elise
European Network of AI Excellence Centres

ellis
European Laboratory for Learning and Intelligent Systems

PhD & Postdoc Mobility Program
Terms and Conditions

These guidelines set out the rules for the ELISE Mobility Program for PhD students and postdocs funded by the project European Learning and Intelligent Systems Excellence (ELISE, Grant Agreement No. 951847) under WP3 'Providing the next generation of talent in AI in Europe', Task 3.3 'Exchange programme for PhDs and postdocs'.

1 Description

ELISE has a mobility fund to stimulate collaboration in the ELISE/ELLIS networks, enabling young researchers to work with top researchers at other sites in the partner network. The PhD and Postdoc Mobility Program is aimed at existing PhD students and postdocs in the network who want to initiate a collaboration with a Fellow or Member at another site. The Travel Grant covers travel costs of up to 2,500 EUR per researcher over the duration of their PhD or postdoc.

The ELISE Mobility Program for PhDs and postdocs runs from September 1, 2020, to August 31, 2023, and has an overall budget of 605,000 EUR. The funding is distributed on a 'first come first served' basis until the travel funds run out. The eligibility criteria are determined by the ELISE PhD & Postdoc Mobility Committee.

2 Eligibility criteria

a. Duration of the visit: Unlimited from September 1, 2020, to July 31, 2023

b. Eligible applications: Two conditions must be fulfilled:
(1) The applicant is doing a PhD/postdoc at one of the ELISE partner institutions (see Appendix) **OR** the applicant is an ELLIS PhD student or postdoc;
(2) The exchange will be supervised by an ELLIS Fellow, Scholar or Member at another site.

c. Max. eligible travel costs: 2,500 EUR per PhD/postdoc

d. Number of visits: The travel grant can be used for one or multiple visits. The upper reimbursement limit is 2,500 EUR in total (not per visit).

e. Eligible costs: Travel costs; accommodation under specific conditions. All expenses need to be declared as actual costs, documented by original invoices, receipts and tickets, and need to be in line with the Beneficiary's/Partner's usual practices as well as H2020 rules.

3 General conditions and eligibility of travel costs

All PhDs and postdocs that fulfil the eligibility criteria specified in Section 2, point b, can apply for funding. Travel costs can only be reimbursed from the ELISE Mobility Fund if:

- the application is approved by the central ELISE Mobility Administration at the University of Tübingen;
- they do not exceed the max. amount of eligible travel costs as specified in Section 2;
- they are in line with the Beneficiary's/Partner's usual practices on travel and accounting standards;
- they are in line with the H2020 rules for reimbursement, i.e. the costs have been incurred during the duration of the ELISE project, are necessary and linked to the action, are identifiable and verifiable.

The maximum amount of eligible costs per visit is set as a lump sum, but travel costs the researcher requests to be reimbursed have to be declared as actual costs documented by the original invoices, receipts, and tickets. Travellers must save all their original receipts, otherwise the costs cannot be claimed.

FAQs

Mobility during COVID19
Due to the COVID19 pandemic, the volume of travel in the program is uncertain. All outbound travel funded by the ELISE Mobility Program is only allowed if **positive travel advice** is given by the employer (research institution to which the applicant is affiliated as a researcher). Applicants are required to comply with the applicable guidelines and procedures of the institution concerned. Also note that the eligibility criteria (e.g. the max. eligible travel costs) may change in the future to reflect the sanitary situation and available funds.

Business/economy class tickets
Travel in business class is eligible if the Beneficiary/Partner usually pays for business class tickets for staff in this category. If the Beneficiary's/Partner's usual practice is to only pay for economy class tickets for staff in this category, then the cost of the business class ticket is not eligible.

Accommodation
Accommodation can only be reimbursed if it is documented by original invoices from a hotel, hostel or other type of accommodation. Expenses related to accommodation and the level of accommodation standard must be in line with the Beneficiary's/Partner's usual practices. All other expenses are considered private costs.

Daily allowance
The ELISE Mobility Program for PhDs and Postdocs does **not** cover a daily allowance. Expenses for meals and the like cannot be reimbursed.

Combination with personal travels or travels for other purposes
The costs of a combined journey will be reimbursed only up to the costs that would have been incurred if the travel would have been made exclusively for the ELISE Mobility Program and if:

- it is the usual practice of the Beneficiary/Partner to pay for such travels (e.g. travels combining professional and personal reasons), and;
- it has been an actual cost for the Beneficiary.

Example: The researcher flies from London, which is the site of the Beneficiary/Partner, to Stuttgart for a research visit. After the visit, instead of flying back to London, the researcher flies directly to

New York to participate in an event not related to the ELISE Mobility Program. Eligible costs are: (a) the cost of the flight from London to Stuttgart, and (b) the part of the flight from New York to London up to the cost that would have been incurred for a flight back from Stuttgart to London after the end of the research visit. It is necessary to keep evidence of all flights.

4 Procedure

4.1 Application

- To apply for a mobility grant, eligible candidates submit the application form to the central administration (`phd@ellis.eu`).
- Submission deadline: Applications are possible year-round, but should be submitted **no later than 1 month before the starting date of the visit**, as they need to be reviewed and processed by the ELISE and university administration.

4.2 Evaluation and decisions

- The application is reviewed by the central ELISE Mobility Administration.
- The decision (approval/rejection) is sent to the PhD student/postdoc, as well as the two supervisors. If the application is approved, the PhD student/postdoc will also receive further instructions regarding the reimbursement procedure. Depending on the sending organization, the reimbursement will be done centrally by the University of Tübingen or locally by the sending institution.

