR	160
18	Malta	EUR	140
19	Netherlands	EUR	120
20	Poland	EUR	145
21	Portugal	EUR	85
22	Romania	EUR	70
23	Slovakia	EUR	70
24	Slovenia	EUR	80
25	Spain	EUR	120
26	Sweden	SEK	1200
27	United Kingdom	GBP	140
<i>Daily Accommodation Allowances for Countries outside the UE</i>			
28	Afghanistan	USD	100
29	Albania	EUR	90
30	Algeria	EUR	100
31	Andorra	EUR	120
32	Angola	USD	150
33	Argentina	USD	100
34	Armenia	USD	80
35	Australia	AUD	190
36	Azerbaijan	USD	150
37	Bangladesh	USD	120
38	Belarus	USD	80
39	Bosnia-Herzegovina	EUR	80
40	Brazil	USD	120
41	Cambodia	USD	100
42	Canada	CAD	160
43	Chile	USD	80
44	China	USD	110

45	Columbia	USD	80
46	Congo	USD	140
47	Croatia	EUR	100
48	Cuba	EUR	80
49	Ecuador	USD	110
50	Egypt	USD	110
51	Ethiopia	USD	95
52	Federal Republic of Yugoslavia (Serbia and Montenegro)	EUR	62
53	Georgia	USD	150
54	Iceland	EUR	80
55	India	USD	110
56	Indonesia	USD	110
57	Iran	EUR	95
58	Iraq	USD	120
59	Israel	USD	120
60	Japan	JPY	22000
61	Jordan	USD	70
62	Kazakhstan	EUR	100
63	Kenya	USD	90
64	Kuwait	EUR	180
65	Kyrgyzstan	USD	100
66	Laos	USD	70
67	Lebanon	USD	120
68	Libya	EUR	80
69	Liechtenstein	CHF	160
70	Macedonia	EUR	70
71	Malaysia	USD	110
72	Mexico	USD	80
73	Moldova	USD	80
74	Monaco	EUR	120
75	Mongolia	USD	100
76	Morocco	EUR	80
77	New Zealand	USD	150
78	Nigeria	USD	150
79	North Korea	EUR	160
80	Norway	NOK	1200
81	Pakistan	USD	100
82	Panama	USD	100
83	Peru	USD	110
84	Russia	USD	130
85	Saudi Arabia	USD	110
86	Senegal	EUR	80
87	Singapore	USD	125
88	South Africa	USD	100
89	South Korea	EUR	110
90	Switzerland	CHF	160

91	Syria	USD	75
92	Tajikistan	USD	120
93	Thailand	USD	110
94	Tunisia	USD	100
95	Turkey	EUR	80
96	Turkmenistan	USD	120
97	Ukraine	USD	100
98	United Arab Emirates	USD	110
99	United States	USD	160
100	United States - New York and Washington	USD	200
101	Other countries	USD	120

ANNEX 2

Imię i nazwisko (*name and surname*):
Wyjazd do kraju (*destination /country*):
Na podstawie umowy z dnia /partner (*mobility agreement date /partner*)
Źródła finansowania.....
Nr ewidencyjny

Rachunek kosztów podróży *Travel Expenses Claim form*

Czas pobytu za granicą (*total time of the travel/visit*):

Od dnia: godz..... do dnia..... godz.....
from (date) (hour) till (hour)

ogółem dób (#*days in total*) w tym w następującym państwie (*including time spent in the following country*):

w..... od dnia..... godz..... do dnia..... godz.....,
in from (date) (hour) till (date) (hour)

ogółem dób (# *days*):

Specyfikacja kosztów / *Specification of costs**

[Brak możliwości wypłacenia zaliczki / *no prepayment possible*]

Liczba diet pobytowych (40EUR), razemEUR
Number of daily allowances (40 EUR) in total

Koszty noclegu

Accommodation costs

Bilety (kl. ekonomiczna)

Tickets (economy class)

Inne

Other costs

Razem / *In total*:

Kwota do wypłaty /*Amount of reimbursement*:

Konto bankowe na które nastąpi zwrot kosztów (proszę podać: IBAN, SWIFT, nazwę banku oraz walutę rachunku) / *Bank account to which the money should be transferred (please specify : IBAN, SWIFT, name of the bank and the currency of the account)*.....
.....

.....
Data i podpis wyjeżdżającego
Date and signature of the visitor

AUTHORISATIONS:

.....
Date and signature of the Q-ESSENCE Coordinator

Zatwierdzono do zapłaty na sumę:	Sprawdzono pod względem formalnym i rachunkowym zł.
Słownie:
.....	dn.....
.....	Podpis.....

.....
Podpis Dziekana Wydziału Fizyki

.....
Podpis Pełnomocnika Kwestora

ANNEX 3

INDIVIDUAL MOBILITY AGREEMENT for reimbursement of travel costs

This agreement is made as of by and between University of Warsaw, having its registered seat in Warsaw, Krakowskie Przedmiescie 26/28, hereinafter referred to as “the Coordinator”, represented by (name) Prof. Włodzimirz Lengauer, (function), Vice-Rector

and

Mr/Ms (name), (private address),
(ID Number), employed by (*name of the institution, seat*)
..... having its registered seat in, (address),
hereinafter referred to in as the “Sending Institution”, at the position of, hereinafter referred to as the “Visiting Person”.

WHEREAS,

- The Visiting Person goes to the “Host Institution” carrying out the Project under 7th Framework Programme of the European Union called: “*Q-ESSENCE*” upon the EC Grant Agreement No. 248095, hereinafter referred to as “the GA”,
- the Host Institution has invited Mr./Ms. to participate in the Project event/ make a visit;

NOW THEREFORE, it is hereby agreed as follows:

§ 1

The Visiting Person will contribute to the realization of the objectives of the above-mentioned Project by his active participation in as an expert/ in”.

§ 2

1. The Coordinator shall use its own internal usual rules in order to calculate the amount of payment for/reimbursement of travel and/or accommodation costs of the Visiting Person to be communicated thereto in advance.
2. In any case the amount to cover the costs in question may include the following:
 - a. Costs of a return plane ticket on the plane route: - -, economy class,
 - b. Costs of accommodation (up to EUR), and (if so agreed)
 - c. A daily allowance in the amount ofEUR/day.
3. The costs referred to in subparagraph 2 may be initially covered by the Coordinator or reimbursed to the Visiting Person if initially incurred thereby.
4. The payment for/reimbursement of the travel costs and/or accommodation costs of the Visiting Person shall be made from the Project travel budget managed by the Project Coordinator upon the valid financial documents/invoices/tickets/boarding cards etc. as well as an invitation for the

