

## **Frequently Asked Questions Individual Mobility Grant (IMG)**

### **Introduction**

The following document is designed to answer the most frequently asked questions addressed to the European Commission and the ETF which grant holders raised during the implementation phase of their individual mobility. If you are still unsure after having read the document, please ask the ETF or your National Contact Point or National Tempus Office for further details.

### **Queries related to the Grant agreement**

#### **1. When will I receive the Grant Agreement and subsequent payment?**

In your application you had been requested to provide a bank account form (“Financial Identification”) and a “Legal Entity” form. Only after the European Commission has validated and approved these forms, grant agreements can be sent to successful applicants. Applicants will receive the grant agreements via e-mail in pdf format together with an explanatory note. This e-mail will be sent to the e-mail address indicated in the application. Three printed paper copies of the grant agreement should be signed and returned to the Commission together with the relevant mandatory supporting documents. Please see the relevant instructions for completing the supporting documents. Once the Commission has received and counter-signed your grant agreement, it will return a copy to you and initiate the procedure for the pre-financing payment to the bank account indicated in the validated bank account form. It is recommended to fully respect the procedures and deadlines in order to make sure that you will receive your pre-financing payment before the start of the eligibility period.

#### **2. Do I have to send the originals of the supporting documents or can I also send faxed copies**

The “Declaration” for the IMG is signed by yourself and a university superior. Hence you can easily provide the European Commission with the original of this document. However, regarding the invitation from the host institution please note the following: if the two-week delay for sending back the grant agreement and the supporting documents is too short to obtain the original invitation from the host institution then attach a faxed invitation to your supporting documents. But please send the European Commission the original invitation as soon as you have received it. Remember that the invitation from the host institution must clearly indicate the IMG code (ex.: RF1023-2005) and the IMG grantholder’s name.

#### **3. When will the pre-financing payment (80% of the total amount awarded) be transferred to me?**

After you signed your grant agreement and returned it to the Commission and within 45 days of the signature of your grant agreement by the Commission, a pre-financing payment, representing 80 % of the total amount awarded, will be made to you on the bank account indicated by you on Annex III (“Financial Identification”). See also question **Error! Reference source not found.**

**4. Is it possible to change/postpone IMG travel dates once I have been selected?**

Yes. The grant agreement clearly indicates the overall implementation period for IMG activities. For the applications sent by the deadline of 15/02/2005 the eligible implementation period for visits is between 15/08/2005 and 15/05/2006.

Provided an IMG visit takes place within this specified period, it is possible to change the originally indicated dates of your visit without requesting further prior approval. (see also question 9).

**5. Can the maximum grant amount mentioned in the Estimated budget of the action (Annex I) be increased?**

No, in no case can the maximum grant amount be increased.

The contrary is, however, possible. In particular, the European Commission may reduce the amount of the grant in the following cases:

- When the expenditure incurred by the grant holder is below the grant specified in Annex II;
- Following the assessment of the report and the identification of any ineligible expenditure.
- When the actual duration of the visit is shorter than the duration awarded in your grant agreement. (see question 21)

**6. When should I obtain the payment of the balance?**

If any, the payment of the balance, representing up to 20% of the maximum grant amount, will only be paid after the receipt and assessment of the “Request for Payment” and of the “Technical implementation report and financial statement”. Once approved, a payment representing no more than the balance of the grant shall be made to you within 15 days. A form for the “Request for Payment” is available in Annex IV/3 ([link](#)). See also question 5.

**7. What do I have to do once I have carried out my Tempus individual mobility?**

The “Technical implementation report and financial statement” (Annex II of the Grant agreement) should be filled in directly on-line using the standard form available on the Internet. The “Request for Payment”, the report and all supporting documents (see Annex IV) should be submitted to the European Commission by the date indicated on the report itself.

**8. Can I transfer unspent money from one budget heading to another?**

A maximum amount of € 100 can be transferred from one budget heading to another without any prior written authorisation from the European Commission. For example, in order to cover additional expenses and to claim a higher amount than the one awarded under the subsistence costs budget heading, you can transfer up to € 100 of the amount remaining unspent under the travel costs budget heading to the subsistence costs budget heading without prior written authorisation.

**9. Do I have to request a prior written authorisation from the European Commission in case my visit (including travel) starts before or ends after the eligibility period (15 August 2005 – 15 May 2006) ?**

Yes, since according to article 1.2 of the special conditions, the action and the period of the eligibility of costs are of the duration indicated in Point A.5. of your grant agreement. Therefore, without any prior written authorisation, all activities that have taken place before or after the eligibility period will be considered as ineligible and ineligible amounts might therefore be identified during the assessment of your “Technical implementation report and financial statement”.

