Staff exchange programme

for selected EURIZON Fellowship teams

**PRELIMINARY VISIT PLAN**

Valid Preliminary Visit plans should be submitted by the selected EURIZON Fellowship teams only after reading carefully the document “Framework guidelines”. The preliminary visit plan must include all compulsory items mentioned below and **must be submitted (in English) by the Principal Investigator** on behalf of the delegation team **by clicking on “Registration” ONLY through the portal** (<https://indico.desy.de/event/46663/>) . The deadline for submission of the **preliminary plan** is **December 12th, 2024, at 12:00 PM (noon) CET Berlin time**. Early submissions are highly encouraged.

|  |
| --- |
| **Title[[1]](#footnote-1)of the EURIZON FELLOWSHIP research project:** |

submitted by

***PRINCIPAL INVESTIGATOR (PI)[[2]](#footnote-2):***

|  |  |
| --- | --- |
| *First name and Family name (English)* |  |

***Please respects the limit in the number of words per each section of this application form****. The template provided must not be modified and the formatting must be kept. All possible tables and pictures must be clearly readable.*

*All fields are mandatory.*

*This template must be signed by the Principal Investigator and uploaded it as pdf file.*

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**1 Staff exchange activities**

**1.1 *Staff Exchange activities description* \***

Please describe the objectives of the staff exchange and the activities carried out. NB: It must be coherent with the activities selected in the online application form and listed here below (please put a tick **√** on the relative options and describe below):

**Research Collaboration:** please mention below the activities that you plan to carry out. Specify the methodologies, instruments, tools, archives and data that you plan to use. Give also a short timeline. If field work is concerned please describe it.

**Inhouse Training and/or Workshops:** please mention below where the training will take place and what are the topics and the activities that will allow researchers to exchange expertise, learn new techniques or methodologies, and enhance their professional skills, with particular benefits for younger team members.

**Joint Experiments:** please mention below the activities that you plan to carry out at partners´ facilities. Specify the methodologies, instruments, tools, archives and data that you plan to use. Give also a short timeline.

**Joint Data Analysis and Interpretation:** teams could collaborate on data analysis tasks allows scientists to combine datasets, analyse complex data, develop common standardization strategies and gain new insights into their research areas. Please describe further in the below case.

**Publication and Dissemination initiatives:** teams can collaborate on scientific papers, presentations, reports, or conferences to disseminate research findings to a broader audience and increase the visibility of their joint research. Please mention the events name, location, expected public and timeline. Note: These grants are not intended solely for participation in external seminars or workshops.

**Further activities:** in addition to the aforementioned activities, the staff exchange program can incorporate any further initiatives outlined in the "research project description document" submitted as part of the application to the "remote research grants" program by the awarded Ukrainian teams (e.g. field work). New activities can be accepted but need to be duly described and justified here below.

*(Max 700 words)*

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| --- |
|  |

**1.2 Expected outcomes of the staff exchange\*.** *(Max 300 words)*

Please highlight the possible positive impact of your staff exchange on the collaboration with your partner and on your research project.

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**2 Preliminary description of the travel**

**2.1 Please mention here the rough planning of your travel**

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| --- |
| *Number of traveling researchers:*  *Wished departure date (from home-town):*  *Wished arrival date at host facility:*  *Wished departure date from host facility:*  *Wished arrival date (back to home-town):*  *Departure location:*  *Destination location (name of institute, city, country of European/Ukrainian partner´s organization):*  *Mention if there are multiple destinations:*  *Means used: e.g. train + flight + bus* |

**2.2 Preliminary agenda**

*Please provide a day-by-day outline of how you plan to organize the travel in the section below. (An example agenda is provided in grey—please remove it when entering your own information.) You may group multiple days into a single line if the activities and location remain consistent. At this stage, a general overview is sufficient; detailed plans are not required yet and plans can still be changed.*

|  |  |  |
| --- | --- | --- |
| ***Day #*** | ***Date*** | ***Agenda -Brief daily activity description (e.g. travel or work with partners).***  *If travel please describe route, means of transport and accommodation option (if applicable). If work day please mention only briefly the type of activity and the location (e.g. field work in x location; data analysis at laboratory of EU partners; etc.).* |
| ***Day 1*** | *8.12.2024* | *e.g. departure from Lviv by train in the afternoon. Trespassing of the border. Arrival in Krakow. Night spent in Krakow (hotel).* |
| ***Day 2*** | *9.12.2024* | *Flight from Krakow to Berlin. Afternoon work with Partners at Partners facility joint research activity. Night spent in the guesthouse of the Hosting facility.* |
| *Day 3-6* | *10.12.2024*  *To*  *13.12.2024* | *Work with partners at the hosting facility. Joint experiment at lab xxx. Accommodation: EU facility guesthouse.* |
| *Day 7-8* | *14 and 15.12.2024* | *Weekend (night spent at partner hosting facility)* |
| *Day 9-11* | *16.12.2024*  *To 18.12.2024* | *Work with partners at the hosting facility. Data Analysis. Night spent at European partners facility.* |
| *Day 12* | *19.12.2024* | *Start of return trip: Departure from Berlin to Krakow via flight. Arrival in Krakow. Night in Krakow at hotel.* |
| *Day 13* | *20.12.2024* | *Travel from Krakow back to Lviv via train, arrival in Lviv in the evening. End of the staff exchange.* |
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|  |  |  |
|  |  |  |
|  |  |  |

*You can add as many lines as necessary to this table.*

**3 PRELIMINARY FINANCIAL PLAN**

**Financial plan**

Please provide an estimated breakdown of the costs your team anticipates for the staff exchange. This estimation should align with the proposed agenda and remain within the allocated budget limit of €4,500 per team. All amounts should be expressed in euros (approximate figures are sufficient). Consult the provided guidelines and reference documents, such as hotel lists, accommodation details, and lump sums, for support.

