



CALL 2018 FOR MVNA-FUNDED WORKSHOP PROPOSALS

The eighth call for the Med-Vet-Net Association Workshop proposals opens on **1 June 2018** with the total value of funding available from the Association estimated at €10,000.

Call topics:

Applications are invited for Workshops related to key Med-Vet-Net Association priority areas:

- Expansion of the current foodborne zoonoses-orientated research activities of the Med-Vet-Net Association – predominantly emerging and orphan zoonoses and vector-borne diseases.
- Early warning and risk assessment awareness and expertise building, particularly relating to emerging zoonoses.
- Improved integration of microbiological, risk assessment and surveillance activities among partners.
- Promote training in, and harmonisation of, diagnostic, research and surveillance activities.
- Promote collaboration and building networks of expertise with a One-Health focus within the EU.

The Scientific committee are particularly interested in the application of Big Data either to the study of food-borne zoonoses including the use of source attribution models; or to patterns of transfer of antimicrobial resistance.

ELIGIBILITY

- Applicants must be based at a member institute of the Med-Vet-Net Association.
- Workshops should aim to promote attendance of a representative from the majority, if not all, member institutes.
- Applicants can allocate funds to invite external experts who will provide clear benefits to the expected outcomes. Their inclusion should be justified in the application.
- Applicants who received funding in 2017 will **not** be eligible to receive funding in this year's call.
- Workshops are normally expected to be held at a member institute in the interest of optimising funds towards ensuring optimal participation.
- However, applications that propose to bring in scientific tools or expertise in key areas beyond MVNA institutes will also be welcomed.



TIMELINE

- Deadline for submission of workshop proposals is **20 July 2018**.
- Applicants should be informed of outcome by **14 September 2018**.
- Applicants should plan for WS to be completed by **31 March 2019**.

Applications should be submitted by email to Elizabeth Royall, the MVNA Project Manager at:
e.royall@surrey.ac.uk

See also the Advisory Notes on p3.

ADVISORY NOTES

Evaluation criteria

1. Scientific Aims

Scientific merit will be the primary criterion used to assess applications.

- 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.
- WS addressing activities in the key MVNA strategic areas of zoonoses research will have priority over other applications (i.e. conference attendance).

2. Budget

- The maximum available funding for workshops will be **€10,000**.
- A clear budget must be provided by the applicant for the total amount requested from the Med-Vet-Net Association. Co-financing by the hosting, home or participating institutes is strongly encouraged and should be indicated in the budget.
- *The workshop should be open to participation from all MVNA partner institutes to encourage dissemination of expertise.*
- It is not obligatory to cover travel, accommodation and subsistence for all participants. However, efforts should be made to distribute funds fairly to encourage participation of MVNA partners. The [treasurer](#) and the others in the administration team will be happy to advise as a number of different costing models have now been used in the planning of our workshops.

2. Reporting and reimbursement

- Applicants should aim to complete their workshops before the **end of March 2019** and are responsible for completion of a scientific and financial report within 30 days of the workshop being held.
- Once the financial report has been validated by the treasurer and the scientific report has been validated by a representative of the Scientific Committee, the Association will send the appropriate reimbursements (within 30 days of the appropriate validations).
- Recipients of support 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.

Important Deadlines reminder:

Application submission – 20 July 2018

Expected date evaluation report to applicant – 14 September 2018

Annex 1. BUDGET INFORMATION

1. Eligible costs

- Any direct real costs demonstrated as linked with the WS 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 by case basis. Please check if unsure.
- Costs claimed must be related to expenses of the beneficiaries of the WS only.
- Before approving reimbursement claimed, the treasurer may ask the beneficiaries of the WS for clarification about the costs claimed.
- For travel costs, the association shall only fund one return ticket per participant agreed for travel support. 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.
- MVNA 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 WS and accepted by the treasurer of the association before the commencement of the WS. This means applicants must contact the treasurer of the Association to request any increase in original planned costs so that they can be planned and agreed by the Association. Failure to request this beforehand will not only act to delay 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

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.