

## WP 17 – Staff exchange and training Information on procedures and reimbursements

### Staff exchange

For students and post-docs, who visit a member lab for training or collaboration. Reimbursement of travel and accommodation expenses only, **no** daily allowances or bench fees.

#### → Before the exchange

Send the following information to Angela ([angela.kraemer@unige.ch](mailto:angela.kraemer@unige.ch)):

- who is going (indicate PhD student or post-doc)
- the host lab
- intent of training, which method(s) will be learnt, purpose of collaboration, etc.
- intended duration of stay
- approximate costs

#### → After the exchange

- Pay the bills through your grants/institution and send Reinhard ([reinhard.rauhut@mpi-bpc.mpg.de](mailto:reinhard.rauhut@mpi-bpc.mpg.de)) a university invoice to be reimbursed to a university account (original documents are not required)  
**OR:** send all original documents (train/plane tickets, boarding passes, hotel bills etc.) to Reinhard for reimbursement.
- send a short (half-page) summary about the exchange and the exact dates to Angela

### Attendance of meetings

- Participation of **students and post-docs** (travel, registration fee and accommodation) at
  - Intra-work package meetings (i.e. small meetings of work package members to discuss results, strategies etc.)
  - EURASNET Workshops
  - EURASNET Interdisciplinary Focus Meetings (IFMs)
  - other splicing-related conferences, such as RNA Society, EMBO, Cold Spring Harbor meetings (2 meetings per year per lab)
- Inform Angela (with copy to Reinhard) about who is going (indicate PhD or post-doc) to which meeting
- Pay the bills through your grants/institution and send Reinhard a university invoice to be reimbursed to a university account (original documents are not required)  
**OR:** send all original documents (train/plane tickets, boarding passes, registration information, hotel bills etc.) to Reinhard for reimbursement.
- Reimbursement of **invited speakers** of EURASNET meetings
  - Organizers should contact Reinhard (with copy to Angela)
- Travel bursaries for participation of **medical doctors** at EURASNET **IFMs** focusing on **alternative splicing and disease**
  - The availability of such fellowships should be announced on meeting web sites and/or posters. Selection should be based on CVs of interested people (to be done by organizers)  
Organizers should inform Reinhard (with copy to Angela)

**Travel bursaries for EURASNET group leaders are NOT available.**