

Institutum Romanum Finlandiae

Telepart-Science Mobility Support: General terms and conditions

1. GENERAL

The Finnish Institute in Rome (hereinafter referred to as "Institute") awards TelepART Mobility Support for academic events (conference, seminar etc.). The support is available for professional researchers (hereinafter referred to as "Grant Receiver") in **ancient and medieval history, classical philology, classical archaeology and art history as well as in other humanistic disciplines relating to Italy** and event organisers (hereinafter referred to as "Organiser"). The Institute shall select, at their own discretion, the recipients and the size of the support. In order to secure TelepART funding the Grant Receiver and/or the Organiser have to be based in Finland or in the operational area of the respective institute, and the event(s) must take place in the operational area of the respective institute, representing collaboration between the two areas. Furthermore, the event(s) must take place no earlier than two calendar weeks from submitting the application. **Both the Grant Receiver and the Organiser need to demonstrate a clear commitment to the participation.** Funding is granted for actual travel and accommodation costs (hereinafter referred to as "travel expenses"). The funding, granted upon application, is limited to a maximum of EUR 1,000 (including travel, accommodation and participation fees and other event related non-fixed costs, including VAT).

2. TRAVEL EXPENSES ELIGIBLE FOR TELEPART FUNDING

Travel expenses eligible for TelepART funding include all reasonable travel and shipping costs (including flight and train tickets, local public transport, taxis, car hire and fuel costs as well as mileage if using own car, subject to a maximum of EUR 0.30 per kilometre) as well as accommodation expenses (such as hotels, B&Bs and Airbnb). TelepART Mobility Support cannot be used to cover daily allowances, meals, or other expenses.

3. PAYMENT

Once the grant has been approved, the TelepART Mobility Support is paid by a bank transfer to the bank account given by the applicant, up to the amount granted based on the application. A declaration of expenses must be submitted within one month of the event. The declaration must be accompanied by original or scanned receipts. For online travel and accommodation reservations, payment confirmation by e-mail is acceptable. In case the Grant Receiver is also the applicant, they can request payment in advance. In such an instance the applicant is obligated to making the declaration of expenses no later than one month after the event and provide the grant related receipts in a manner described above. If the total amount of the incurred expenses is lower than the advance payment, the applicant is obligated to return the excess funding to the Institute. The Institute will issue an invoice to the applicant for this purpose.

4. COMMUNICATIONS AND MONITORING

Grant Receivers and Organisers awarded the TelepART Mobility Support by the Institute pledge to mention the funding, and, where applicable, to feature the TelepART logo on their online and printed communications. The applicant undertakes to respond to the monitoring questionnaire sent by the Institute, and authorises the Institute to retain the contact details and other information submitted as part of the TelepART Mobility Support application, to be used in the Institute's communications and for the purposes of evaluating the effectiveness of the TelepART programme. The Institute shall store and handle

the personal information submitted by the applicant in line with the relevant legislation on personal data, as set out in closer detail under the description of file Privacy Policy found in the TelepART Application.

5. THE EVENT

The Institute shall under no circumstances accept responsibility for the execution of the event subject to the funding application. The applicants undertake to carry out the participation to the event at their own risk, and the TelepART Mobility Support shall not be considered to constitute an employment or service contract. The applicant shall be responsible for ensuring that the participating to the event is compliant with local legislation. In the event of clear irregularities, for which the applicant is responsible, the Institute reserves the right to withdraw funding already granted and to require funding already paid to be returned.

6. CHANGES AND CANCELLATIONS

The applicant is required to keep the Institute informed of any changes to the participation, particularly changes that are relevant to the communications relating to the event or the terms and conditions under which the funding has been granted. In the event that a scheduled event is cancelled due to illness or force majeure, the applicant must immediately inform the Institute of the cancellation. The applicant undertakes to immediately repay any funding paid in advance that remains unused.

7. APPLICABLE LEGISLATION

Finnish law shall apply to all Finnish applicants for TelepART Mobility Support. In all other cases, the law of the country where the respective Institute is located shall apply.