**10. Is it possible to obtain an extension of the eligibility period (15 August 2005 – 15 May 2006), and if so, what do I have to do?**

Yes, it is possible by sending a written request to the European Commission. When a request is considered to be duly motivated, an extension of the eligibility period might be granted on an exceptional basis. If an extension is granted, an amendment to the grant agreement extending the eligibility period will be prepared and has to be signed by both parties (the grant holder and the European Commission). Requests for extension have to be submitted to the European Commission at least six weeks before the end of the eligibility period.

**Queries related to the reporting on expenses**

**11. Do I have to submit supporting documentation for all travel expenses claimed under the Travel costs budget heading?**

Yes, for all travel expenses claimed, you should submit one or more supporting documents (please refer to Annex IV point 3.3. of your grant agreement).

**12. What should I do if the price is not indicated on the travel tickets?**

You should provide the related invoice from the travel agency or railway station stating the price and the class of the ticket and include it together with the travel ticket as supporting documents in your report.

**13. Do I have to keep and submit the boarding passes?**

Yes, in case you travel by plane, all original boarding passes should be submitted. Should you have lost them, please submit, together with your “Technical implementation report and financial statement”, a declaration indicating that the boarding passes have been lost but that the travel actually took place and that it has not been covered by any other sources. In any case, you should provide the related invoice from the travel agency or railway station (see question 12).

**14. In which cases can I claim taxi costs under the Travel costs budget heading?**

Taxi costs incurred during the travel between the home and host institution, if justified by supporting documentation, can only be accepted under Travel costs if no local transport for the related itinerary was available at that place and/or at that time.

**15. Where can I charge the travel costs incurred in order to obtain my visa?**

They can be covered by the Travel costs budget only if justified by supporting travel documentation. Visa costs however (i.e. the price of the visa itself) have to be covered by the subsistence costs budget.

## **16. What is meant by local transport and where can I charge it?**

Local transport costs, other than the ones directly linked to the international travel for reaching the place of the mobility or than the ones incurred in order to get a visa (see question 14), cannot be covered by the grant under Travel costs, but should be accounted for under subsistence costs. They must not be justified by supporting documentation.

## **17. What is meant by local transport directly linked to the international travel?**

These are the local travel costs incurred to reach the host institution on arrival in the country and on return to the country of the home institution. They can be covered by the travel costs budget and must therefore be justified by original supporting documentation.

## **18. Can I charge excess luggage costs?**

They can only be covered by the subsistence costs budget. Therefore no supporting documentation should be submitted with the “Technical implementation report and financial statement”.

## **19. Do I have to submit accommodation, meals, medical insurance, social security and documentation bills/invoices?**

No, as these types of expenses can only be covered by the subsistence costs budget heading.

## **Queries related to the eligibility of activities**

### **20. Can conference and registration fees be covered by the Tempus grant?**

No, conference and registration fees are not eligible under the Tempus grant.

### **21. What happens in case my visit is of a shorter duration than the one originally awarded?**

For shorter periods, an amount of € 100 per day will be deducted from the subsistence costs budget (see question 5). However, please note that despite the shorter period, the objective indicated in Annex I should still be achieved.

### **22. What do I have to do in case of a longer visit?**

No written authorisation is required but no additional funds will be granted.

### **23. Can I change the originally planned dates of the visit?**

Yes, changes of dates can be accepted but the stay should still be within the eligibility period (see question 4 and 10).

### **24. Can I visit one or more additional host Institutions not mentioned in Annex I of my Grant agreement?**

Yes, but the amount corresponding to expenses (travel & subsistence costs) incurred in connection to the additional destination(s) can only be covered, if together with your

“Technical implementation report and financial statement”, a certificate of presence/attendance from the additional host institution is provided and if the activity is linked to the original objective of the project. Activities linked to the visit of additional institution(s) should be clearly justified in your report under Mission Description.

**25. Can I change the originally planned visit/host institution of my mobility?**

A. You should carry out the action of your mobility only in the host institution indicated in Annex I of your Grant agreement.

Only in exceptional and motivated cases, and providing that the objective of the originally planned mobility does not change, a change of host institution can be considered. A written request for change must be sent to the European Commission in due time prior to the mobility, supported by a new invitation letter from the new host institution indicating objective and dates of the visit. Note that the dates of the new visit must remain within the eligibility period of your grant. Any modification to the Grant agreement without prior approval of the European Commission will be considered ineligible.