



Transnational Access -Information to new TA Users

Webinar, 20th April 2021

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Content of the Webinar

- COVID-19 and its effects on TA
- Actions before, during and after TA visit
- Actions regarding RA
- Details about project reports, travel reimbursements, eligible and non-eligible costs
- TA User Community and related activities
- Discussion, questions and answers

COVID-19 and TA visits in s/s 2021

- 1) If the situation requires (e.g. travel restrictions in your own or at station's country) you can postpone your access visit to 2022
- 2) Consider the possibility to shift from physical TA to RA (Remote Access)
- 3) Book refundable/exchangeable tickets
- 4) Check and ensure your insurance coverage (costs not covered by TA)
- 5) 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

Help us to support you!

- **Communication is the key**
 - Contact the station as early as possible about travel arrangements, reimbursement procedure, visa invitation, permitting issues
- Be ready to adapt
 - Consider RA as an option
 - Book refundable and exchangeable tickets
 - Check and ensure your insurance coverage (not reimbursed by INTERACT TA)



Reimbursement of quarantine costs

- ONLY accommodation costs related to quarantine will be reimbursed
- Costs have to be direct costs and justified by receipts
- Any other costs related to quarantine/COVID-19 (vaccinations, meals, insurances etc.) are NOT reimbursed
- Include the quarantine accommodation costs with travel claim
- Costs are reimbursed up to 50 EUR/person for max. 14 days per access visit

Example: Group of 3 people, quarantine 10 d
>> $3 \cdot 10 \cdot 50 \text{ EUR} = 1500 \text{ EUR}$ reimbursed



Photo: Sergey Kirpotin/TSU Aktru Research Station

Actions before the TA visit, part 1

1. Agree the method for travel reimbursements with station

- Personal travel claim
- Institutional invoice (only for TA Users external to [INTERACT consortium](#))
- Station purchases the tickets

Travel and logistic costs are reimbursed after the access visits.

If none of the options listed above is suitable, ask the station for further procedure.

2. Start the travel arrangements by consulting the station

User groups make their own travel arrangements from home institution to the station and back. Chartered parts are arranged by the stations (e.g. ZAC, VRS, Ny-Ålesund)

Notify the station and TA Coordination if there are changes in the travel cost estimates, timing or length of the access visit

Actions before the TA visit, part 2

- Start visa arrangements (if needed) 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
- 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

Actions after the TA visit

- 1) Submit Project summary report in INTERACCESS (requirement for travel reimbursement)
- 2) Claim travel reimbursements from the station
 - Personal travel claim: Use the station's travel claim form, send the travel claim + receipts to the address instructed by the station
 - Institutional invoice: If your institution has purchased the tickets for you, send an institutional invoice to the address instructed by the station. ONLY for TA Users external to INTERACT consortium
 - Station has purchased the tickets >> follow station instruction for possible further actions
- 3) Provide feedback about Transnational Access to the EU ([link](#))
- 4) Acknowledge INTERACT in your publications resulting from Transnational Access

Remote Access

COVID-19: Consider if your project be shifted from TA to RA

Before the study

- Contact the station manager to go through the research plan and practical arrangements together
- Apply permits or licenses, if needed. Consult station for advice.
- Send any additional information/instructions about your study to the station(s)

During the study

- User group will not physically visit the station
- Station staff will collect the samples/do the monitoring for you
- 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 after project report is submitted

Claiming of Travel Reimbursements

- Travel costs will be reimbursed after you have submitted the Project Summary Report in INTERACCESS
- Fill in the travel claim form and send it with the receipts to the station within eight (8) weeks from your visit
- If your institution has paid your travel costs > your institution sends institutional invoice to the station (only for TA Users external to [INTERACT consortium](#))
- 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, and 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 Scientific Research Station, Finse Alpine Research Station, Arctic Station in Greenland, Cairngorms, Sudurnes Science and Learning Center, Canadian High Arctic Research Station, The DMI Geophysical Observatory Qaanaaq.

TA User Community

- Meetings, Webinars, TA User FB Group
- [INTERACT Arctic Research Blogs](#) >> Contact TA Coordination if you want to become our blogger for s/s 2021!!!
- Instagram: tag us by using @EU-INTERACT, #eu-interact, #eu_interact to showcase your photos from TA!

Publications resulting from TA

- EU expects that 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
 - ” The research leading to these results has received Transnational Access from the European Union’s Horizon 2020 project INTERACT, under grant agreement No. 871120.”
- 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

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 871120

Contact

- In questions related to Transnational Access, budget, reporting in INTERACCESS, 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 travel arrangements, travel reimbursements, fieldwork at the station, logistics, permits, timing...
 - Contact the station manager (you can cc Heli)

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

Let's INTERACT!