4.3 Reimbursement procedure

- Depending on the sending institution, recipients of the travel grant must submit either the 'Reimbursement Report' or 'Reimbursement Request' to the central administration (`phd@ellis.eu`) **within 1 month after the visit**. The researcher might need to submit additional forms to claim the actual costs if the respective institution requires it (instructions will be sent along with the decision letter).
- For long stays (more than 4 months), the costs of the outbound/inbound travel must be claimed separately.
- Only eligible costs can be claimed (see Sections 2–3). If the researcher fails to comply with the Terms and Conditions of the ELISE Mobility Program, the ELISE project is not obliged to reimburse any expenses related to the approved application.

Entity responsible for the reimbursement

- Researchers employed by **Beneficiaries**: Travel costs will be reimbursed directly by the Beneficiary as it has its own budget for the ELISE Mobility Program. The PhD student/postdoc is still required to submit a Reimbursement Report to the central administration in Tübingen. Once a year, Beneficiaries (i.e. administrators of the sending institution) will be asked to submit a report of all the reimbursements paid out as part of the Mobility Program. Beneficiaries are expected to carefully document the reimbursements in case of an EU audit.
- Researchers employed by other organizations in the network: Travel costs will be reimbursed by the **University of Tübingen**.

Appendix: List of Beneficiaries and Other Partners in ELISE

Organisation	Type
Aalto University, FI	Beneficiary
Bocconi University, IT	Other Partner
Ca' Foscari University of Venice (UNIVE), IT	Beneficiary*
Centre National de la Recherche Scientifique (CNRS), FR	Other Partner
Centrum Wiskunde & Informatica (CWI), NL	Other Partner
CSC: IT Center for Science, FI	Other Partner
Czech Technical University, CZ	Beneficiary
Dalle Molle Institute for Artificial Intelligence (IDSIA), CH	Other Partner
Deepmind, UK	Other Partner
Dublin City University, IR	Other Partner
Ecole Normale Supérieure (ENS), FR	Other Partner
Ecole polytechnique deférale de Lausanne (EPFL), CH	Other Partner
EnliteAI, AT	Beneficiary
ETH Zürich, CH	Beneficiary
Facebook AI Research, FR	Other Partner
Fondazione Bruno Kessler (FBK), IT	Other Partner
Fraunhofer Gesellschaft, DE	Beneficiary
Freie Universität Berlin (FU Berlin), DE	Other Partner
Friedrich-Schiller-University Jena, DE	Other Partner
FundingBox Accelerator, PL	Beneficiary
German Aerospace Center, Institute of Atmospheric Physics (DLR-IPA), DE	Other Partner
German Aerospace Center, Remote Sensing Technology Institute (DLR-IMF), DE	Other Partner
Google Europe, DE	Other Partner
Hebrew University of Jerusalem, IL	Other Partner
Huawei Ireland Research Center, IR	Other Partner
INRIA (National de Recherche en Informatique et en Automatique), FR	Other Partner
Institute of Science and Technology Austria (IST Austria), AT	Other Partner
Instituto Superior Técnico (IST), PO	Other Partner
Italian Institute of Technology (IIT), IT	Beneficiary*
Karlsruhe Institute of Technology (KIT), DE	Other Partner
Katholieke Universiteit Leuven (KU Leuven), BE	Other Partner
Knowledge 4 All Foundation, UK	Beneficiary
Kungliska Tekniska Högskolan (KTH Stockholm), SE	Other Partner
Lancaster University, UK	Other Partner
LifeTime Consortium, DE	Other Partner
Max-Planck-Gesellschaft, DE	Beneficiary
Munich Data Science Institute (MDSI), DE	Other Partner
NEC Laboratories, DE	Other Partner
Newcastle University, UK	Other Partner
NVIDIA, FR	Other Partner
Oticon, DK	Beneficiary
Polytechnic University of Turin (POLITO), IT	Beneficiary*
Queen Mary University of London, UK	Other Partner
Royal Holloway University of London, UK	Other Partner
Ruhr-Universität Bochum, DE	Other Partner
Saidot Oy, FI	Beneficiary
Scuola Internazionale Superiore di Studi Ananzi (SISSA), IT	Other Partner

Organisation	Type
Siemens AG, DE	Beneficiary
Spinverse, FI	Beneficiary
Stichting Katholieke Universiteit, Nijmegen, NL	Beneficiary
Technical University of Denmark, DK	Beneficiary
Tel Aviv University, the Blavatnik School of Computer Science, IL	Other Partner
TU Darmstadt, DE	Other Partner
Universidad Complutense de Madrid, Madrid, ES	Other Partner
Universidad de Alcalá (UAH), Madrid, ES	Other Partner
Universitat Pompeu Fabra Barcelona, Department of Information and Communication Technologies (DTIC), ES	Other Partner
Université Paris - Sud, FR	Other Partner
University College London, UK	Beneficiary
University of Amsterdam, NL	Beneficiary
University of Birmingham, UK	Other Partner
University of Cambridge, UK	Beneficiary
University of Edinburgh, UK	Other Partner
University of Freiburg, DE	Other Partner
University of Genoa (UNIGE), IT	Beneficiary*
University of Linz, AT	Beneficiary
University of Milan (UNIMI), IT	Beneficiary*
University of Modena and Reggio Emilia (UNIMORE), IT	Beneficiary*
University of Oxford, UK	Beneficiary
University of Siena (UNISI), IT	Other Partner
University of Tübingen, DE	Beneficiary
University of Valencia, ES	Beneficiary
Uppsala University, SE	Other Partner
Volkswagen Group, DE	Other Partner
Wageningen University & Research (WUR), NL	Other Partner
Zalando SE, DE	Beneficiary

*These universities are part of the ELISE Beneficiary CINI (Consorzio Interuniversitario Nazionale per l'Informatica).