

Updated Rules for the CoreGRID Researcher Exchange Programme (REP)

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The exchange of researchers between the Network institutions is certainly one of the most effective ways to achieve integration. "Exchange of researcher" means the visit of a researcher or a student from one CoreGRID member to another CoreGRID member **or to an industrial company**, for a period ranging from two weeks to six months. The restriction to visit an industrial company is that the subject of the exchange must be linked to CoreGRID activities.

The REP can also be used to finance a student embarked in a co-PhD-supervision in order to get a joint degree from two universities. In this case, the money will not be used to pay the monthly stipend, but to finance 2 months per year in one of the two universities.

Important reminder to benefit of the REP: During the exchange, the visiting Researcher must continue to be employed by his/her original employer.

The funding allocated to this activity is administered by ERCIM. Eligible costs are:

- Travels: reimbursement of 1 round trip travel from the place of work of the visiting Researcher (normally the sending organization) to the receiving organization;
- Accommodation: payment of a lump sum of 500 EUR for each week (five working days) of visit;
- **the industrial company will contribute to 25 % of the above-mentioned accommodation costs for the time he/she spent at the company. The CoreGRID central office will invoice the industrial company one month before the starting date of the Researcher at the company's premises.**

In order to take advantage of this opportunity, the following steps have to be performed:

- a) The sending institution agrees with the receiving institution on the purpose, the duration and the name of the candidate;
- b) The proposal is prepared by the receiving institution and sent to ERCIM (<https://bscw.ercim.org/bscw/bscw.cgi/200432>);
- c) ERCIM forwards it to the coordinator of the CoreGRID institution, the Scientific Coordinator and 2 other Executive Committee members;
- d) Review and approval expected within one week;
- e) ERCIM informs the receiving partner and determine the need for an advance payment.
- f) the visiting Researcher will start the visit within two months from approval or inform ERCIM if another start date needs to be agreed;
- g) Reporting at the end of the exchange:
 - i. for a REP duration of 2 weeks to 2 months: a technical report is not mandatory, only a 1 or 2-page report;
 - ii. for a REP duration of more than 2 months: a technical report of the results achieved is due and will be published on the CoreGRID website; the structure of this report should be:

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- research activities with technical details
 - list of participation to workshops and conferences, presentations/speeches given, visits to other partners and collaboration with other partners etc.
 - annex with papers
- h) the visiting Researcher will request reimbursement from ERCIM **one month after the end of his/her Exchange Programme.**
- i) the Researcher will send via regular mail to the ERCIM Office (2004 route des Lucioles, BP93, 06902 Sophia, France) the following documents:
- i. The technical report (also to be sent via e-mail).
 - ii. The reimbursement form with the original ticket(s) and invoice(s) proving the costs of the travel. If the Researcher travels by car he/she will be reimbursed on the basis of a first class train ticket. He/she must provide an estimate (made by a travel agency) vouching for the price of a first class train ticket for this trip. It is recommended that the visiting Researcher uses the ERCIM travel agency.
 - iii. The original boarding cards if he/she travels by plane.

The Executive Committee will allocate the budget available for this programme taking into account the overall relevance of the visit for the CoreGRID Joint Programme of Activities and the fair distribution of funding among the CoreGRID members. All other conditions being equivalent, preference will be given to visits of female researchers.

Although the Researcher Exchange Programme is mainly intended to facilitate integration among CoreGRID members, the CoreGRID contribution can also be granted in cases where the sending institution is not a CoreGRID member (the receiving institution has to be a member). In this case the purpose of the visit has to be relevant to the CoreGRID Programme of Activities (see “Work Programme” on this site).