



Transnational Access -Information to TA Users

Webinar, 24th March 2020

Hannele Savela, INTERACT TA Coordinator

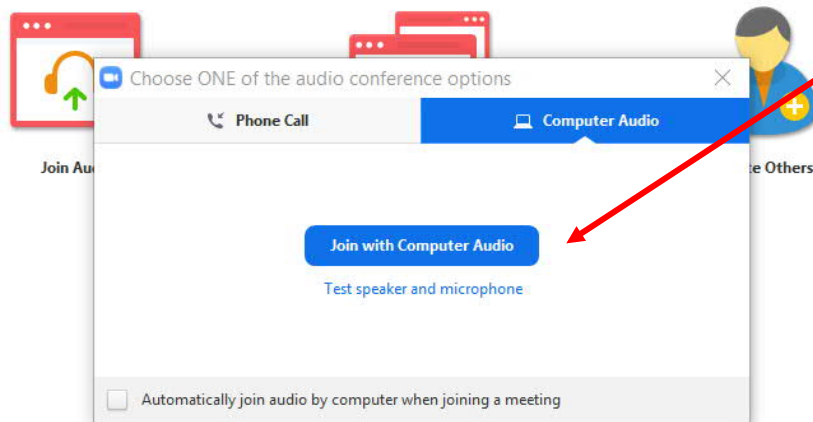
Thule Institute, University of Oulu



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Host: Katharina Beckmann
Invitation URL: <https://zoom.us/j/328154217>
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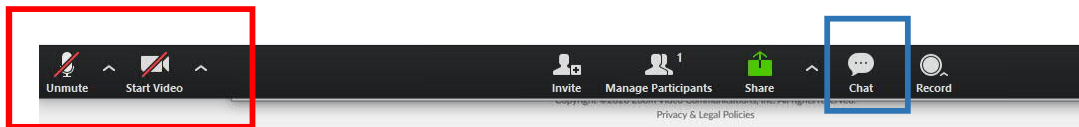


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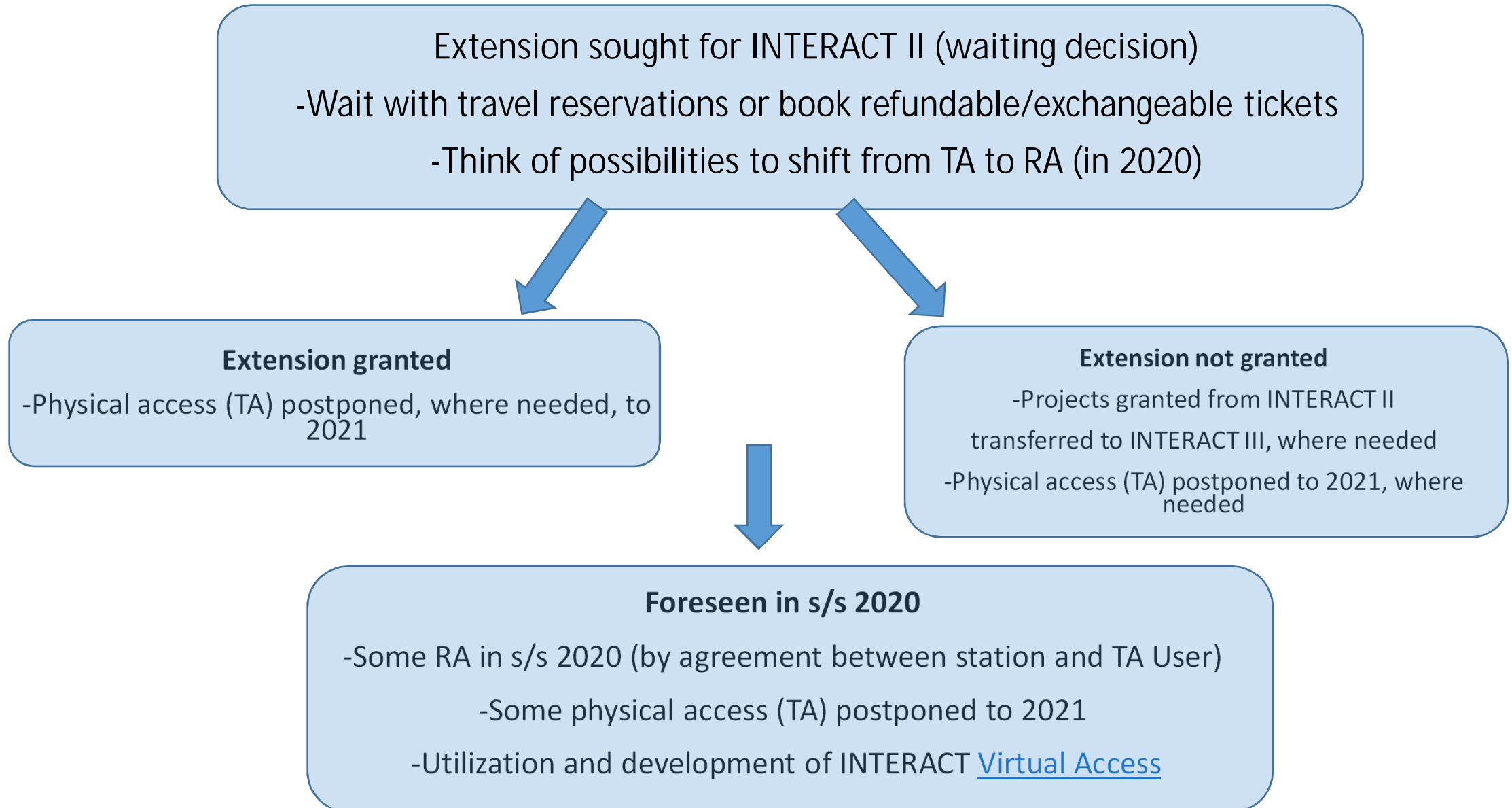


