

MANUAL FOR THE EURAD MOBILITY PROGRAMME: Version 2.0

SUMMARY

This manual describes the EURAD Mobility actions and grants, the eligibility criteria for applicants, and the selection process of the EURAD Mobility Programme. It focuses on the pilot year 2020. This manual might be extended at later phases in the EURAD project.

This manual serves as Deliverable 13.9 of the EURAD project, which has received funding from H2020-EURATOM 1.2 under grant agreement ID 847593.

INTRODUCTION

The main scope of the EURAD project is to focus on scientific and technical activities on radioactive waste management (RWM) from 'cradle to grave', including radioactive waste (RW) characterization, interim storage of RW, and (long-term) disposal solutions. To achieve this, the following objectives are pursued:

- Develop, maintain and consolidate the scientific and technical basis of safe RWM
- Address important and complex issues and enable expert networking
- Enhance knowledge management and transfer between organizations, Member States and generations
- Engage with Civil Society

To help achieve these objectives, the EURAD Mobility Programme was established.

The intention of the EURAD Mobility Programme is to financially support both junior and senior professionals, as well as PhD students from EURAD beneficiaries (= primary audience, but MSc students could be included at a later stage) to:

- **visit** infrastructures from EURAD partners,
- **undertake internships/exchange programmes** between institutions within EURAD.
- **follow training courses (life-long learning)** in the field of RWM (this type is planned to be introduced in later stages of the programme).

These activities should serve competence development for the trainee and collaboration between EURAD beneficiaries. They can be complementary to training courses and/or part of a Continuous Personal Development (CPD) programme.

By the terms *visit*, *internship* and *course* we mean:

- Visit = a short stay during which the visitor observes the activities performed at a certain institute or company
- Internship = a period of time during which a student or a professional participates to the local activities in a certain institute or company in order to increase knowledge and /or skills. In case of reciprocal internships (person A from institute B visiting

institute C and person D from institute C visiting institute B dealing the same scientific/technical subject) we use the terminology “exchange programme”.

- Course = a set of classes or a plan of study on a particular subject, optionally with an assessment to measure the gained competences, leading to a qualification

WHO SHOULD APPLY?

The EURAD Mobility Programme is intended for those who would like to improve their knowledge and skills in the field of **RWM including deep geological disposal**.

Especially **PhD students, postdocs and junior/senior professionals/researchers** are eligible to receive financial support through the EURAD Mobility Programme. Applicants should be affiliated to participants in the EURAD project.

The support is **only granted**:

- To applicants proposing activities related to the [scope/themes of EURAD](#)
- To applicant associated to EURAD WP partners
- For travel outside the country of residence, but within the EU
- Once per person (no person can receive financial support twice)
- If the quality of the proposal/training/benefits/motivation/impact is found significant by the Evaluation Committee
- If the activity is shorter than 2 years
- If the activity takes place within 9 months after the application deadline.

Only complete applications will be considered. To successful applicants, the EURAD Mobility Programme will provide mobility grants intended exclusively to cover mobility costs and will be provided as lump sums directly to the selected candidates.

WHICH COSTS ARE COVERED?

The EURAD Mobility Programme will cover expenses related to mobility and access/registration fees. These include:

- Travel
- Daily allowance (e.g. meal costs)
- Accommodation

Potential other costs related to the mobility action will be covered by the applicant.

HOW TO APPLY?

The call will be announced at the EURAD website and remains open (see ‘Deadlines’) between April 2020 and April 2024 or until funds are available.

Applicants will be asked to submit additional documents:

- Curriculum Vitae
- Motivation letter
- Letter of support of the unit head (in case of exchange also from the receiving mentor)
- Detailed budget covering all expected costs
- Description of the proposed activity (if applicable)

LUMP SUMS

Following maximum lump sums are available, depending on the mobility activity :

- Courses (life-long learning):
 - €50/day (1-3 weeks);
 - €500/month (4-8 weeks);
 - €250/month (9-16 weeks);
→with a maximum of €2000/activity
 - €500/course for access fee (for non-EURAD courses)
 - €500 for travel
- Visit/Internship/exchange programme:
 - €500 per month (= 4 weeks; €125/week)
 - €500 for travel

“Lump sums” described above are the maximum budget applicants can be requesting for travel, daily allowance and/or accommodation. The applicant has to provide a **reasonable** budget in his/her application, based on an honest estimate, and the evaluators will check if it is a realistic budget. When the application is accepted, his amount will be paid to the applicant independent of any receipts or proof of payments by the applicant.

