

The Tempus programme

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1. In order to apply on-line, is it mandatory to register before accessing the forms?

YES. You must register in order to access the IMG application forms. During registration you will be requested to provide some basic details (name/date of birth/contact details). The registration is a necessary preliminary step which provides you with a unique, personal password which will enable you to view the progress of your application until you finally decide to submit it. If you do not register correctly, you will not receive your initial automatic password which will enable you to access the forms.



2. I'm already registered and I want to apply for a new round, should I do a new registration?

NO. It's recommended to register only once, this would allow you to access all your Tempus online applications and reports using the same username and password.



3. How long will it take to receive the confirmation of registration?

Normally you should receive an automatic confirmation of registration in a few minutes. In certain cases, due to traffic levels on your local server and to the functionality of your telecommunications system, you may find that it takes a little longer.



4. I have not received any acknowledgement of registration, what should I do?

You may have a problem with your e-mail address. Please click [here](#) to proceed.



5. I have forgotten my password, what should I do?

This can be resolved. Please click [here](#) to proceed.



6. I have forgotten my username, what should I do?

This can be resolved. Please click [here](#) to proceed.



7. I want to change my e-mail and/or password, what should I do?

This is possible. Please click [here](#) to proceed.



8. Is it possible to submit a paper/e-mail application?

NO. Paper and/or e-mail submissions are ineligible, **only on-line applications** will be accepted.



9. What Internet browser do I need to reliably access and complete the on-line IMG forms?

In order to access the new Tempus website and the Tempus on-line applications you need Internet Explorer 5.0, Netscape 6.0 or later versions. In the case of other Internet browsers you may experience difficulties in accessing the website and on-line application forms.



10. Is there any added value in applying for an Individual Mobility Grant on-line?

YES. In line with EU policy, the Tempus Programme is offering all applicants the possibility to submit an on-line application for an Individual Mobility Grant via the website <http://europa.eu.int/tempus>. Applicants will benefit from an on-line mentoring system within the forms which indicates where any information in the application is missing or incorrect. The on-line forms have a level of built-in logic, which helps to minimise human error and to ensure that all basic data is correctly completed. This allows you, the applicant, to focus on the most important part of your application, the objectives and activities, without worrying about making an error, which could jeopardise your proposal.



11. Do I need to register and prepare the application at the same time?

NO. You can register **immediately** and prepare your application subsequently. We **strongly advise you to submit your application in a timely manner.**

PLEASE NOTE that full technical support will be guaranteed until 16.00 hs on the day of the relevant deadline. (Central European time)



12. Do I need an e-mail address?

YES. You do need a valid e-mail address however it does not need to be a personal one. The e-mail address you provide will be **our main point of contact** with you for matters concerning your on-line application therefore it is very important that you provide us with an e-mail address, which **you can access regularly.** For example, once you have registered and submitted successfully we will send acknowledgement e-mail messages to the e-mail contact that you have provided and it is vital that you receive and read these messages carefully.



13. How can I access my draft/submitted document?

You should log-on as usual and click on "My IMG" from the menu on the left, where you may access/delete your existing draft applications. Submitted applications may be exclusively be viewed in read-only format.



14. Do I need to complete the on-line application in one go?

NO. You can begin to prepare your application on-line and save as a **draft version** and print it out if you wish. You can then access this draft version regularly and add/change information until you are satisfied with it before finally submitting on-line. We strongly recommend that you save your draft version at regular intervals if you know that you have an unreliable connection. Once you have submitted your application on-line, **no further changes** can be made. **Only one application per person per deadline is permitted.**



15. Is it possible to change my application details once it has been submitted?

NO. Once submitted your application cannot be modified, however you can view it in read-only format.



16. What should I expect following successful submission?

When you click on submit you will receive an instant pop-up message indicating the conditions to be accepted before submitting your application. On acceptance you receive an on-screen message confirming successful submission. In few minutes you will receive an acknowledgement e-mail message including your application number.



17. Should I consider travel days when indicating the arrival date at and departure date from my destination?

YES. In principle up to two days may be considered for travel linked to the arrival at and departure from the destination of your IMG visit, in addition to the actual period of stay at your host institution/s. These two days should be considered when indicating the overall duration of your activity. Only for long distance destinations additional travel days may be considered on an exceptional basis. However, such additional days will need to be duly justified and supported by relevant documentation to be provided with the Final Report.



