RESEARCH FUNDING FOR YOUNG SISSA SCIENTISTS

Financial Guidelines

ELIGIBLE COSTS

- **Scientific missions/conferences**

  It is ONLY possible to charge expenses for scientific missions ABROAD when visiting an institute with which SISSA has an AGREEMENT (a list of foreign institutes currently in force can be found on the webpage of SISSA: http://www.sissa.it/main/?p=EVENT&id=430). If necessary, it is possible to draw up new Agreements. The same applies to the participation in conferences. Agreements which have been drawn up with departments different from the one to be visited cannot be considered.

- **Invitations**

  If the visiting scientist belongs to an Italian or a foreign institute with which there is no Agreement, it is possible to pay a REMUNERATION, but it is not possible to reimburse documented expenses (e.g. travel/accommodation). The remuneration (the amount of which can vary from a minimum €40 to a maximum of €150 gross an hour) is calculated on the basis of the number of hours effectively carried out (for a maximum of 7 hours a day).

  If the visiting scientist belongs to a foreign institute with which SISSA has signed an Agreement, it is possible to pay both a remuneration and reimburse documented expenses (travel/accommodation). If the visiting scientist receives both remuneration and reimbursement of expenses, the latter will be taxed at the same rate as the remuneration. Whenever possible, the School will arrange for prepaid tickets to cover travel expenses and hotel accommodation will be paid directly by the School.

- **Workshops/Conferences**

  If a workshop/conference is organized at SISSA (or at another institute, in which case it must be clear from the conference documents that SISSA is a co-organizer) it is possible to pay:

  1) ONLY for the conference speakers: a remuneration and reimbursement of documented expenses (travel/accommodation)

  2) All expenses related to the organization of the conference (e.g. lunches, coffee breaks). For these expenses it will be necessary to obtain an estimate and present,
in advance, a request (signed by the young scientist and Area Coordinator) to the administration to proceed with the order or, if necessary, draw up a contract.

In order to organize a conference or workshop it will be necessary to complete the form which can be found on SISSA’s website https://services.sissa.it/conference/. You can log in by using your SISSA account username and password. The request must be presented without fail at least 3 months before the beginning of the event in order to prevent overlaps and to give the administration the necessary time to organize it.

It will be necessary to enclose in the final report all the documentation, including the official programme of the conference, the announcement of which should be put on the website of the School.

- **Equipment/Hardware/Software Licenses**

Orders for this type of expenditure should be made within 4 months from the start of the project (1 February 2013). An estimate must be obtained and a request must be presented to the administration (signed by the young scientist and Area Coordinator) to proceed with the order to purchase the equipment.

- **Consumables for laboratory use**

It is necessary to obtain an estimate and present the administration with a request (signed by the young scientist and Area Coordinator) to proceed with the order to purchase consumables.

Publication expenses and the acquisition of laptops or hardware for general use are **NOT** eligible costs. It is also not possible to include fellowships of any kind in the budget.

**BUDGET VARIATIONS**

It will be possible to adjust the budget only once, at the end of April. The request should be presented to the “Ufficio Bilancio”.

**RESIGNATION OR CHANGE IN CONTRACTS**

In the case of resignation or change in contract, it will be necessary to request authorization from the Director to continue to use the grant.