This Power Point presentation, recording of the webinar, and other information will be available on the [Info to User Groups](#) webpage

Content of the Webinar

- COVID-19 and its effects on TA
- Actions before the TA visit
- Actions during the TA visit
- Actions after the TA visit
- TA User Community and related activities
- Q&A

COVID-19 and INTERACT Trans-National Access



TA visits in s/s 2020

Protection from possible infection, and not spreading the virus among the TA Users, stations, and local communities is the first priority

- 1) Wait with travel reservations or book refundable/exchangeable tickets
- 2) Think of possibilities to shift from TA to RA (in 2020)
- 3) Please note, that it is the responsibility of the TA Users to ensure that:
 - There are no travel restrictions from your home country
 - There are no travel restrictions in the host country
 - The station where access is granted is open for external visitors

Important steps before the TA visit

- User groups make their own travel arrangements from home institution to the station and back
 - Chartered parts arranged by the stations (e.g. ZAC, VRS, Ny-Ålesund)
- If increase in the cost estimates, timing or length > contact station/TA coordination
- Check your insurance coverage > costs not covered by TA
- Start visa arrangements as soon as possible
 - Station can provide invitation letter
- Start licencing/permitting process as soon as possible
 - Station can provide information and support

Actions during the TA Visit

- Follow station's instructions for safety and field work
- Ask for the station's travel claim form
- Keep and store the receipts of the costs that you are going to claim
- In general, you should not be charged for accommodation and meals at station for the duration of your stay
 - Exceptions: Abisko, Finse and Arctic Station do not offer or reimburse any meals
 - Exceptions: FINI and Cairngorms do not have accommodation at station

Important steps after the TA visit

1) Submission of Project summary report in INTERACCESS

2) Claiming of Travel reimbursements from the station

>> use the station's travel claim form

>> send the travel claim + receipts to the address instructed by the station

>> if your institution has purchased the flights etc. >> institutional invoice

3) Feedback about Transnational Access to the EU

4) Publications resulting from Transnational Access >> Acknowledge

Remote Access

COVID-19: Could your project be shifted from TA to RA in 2020?

Before the study

- Contact the station manager to go through the research plan and practical arrangements together
- Are any permits needed ? Send any additional information/instructions to the station(s)

During the study

- User group will not physically visit the station
- Station staff will collect the samples/do the monitoring
- Conducted according to TA user's research plan

After the study

- Data/samples will be sent to the User Group by the station
- Logistic and shipping costs will be reimbursed to the granted amount
- Project reporting as well as reimbursements follow a regular TA project

Project Summary Report

- Set project to "Reporting" in INTERACCESS >> opens the report form
- Deadline eight (8) weeks after the TA visit
- Questions asked:
 - Basic project information
 - User information
 - Short summary of the project
 - Objective's of the field work
 - What was done (during TA visit), main achievements and difficulties
 - Feedback related to the visit
- Your travel costs will be reimbursed only after project report is submitted

Claiming of Travel Reimbursements

- Fill in the travel claim form + receipts > send to the station contact within eight (8) weeks from your visit
- If your institution has paid your travel costs > they send invoice to the station >> instruct your admins!
- Travel costs will be reimbursed **after** you have submitted the Project Summary Report in INTERACCESS
- Eligible costs > see the list
- Non-eligible costs > see the list

