

ASSEMBLE

ASSOCIATION OF EUROPEAN MARINE BIOLOGICAL LABORATORIES

University or Institute name

Full Address

Tel. xxxxx ; Fax xxxxx

Results of Assemble Infrastructure Access Call x to the University/Institute name

Mr./Ms./Dr./Prof xxx
University Institute name
full mailing address
e-mail: xxx
date

Dear Dr/Prof xxx,

Further to the recent message sent to you by Dr. Ulrika Hjelm, we are glad that your ASSEMBLE application for access to our University/Institute entitled:

xxx yyy zzz, has been accepted by the ASSEMBLE User Selection Panel.

We can accommodate your project but the funding from ASSEMBLE will be limited, as listed below. For access beyond what can be provided by ASSEMBLE, you may still proceed with the whole of your project using your own funding sources but with prior agreement still required from our University/Institute. If the access outlined below will not allow you to fulfill your project requirements, you may of course withdraw your application.

Should you wish to send/bring an additional person or people with you for your project, permission must be requested and obtained in advance. If approved, we will apply bench fees and/or other costs for each additional person.

ACCESS TO:

Laboratories: Bench fee to be covered by Assemble for you and Mr./Ms./Dr./Prof. xxx for 10 days each during your visit. This includes the use of lab and equipment, basic/routine lab chemicals/consumables, computer room, etc.

Please note that ASSEMBLE does not fund your actual research, thus non-basic/non-routine chemicals/consumables would be at your own expense.

Please prepare a detailed table of your chemical, consumable, and lab equipment requirements and e-mail the table to xxxxx with a cc to me. Please include in your table the quantities (i.e. grams, kg, mL, liters, boxes, etc as appropriate). Apart from allowing us to check if there are items that are non-basic/non-routine, your list will help us ensure that we have the items in stock in time for your stay at xxxx. It can take a few weeks for an order to arrive and are usually shipped to only when certain thresholds are reached.

If your chemical/consumable requirements as contained in your table cannot be covered by Assemble, or if you need quantities that are above what Assemble can provide, you will be contacted by xxxx. It is possible that our University/Institute can order and prepay for such non-

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standard chemicals/materials so that it is available upon your arrival. You would then repay our University/Institute directly.

Small Vessel: Not indicated in your application form but can be requested later (subject to our approval). Please contact xxxxx (with a cc to me) indicating your small vessel needs and what will be required on the vessel during use. This allows us to determine if we can fulfill your requirements.

Large Vessel: Will be covered by Assemble for up to two days. Please contact Mr. xxxx (with a cc to me) indicating your large vessel needs and what will be required on the vessel during use. This allows us to determine if we can fulfill your requirements.

Diving: Not indicated in your application form but can be requested later (subject to our approval). Our diving Director is Mr./Ms. xxx Please contact him/her regarding diving issues (skills, certificates, insurance., etc) to ensure that you will be permitted to dive here.

Lodging & meals:

A per diem allowance will be provided for yourself and for Mr./Ms./Dr./Prof. yyy for ten days each during your proposed stay. Note that we will be closed from August 22-30 as part of a vacation period. Thus your proposed stay in late August/early September should be well-coordinated. A contribution of xx Euro/day (in local currency) will be provided for you and Mr./Ms./Dr./Prof. yyy during your Infrastructure Access visit.

Due to local income tax regulations, it will be provided in 2 components. The first will be in the form of a cheque made to each of your names, equivalent in local currency to Euro 50/day/person. The second component, 30 Euros/day/person, will be transferred directly to our University/Institute if you stay in our dormitory rooms. Note that the dormitory has shared cooking/kitchen facilities/cooking & eating utensils and that a cafeteria is not available on the premises. If a dormitory room is unavailable, there are several reasonably priced hotels and apart-hotels here that you can reserve. We can provide you with advice and suggestions. For such cases, we would transfer the 30 Euro/day/person directly to the hotel/apart-hotel as partial payment of your accommodation cost. Note that hotel/apart-hotel rates may vary with season and local holidays and that the 80 Euros is a maximum contribution towards your lodging and meals. In addition, transfer of the 30 Euro/day/person can only be made to hotels/apart-hotels/hostels, etc., that can provide official receipts as recognized by the tax authority AND that agree in advance to payments to be received directly from our University/Institute.

Travel:

Contribution to flight costs for yourself and Mr./Ms./Dr./Prof. yyy. You are responsible for reserving and purchasing economy flight tickets. This expense will be returned to you and Mr./Ms./Dr./Prof. yyy (bank to bank transfer, or other acceptable route) after your submission of the requested report and questionnaire (see below). A maximum sum of 600 Euros/person has been allotted towards flights, including the costs of inter-city train travel to/from airports. We recommend that you obtain a ticket that permits flight date changes or cancellation. You must bring with you an **official receipt(s) or invoice(s)** establishing purchase of your tickets from a travel agency, airline company, or e-ticket provider. The receipt or invoice should have your name, travel destination, and total price paid on it. Without such a receipt or invoice we cannot refund your flight tickets. Original train purchase receipts are also required. In addition, we request that you make a good resolution scan of all such receipts and e-mail them to me as jpeg or pdf files (insert e-mail).