Lump sums will be paid as follows:

- EURAD partners apply for the Mobility Programme;
- The application is evaluated (see ‘Submission and Evaluation’);
- WP13 partners inform the applicant of approval and the awarded amount;
- Beneficiary performs mobility action and completes the mission report;
- WP13 partners review the mission report (see ‘Submission and Evaluation’);
- Beneficiary or Linked Third Party claims the costs to the next EC (EURAD PMO) periodic reports (see ARTICLE 20 — REPORTING — PAYMENT REQUESTS of the Grant Agreement) via an ‘individual financial statement’ established by each Beneficiary and by each Linked Third Party as other direct costs associated to WP13. The costs declared are eligible if they incurred during the concerned period ;
- EURAD PMO approves the costs and transfers the payment to beneficiary.

Lump sums will be granted after receipt of a detailed mission report by the beneficiary.

DEADLINES

Submission deadlines:

April 30th, 2020
June 30th, 2020
August 31st, 2020
October 31st, 2020
December 31st, 2020
February 28th, 2021

Decision deadlines:

May 31st, 2020
July 31st, 2020
September 30th, 2020
November 30th, 2020
January 31st, 2021
March 31st, 2021

Each applicant may only submit **one application within one application deadline**.

Submissions should be sent to euradwp13@sckcen.be.
Applicants will be informed within 30 days after the decision deadline.

SUBMISSION AND EVALUATION

The complete application file should be sent to euradWP13@sckcen.be before the next submission deadline (see 'Deadlines'). The decision about financial support will be made within 1 month after the nearest application deadline. The time of application in relation to the deadline has no influence on the evaluation outcome.

In case of internal EURAD WP mobility, the WP leader, assisted by two other WP members, will be responsible for the evaluation of the application.

In case of cross-EURAD WP mobility the applications will be evaluated by the Mobility Evaluation Committee consisting of members of the EURAD Training and Mobility Work Package as well as members of the EURAD Project Management Office. A recommendation for funding will be based on simple majority, with at least three evaluators participating in the evaluation. The members of the Evaluation Committee are:

- Piet Zuidema (Chief Scientific Officer)
- Tara Beattie (PMO)
- Paul Carbol (PMO)
- Birgit Christiansen (JRC)
- Lubomir Sklenka (CTU)
- Claudia López del Pra (CIEMAT)
- Yuliia Yesypenko/Sergii Kondratiev (SSTC NRS)
- Jitka Miksova (SURO)
- Niels Belmans (SCK CEN)

The following **criteria for evaluation of the applicant and of the proposed mobility action** and ranking will be applied:

- Scientific background: 1 (poor) – 4 (excellent)
- Motivation: 1 (poor) – 4 (excellent)
- Level of recommendation (by the mentor and by the host institute): 1 (poor) – 4 (excellent)
- Compliance of the proposal with the objectives of EURAD: 1 (poor) – 4 (excellent)
- Feasibility of the proposed work: 1 (poor) – 4 (excellent)
- Scientific quality (i.e. methodology, potential contribution to EURAD project, learning outcomes): 1 (poor) – 4 (excellent)
- Training benefits to the applicant: 1 (poor) – 4 (excellent)

In case of internships/exchange programmes/visits the host institution can unilaterally decide to decline certain candidates, provided motivation.

The mission report (written by the beneficiary) should conform to the provided template. The overall quality of the report will be assessed based on following criteria:

- Completeness (i.e. correct use of the template)
- Language
- Compliance with original project proposal as submitted by the applicant

Upon completion of this mission report, the beneficiary will send it to euradwp13@sckcen.be. These mission reports will be stored and will serve as valuable output to evaluate the EURAD Mobility Programme.

OBLIGATIONS OF THE BENEFICIARY OF THE EURAD MOBILITY GRANT

Successful applicants are obliged to submit a mission report not later than 30 days after completion of the activity. This report should be sent to euradWP13@sckcen.be. Failure to submit the mission report will require the applicant to return the entire received lump sum.

All publications resulting from the mobility activities shall acknowledge the EURAD Mobility Programme by using the following sentence:

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