Eligible costs > reimbursed to the granted amount

- Travel costs from home institution to station and back
 - Flight, train, bus, metro, taxi etc.
 - Rental car (rent, gasoline)
 - Use of own car > only gasoline compensated, keep record on mileage
- Logistic costs
- Visa costs
- Some equipment rental, if specified in the TA application and decision
- Safety training (Svalbard, some stations in Greenland)

Non-eligible costs >> NOT reimbursed

- Bar bills, private telephone calls, meals and food purchases during the journey to and back from the station, internet payments, contingencies, overheads, currency exchange losses etc. extra costs or services
- Costs of health, life and luggage insurance
- Personnel costs of any kind
- Daily allowances
- Km allowances if using own car
- Meals and food purchases during the access to Abisko station in Sweden, Finse in Norway, and Artic Station in Greenland

Feedback about TA to the EU

- Fill in the User Questionnaire at <https://ec.europa.eu/eusurvey/runner/RIsurveyUSERS>
- Remember to provide your Project Acronym and INTERACT and Grant Agreement Number No 730938
 - >> If projects shifted from INTERACT II to INTERACT III due to COVID-19, we will provide you the new GA number

Publications resulting from TA

- EU expects that the User Groups publish their results within a reasonable time in a suitable (open access) scientific publications
- Mention the TA provided from INTERACT in the acknowledgements of your publications resulting from the TA as follows...
 - ” The research leading to these results has received Trans-National Access from the European Union’s Horizon 2020 project INTERACT, under grant agreement No 730938.”
- Report your publications resulting from TA in INTERACCESS
 - From “Publications” on the left hand side menu or from the end of project report
 - Authors, year, title, journal, volume, type of publication

TA User Community

- Meetings, Webinars, [TA User FB Group](#)
- **IDEA:** webinars every other week to present your projects and network with other scientists and with stations.
- Virtual Access >> [VA Single-Entry point](#) >> **Consider utilizing VA!**
- [INTERACT Arctic Research Blogs](#) >> bloggers seeked for 2020
- TA Ambassadors >> Ambassadors seeked for 2019-2020

TA User Community Meeting

- 30 March, 2020, at 08:30-14:00 UTC (09:30-15:00 CET/UTC+1)
- Join at <https://zoom.us/j/458644858>
- The Legacy: Results of Trans-national, Remote, and Virtual Access in INTERACT II
- Showcasing research stations, TA User Groups, Station Managers' Forum
- The Future: Ambition and plans in INTERACT III 2020-2023

Q & A

Q: Is it ok to modify the dates of our planned TA visit from what was stated in the application?

A: Yes, within the period specified in the TA/RA Call (subject to change as a result of the COVID-19 pandemic, if needed postponed to s/s 2021) >> contact the station (cc Heli/Hannele)

Q: Could we change some members of the group for the visit on station?

A: Yes, group member(s) can be changed, but not group leader >> Contact the station and Heli Niittynen, heli.niittynen@oulu.fi for eligibility check

Q: How does the TA funding work? Do we have to pay flight tickets beforehand and we will be refunded after the travel? Or is the travel money transferred to us in advance?

A: You have to pay the flights and tickets beforehand and you get reimbursed after the TA visit, based on actual direct costs

Q & A, cont.

Q: Whom can I take with me as a TA User Group member (if the person was N.K. in the application)? Should the person be employed in the same institution as I am? Can I take a collaborator from another organisation either in the same or another country with me?

A: Can be from another organisation and/or country >> Contact Hannele (cc station) for the person's eligibility check.

Q: Reimbursement: a) is the TA User group leader preparing one cost claim for all group members? Or should everyone prepare their own travel claim independently?

A: Everyone prepares their own travel claim to each station, by using station's own form (ask station). If your institution has purchased the travel they send an invoice to the station.

Q: What if the actual travel costs of the visit extend or stay below the granted amount?

A: Usually a small extension (1-2 days, not exceeding 90 days rule) and 10% exceeding budget is ok. But ask Hannele and station. No so much problem is less is used! If you for some reason cannot use the TA at all, please let us know as soon as possible.

Contact

- In questions related to Transnational Access, budget, reporting, publications...
 - Primary contact Heli Niittynen, TA Project Planner, heli.niittynen@oulu.fi
 - Secondary contact Hannele Savela, TA Coordinator, hannele.savela@oulu.fi
- In questions related to work at the station, logistics, permits, timing, travel reimbursement...
 - Contact the station manager (you can cc Heli)

Our aim is to make your TA as safe and successful as possible!

Let's INTERACT!