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Change of travel/accommodation dates: Assemble cannot refund additional airfare costs generated due to a change of flight dates, even if this additional sum does not exceed the Euro 600 maximum. Exceptions will be considered because of health, family related reasons, or extension/shortening of visit due to “force majeure”, such as bad weather, damage to instruments, vessels, labs, and diving facilities, etc. As the full per diem covering your visit is provided to you upon arrival (in the form of a cheque), any shortening of your visit requires repayment to Assemble of unused per diem days.

Other reservations/adjustments: N/A

In order for us to proceed with your application, you must confirm (i) that you still intend to proceed with the project applied for, and (ii) that you agree to the above terms and other conditions as outlined below. Please sign at the bottom of this form and return the full document as a PDF file within the next 10 days. After receiving your confirmation, we will be in further contact in order to make your visit as successful as possible.

Other conditions:

Shipping material to/from our University/Institute: ASSEMBLE cannot cover such costs. Should you wish/need to ship material/equipment, etc, then you must prepay the shipment costs, including release from Customs and any applicable Customs taxes/duty fees, and delivery to or pick-up from our University/Institute. To avoid Customs costs, a “Carnet” is required (temporary import/export permit). In case of a shipment, our address and contact info is:

University/Institute name
Attention: Secretarial Office (ASSEMBLE)
Full mailing address
Office Tel: xxxxxx; Office fax yyyyy

Please inform zzzzz by e-mail if a shipment here is planned and also as soon as the shipment has been sent.

Insurance: You are required to obtain full health/travel insurance and pre-flight cancellation insurance. It must cover the full period from the day of your home departure to arrival day of return, cover pre-existing medical conditions, and include world-wide travel assistance and emergency air transportation services. This is a private cost not covered by the grant. Certain activities (e.g. diving) may require you to obtain additional special insurance cover.

Weekend/national/religious holidays: Note that during the local weekend access will not be permitted (or on local national/religious holidays).

Women scientists networks: ASSEMBLE will help women scientists to share experiences and network more efficiently at the European level. A female local correspondent from the permanent scientific staff will be introduced to junior women visiting (if the official hosting scientist is not a woman).

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Guest Seminar: During your visit, we kindly request that you give a presentation about your project to our staff and students in order to stimulate discussions and interaction during your visit.

Confidentiality: The access provider shall ensure that the users have the same rights and obligations with regard to confidentiality as referred to for the access provider in Article II.9. (Annex 2 to Grant Agreement)

Publicity: The access provider shall ensure that the users have the same rights and obligations with regard to publicity as referred to for the access provider in Article II.12 (Annex 2 to Grant Agreement). Users should make suitable publicity in their publications and reports about the support given by the European Community for the access provided to them, referring to ASSEMBLE grant agreement no. 227799.

Rights to knowledge: The access provider shall ensure that the users enjoy, on a royalty-free basis, access rights to the background of the access provider and to the knowledge generated in the ASSEMBLE project, if needed to carry out their own work under the project. The access provider shall inform, as soon as possible, the users of any restriction that might substantially affect the granting of access rights.

Reporting:

- a) The user must submit a report to the ASSEMBLE host site no longer than 45 days after leaving the site or receiving the shipment. Repayment of the flight ticket will then follow. The purpose of the report is to highlight the scientific output of the access received. Details about the report format will be provided to you in due course. The reports will be published on the ASSEMBLE web site and made available to the European Commission.
- b) A user questionnaire to measure user satisfaction (found at http://cordis.europa.eu/fp7/capacities/questionnaire_en.html) must be filled in no later than 45 days after leaving the ASSEMBLE host site or receiving the shipment.
- c) The existence of any subsequent publications or patents where the support of ASSEMBLE has been cited must be communicated to both the ASSEMBLE host site and to the ASSEMBLE Management Office (info@assemble.org).

Unpredictable problems: Neither ASSEMBLE nor our University/Institute can take responsibility for unpredictable delays or problems that may arise leading up to or during your visit and which may affect your planned research. This would include bad weather; damage to instruments, vessels, and diving facilities; illness; etc.

Legal issues: Neither ASSEMBLE nor the hosting infrastructure will take responsibility of legal issues related to travel documents, visas or residence permits.

We look forward to your visit and to a productive stay.

Sincerely,

Name

Title

Tel/Fax contact info xxxxxxxx

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I confirm that I intend to execute the project applied for and agree to the terms and rules outlined above.

Name: _____ Signature _____

Date and place: _____

Please return the full (signed) document as a PDF file to (insert e-mail) within 10 days, with a cc to info@assemblemarine.org