TRAINING ALLOWANCE GUIDELINES

FOR PHD AND POSTDOC GRANTS

IN AFR INDIVIDUAL, AFR BILATERAL, INDUSTRIAL FELLOWSHIPS

INTRODUCTION

Beneficiaries have at their disposal a training allowance to cover costs (travel, accommodation, registration, meals, etc.) for the participation in scientific and non-scientific training activities directly related to their research project.

Beneficiaries are asked to develop a personal training plan with their main supervisor and/or scientific contact at application stage or during the initial phase of their grant, to be revised annually at reporting intervals. Reporting on training activities will form an integral part of the annual reports using the template provided on our website.

The FNR invites beneficiaries to actively follow non-scientific training courses (i.e. on project management, communication, research ethics, proposal writing, entrepreneurship, IPR, etc.) offered by host institutions, by the FNR or by others.

The personal training plan should make best possible use of the available training allowance.

FINANCIAL CONTRIBUTION

- PhD grants: Max. 6,000 EUR for the full funding period (3-4 years)
- Postdoc grants: Max. 4000 EUR for the full funding period (2 years)

Potential Beneficiaries and Eligibility Conditions

The present measure is open to all beneficiaries during their PhD and Postdoc grant period.

It comprises the following training activities:

- scientific/non-scientific training seminars
- scientific conferences
- summer/winter schools
- to a certain extent, travel costs between collaborating institutions involved in the project as well as travel for fieldwork (if travel distance > 100 km)

The Host Institution's rules and procedures have to be respected regarding the participation at training activities.

The number and the duration of training activities per year are not restricted.

Training activities (scientific or non-scientific) have to be in relation with the project and have to receive prior approval by the main supervisor/scientific contact. For participation in scientific conferences, it is expected that participants present their research results in form of an oral or poster presentation.
Only costs that have incurred within the funding period are eligible for refund. Only participation costs of events where the beneficiary was physically present may be claimed for refunding.

No formal application to the FNR is required prior to the activity and no advance agreement with the FNR is needed. In case of doubt regarding the activity’s eligibility, the FNR may be consulted prior to the activity (afr@fnr.lu).

ELIGIBLE COSTS AND REFUNDING PROCEDURE

**For beneficiaries under a work contract at one of the public research centres in Luxembourg¹ or at the University of Luxembourg:**

The institution manages the training allowance and advances the payments for the participation at training events, according to their rules approved (or to be approved) by the FNR. Beneficiaries have to contact their institution’s administration before engaging in a training activity, in order to follow the institutional rules, including proof of expenses/invoices, etc.

Concerning the payment of the training allowance to the institution, the full amount is transferred in one initial advance payment to the institution. For the totally incurred expenses, the FNR requests a single financial statement together with the final report, after the termination of the grant. If the total amount spent was lower than the training allowance, the difference must be reimbursed to the FNR. The FNR reserves the right to control the financial statement(s) during the annual financial control by an external auditor.

**For beneficiaries under Fellowship or employed in an institution or company that is not one of the above:**

The financial report for the training allowance is directly issued by the Beneficiary and is submitted together with the progress and final report. Costs incurred are reimbursed directly to the Beneficiary up to the maximum eligible amount. Upon request and prior approval by the FNR, host institutions may manage the Training Allowance according to the institutional rules. The FNR reserves the right to request receipts for training activities for which costs have been claimed.

Eligible costs are as follows:

- Travel: return ticket from Luxembourg or point of origin to the point of destination (by plane: ‘economy’ ticket, by train: 2nd class ticket, by car: equivalent to 2nd class train ticket or, according to distance or public transport means, 0,30 EUR/km), public transports or taxi where necessary.
- Accommodation costs
- Registration fees
- Travel visa
- Meals: a per diem of 30 EUR/day, travel time excluded. For travel exceeding 600 km one way, an additional per diem is accepted for the time of the travel.

Costs for the purchase of books or the publication of a PhD thesis are not eligible for refund in the framework of the Training allowance.

¹ Luxembourg Institute of Science and Technology (LIST), Luxembourg Institute of Health (LIH) and Luxembourg Institute of Socio-Economic Research (LISER)
Expenses will be reimbursed to the beneficiary on the basis of a claim form (template on our website), to be submitted together with the annual report, accompanied by the originals of all invoices. The FNR reserves the right to reject unsuitable claims for refund.

Expenses in currencies other than € will be converted into € according to the exchange rate either of the day of refund or of the date of the incurred expense(s) (a proof of the exchange rate of that date has to be joined to the claim).

In exceptional cases, i.e. if the beneficiary has spent more than 500 EUR for training activities and the annual report is more than 3 months ahead, he/she may claim the refund outside the annual reporting intervals, upon specific request to the FNR.

Reimbursement of expenses may take up to 2 months after the submission of the claim form.

Reporting procedure

All beneficiaries have to complete an annual report on their training activities template on our website), which lists all training activities undertaken during the preceding year. The annual training report has to be joined to their annual report to the FNR.

Beneficiaries, who are not covered by the institutional regulations fixed in a) above, have to complete a claim form (template on our website) in addition to the report of the training activities which has to be sent by postal mail, accompanied by the original receipts. Only receipts clearly indicating the object and the amounts will be refunded.