



## CALL 2018 FOR SHORT-TERM MISSION (STM) APPLICATIONS

The eighth call for the Med-Vet-Net Association Short-Term Mission (STM) applications opens on **1 June 2018** with the total value of funding available from the Association estimated at a maximum of €20,000.

### Call Topics

Applications are invited for Short-Term Missions related to the following key Med-Vet-Net Association priority areas:

- Expansion of the current foodborne zoonoses-oriented research activities of the Med-Vet-Net Association – predominantly emerging and orphan zoonoses and vector-borne diseases.
- Early warning and risk assessment, particularly relating to emerging zoonoses.
- Big data and innovation in animal and human health.
- Improved integration of microbiological, risk assessment and surveillance activities among partners.
- Promote the harmonisation of diagnostic tests / platforms and research protocols with a One-Health focus within the EU.
- Develop or assess novel tools relevant to MVNA strategic aims and tests from research laboratories outside the MVNA network.

### Eligibility of Applicant and Associated Affiliations

- Open to all staff from all the member institutes of the Med-Vet-Net Association.
- PhD students should either be registered through their institute or be based at a member institute.
- Only scientific staff from, and PhD students based at, the partner institutes of the Med-Vet-Net Association are eligible to apply.
- Unfortunately, applicants who received funding in 2017 are **not** eligible to receive funding in this call.

### Where can STMs be undertaken?

- STMS can take place at any external institute to that of the applicant.
- STMs implemented in one of the Med-Vet-Net Association member institutes will have priority over other application for STMs outside the Med-Vet-Net Association.
- However, applications that propose to bring in scientific tools or expertise in key areas beyond those available at MVNA institutes will also be welcomed.

### Important Dates

- Deadline for applications is **13 July 2018**.
- Applicants should be informed of outcome by **7 September 2018**.
- Applicants should plan for STMs to be completed by **31 July 2019**.



Applications should be submitted to **Elizabeth Royall**, the Med-Vet-Net Association Project manager at: [e.royall@surrey.ac.uk](mailto:e.royall@surrey.ac.uk)

## **ADVISORY NOTES and ANNEXES**

### **Evaluation criteria**

#### **1. Scientific Aims**

- Scientific merit will be the primary criterion used to assess applications.
- Beyond skills and expertise development and expertise for the applicant, applications should clearly define how objectives will stimulate recurrent bi/multilateral collaborations with scientists within the participating Med-Vet-Net Association member institutes, or from academia to MVNA partners.
- STMs addressing research activities in the area of zoonoses will have priority over other applications (i.e. conference attendance). Requests to support conference attendance without a clear objective to develop collaborations will NOT be considered.
- Unfortunately, applicants who received funding in 2017 will **not** be eligible to receive funding in this year's call. However, recipients of STM funding from 2016 or earlier are eligible.

#### **2. Budget**

- **A maximum of €3,000** is available per mission.
- Co-financing by the hosting or home institute is strongly encouraged.
- Applicants must provide a detailed and realistic budget, indicating clearly sources of co-financing and aspects of the trips that will be covered using such additional funds.
- Please make every effort to make your budget as realistic as possible and see **Annex 1** for further information. The [treasurer](#) will be very happy to advise you.

#### **3. Reporting and reimbursement**

- Applicants must aim to complete their missions before the **end of July 2019** and are responsible for completion of a scientific and financial report within 30 days of completion of the mission.
- Once the financial report has been validated by the treasurer and the scientific report has been validated by representatives of the MVNA Scientific committee, the Association will send the appropriate reimbursements (within 30 days of the appropriate validations).
- Recipients are expected to help the Association promote its scientific activities and are requested to send photographs with captions or to submit blogs of your visit to accompany your summary on our website.

### **Reminder of key dates**

- **Deadline for application submission – 13 July 2018**
- **Deadline for evaluation report to applicant– 7 September 2018**



## Annex 1. BUDGET INFORMATION

### 1. Eligible costs

- Any direct real costs demonstrated as linked with the STM are eligible for reimbursement by the Association, up to a maximum cumulated amount as validated in the budget submitted and approved in the original application.
- A non-exhaustive list of eligible costs would include: travel (preferably by public transport), accommodation, catering, and consumable costs. Essential equipment costs claimed will be considered on a case to case basis. Please check if unsure.
- Costs claimed must be related to expenses of the beneficiaries of the STM only.
- Before approving reimbursement claimed, the treasurer may ask to the beneficiaries of the STM/W for clarifications about the costs claimed.
- For travel costs, the association shall only fund one return ticket. If for any reason (train or flight missed, travel date or time change) additional tickets are required then the institute of affiliation of the beneficiary must support the additional cost.
- Unless previously justified and agreed, train and plane tickets will be reimbursed on the basis of a second class rate.
- For catering/subsistence costs: these are based on real costs and limited to €50/person/day. Evidence by receipt is required; a per diem subsistence allowance is not permissible, nor is a per kilometre rate for travel. We also cannot pay for fee charges. In exceptional circumstances higher daily catering expenses may be accepted BUT on the condition that this be duly justified by the beneficiary of the STM and accepted by the treasurer of the association before the commencement of the STM. This means applicants must contact the treasurer of the Association to request any increase in original planned costs can so that they can be planned and agreed by Association. Failure to request this beforehand will not only act in delay to reimbursement, but the applicant may receive only the planned amount. Please note that receipts for meals and other subsistence costs **must be retained** for accounting purposes (they should be scanned to PDF) and submitted with your claim on completion of the mission.

## Annex 2. General Data Protection Regulations (GDPR)

Please note that, in the interests of Data Protection, none of the information supplied by you will be shared with anyone outside the MVNA bureau or Scientific Committee. In the event that your application is not successful, your records will be deleted (or destroyed in the case of printed matter) 12 months after you have been notified of the decision date. For successful applicants we will keep the electronic and paper records of successful short-term missions (STMs) and workshops (WS) for a maximum period of 24 months after the decision, although we request permission to keep your website report displayed on the website for 5 years.

The Scientific Committee will delete all their records associated with STM and WS reviews after 12 months whether or not the application was successful. You may request sight of the data we hold on you at any time. Similarly you may withdraw your consent at any time and we will delete your records.