*The example provided in grey below is for your convenience—please remove it when completing your plan*. Don’t worry if you have uncertainties at this stage; the final budget will be discussed and finalized later. Note that all expenses must be supported by receipts or invoices.

|  |  |  |
| --- | --- | --- |
| ***Per each item specify the cost per unit and the total cost*** | | |
| ***item*** | ***Cost per unit*** | ***Total cost for the team*** |
| Train Lviv-Krakow | 40€ | *80€ (2 people)* |
| Hotel in Krakow (1 night) travel | 30€ | 60€ |
| Flight Krakow-Berlin-Krakow | 400€ | 800€ |
| Bus from Berlin airport to Facility ( and back) | 20€ | 2 tickets x 2 persons (arrival + departure)= 80€ |
| Accommodation at European facility guesthouse | 50€ | 2 rooms per 10 nights= 1000€ |
| Hotel Krakow ( 1 night) return travel | 30€ | 60€ |
| Train Krakow-Lviv | 40€ | 80€ |
| Lump sum subsistence (according to DESY rules) | 28€ full day  14€ half days | 28€ x 2 persons x 12 days = 672€  14€ x 2 persons x 1 half day= 28€ |
|  |  | € 2,860 |
| **Total cost:** |  | |

*Ad as many table lines that you need.*

**4 DELEGATION INFORMATION**

**Please fill the data only for the team members or European partners that will be traveling.**

**Team Member 1 – information**

|  |  |
| --- | --- |
| **First name ENG[[3]](#footnote-3)\*** |  |
| **Family name ENG\*** |  |
| **Date of Birth\*** | *Dd/mm/yyy* |
| **Gender\*** | *M / F / Non-binary* |
| **Phone number** |  |
| **E-mail address\*** |  |
| **Institute of affiliation\*** |  |
| **Affiliation Institute address** | *Street name and street number, city, postal address, country* |

**Team Member 2 – information**

|  |  |
| --- | --- |
| **First name ENG[[4]](#footnote-4)\*** |  |
| **Family name ENG\*** |  |
| **Date of Birth\*** | *Dd/mm/yyy* |
| **Gender\*** | *M / F / Non-binary* |
| **Phone number** |  |
| **E-mail address\*** |  |
| **Institute of affiliation\*** |  |
| **Affiliation Institute address** | *Street name and street number, city, postal address, country* |

**Team Member 3 – information**

|  |  |
| --- | --- |
| **First name ENG[[5]](#footnote-5)\*** |  |
| **Family name ENG\*** |  |
| **Date of Birth\*** | *Dd/mm/yyy* |
| **Gender\*** | *M / F / Non-binary* |
| **Phone number** |  |
| **E-mail address\*** |  |
| **Institute of affiliation\*** |  |
| **Affiliation Institute address** | *Street name and street number, city, postal address, country* |

***If you wish to add more team Members, please copy this table, paste it below and add the details of the additional team member(s).***

**5 SIGNATURES**

***After completing all the chapters of this form, it shall be signed by the PI and by all traveling researchers/European partners, then the PI should upload it in the relevant section in the online application form.***

***Privacy Notice***

*Please, be informed: when applying for the EURIZON Remote Research Grant Fellowship, you agree to the rules described in the Staff Exchange guidelines and you agree that the personal data and documents that you provide to the EURIZON Secretariat will be stored and processed for the purpose of participating in the EURIZON Staff Exchange programme. The personal data and documents from all applicants will be stored and processed according to DESY data privacy policy :* [*https://www.desy.de/data\_privacy\_policy/index\_eng.html*](https://www.desy.de/data_privacy_policy/index_eng.html)

*For questions please contact:* [*staffexchange@desy.de*](mailto:staffexchange@desy.de) *;*

*We confirm we have read carefully the Staff Exchange Guidelines document. We confirm we have agreed the plan with our European Partners and have authorization from our home institutes.*

***Signature of the PI: Date:*** *dd/mm/yyyy*

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signatures of all other team members/European partners traveling :***

***Name, Family name(English) Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Name, Family name(English) Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Name, Family name(English) Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Name, Family name(English) Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***If needed, please add further signatures here below.***

1. Please verify that this information corresponds to the title of the application awarded the fellowship. [↑](#footnote-ref-1)
2. Please make sure to always use the same English version of the name and surname for clarity. [↑](#footnote-ref-2)
3. As mentioned in the ID document, please use English alphabet; [↑](#footnote-ref-3)
4. As mentioned in the ID document, please use English alphabet; [↑](#footnote-ref-4)
5. As mentioned in the ID document, please use English alphabet; [↑](#footnote-ref-5)