18. How will the grant amount be calculated should my application be successful?

Each grant is provided in the form of a single amount which is calculated on the basis of subsistence and travel costs, as indicated below:

Travel costs: Grant amounts to cover travel costs are based on standard travel costs for the distance between the indicated place of departure and place of destination. Even if more than one host institution is to be visited, only one travel amount will be awarded.

Standard Travel amounts – February 2006 Selection	
CARDS	
Country	Standard Travel Cost (in €)
1244	500
AL	500
BA	500
CS	500
HR	500
MK	600
MEDA	
Country	Standard Travel Cost (in €)
DZ	650
EG	800
JO	1300

LB	850
MA	750
PS	1250
SY	1200
TN	600
TACIS	
Country	Standard Travel Cost (in €)
AM	700
AZ	650
BY	650
GE	800
KG	1000
KZ	950
MD	750
RU	850
TJ	1100
TM	700
UA	750
UZ	950

Subsistence: In line with the following calculation scheme, an amount of € 840 per week will be awarded, based on the overall duration of stay as indicated in the on-line application. However, the Commission reserves the right to reduce the requested duration, should it exceed the maximum eligible duration for the IMG type, and/or should the requested duration be considered as not sufficiently justified. Applicants are advised to clearly demonstrate that the requested duration is sufficiently justified in proportion to the proposed activities and is in line with the maximum eligible duration of the requested IMG Type.

SUBSISTENCE COSTS (IN €)	
1 week (between 5 -10 days)	840
2 weeks (between 11 - 17 days)	1680
3 weeks (between 18 - 24 days)	2520
4 weeks (between 25 - 31 days)	3360
5 weeks (between 32 - 38 days)	4200
6 weeks (between 39 - 45 days)	5040
7 weeks (between 46 - 52 days)	5880
8 weeks (between 53 - 56 days)	6720



19. Is it mandatory that my application is in line with the country priorities as indicated in Part III of the Guide for Applicants?

Priority will be given to applications that are in line with the national priorities of the relevant partner country as published in Part III of the Tempus Guide for Applicants. However, the selection criteria for Individual Mobility Grants are primarily based on the overall quality of an

application, with a view to its content, its impact on the home institution and the rationale of the mobility.



20. Should I indicate if I am/was involved in a successful Tempus project?

YES. Links to previous Tempus projects are considered positive and the relevance of previous or running TEMPUS IMGs/SCMs/JEPs for the newly proposed activity should clearly be indicated in the relevant section in the application form. Nevertheless you should make sure and demonstrate that there is no overlap with other (Tempus) funded activities, as the main objective of an individual Mobility Grant should not be the continuation /extension of previously uncompleted activities.



21. What are the reasons for providing details on my bank account ("Financial identification form") and my personal data ("Legal Entity form") in the application form and when do these forms have to be signed and submitted?

You are requested to provide your bank details in the "Financial Identification Form" in order for the European Commission to transfer your funds to the correct bank account. You must also provide your personal details in the "Legal Entity Form", as they are needed in order to identify properly the grant beneficiary, validate and process your application.

Should your application be proposed for selection, you will receive detailed instructions for printing and signing the above forms and returning these to the European Commission in order to fully validate and complete your application.

Please note: The Commission ensures the protection of freedom and basic rights of physical persons, in particular their privacy, with regard to data processing of information of a personal nature."



22. Can I apply for all three IMG types in all Selection rounds?

YES. You may apply for IMG Types 1, 2 and 3 for all the selection deadlines of a given year, unless an exception is explicitly specified on the Tempus Website for a specific selection round. However, applicants from the European Union are only eligible to submit applications of Type 3.



23. How often may I apply for an Individual Mobility Grant?

Only one application per applicant can be submitted in each selection round. If successful in a particular selection round, an individual may not apply again until **three more application deadlines have passed**. This means that applicants who have been awarded a grant in the

framework of one of the previous three selection rounds (October 2004 call, February 2005 call or October 2005 call) **are not eligible to participate in the February 2006** selection round.



24. What is the expected selection schedule for assessment and notification of results ?

IMG applications will normally be assessed within a period of up to 6 weeks following the application deadline. Subsequently there will be a consultation period and the Commission aims to publish results within 12 weeks of the application deadline.



25. How many applications per IMG round will be selected for funding?

In the framework of the forthcoming 15 February 2006 deadline, the European Commission intends to award an indicative number of approximately 80 IMG grants spread across all three regions.



26. When will relevant supporting documentation (Declaration /Invitation Letters/ Conference agendas etc.) be requested ?

All mandatory supporting documentation may be requested before a grant is awarded as a pre-condition for funding. Applicants should return such documentation in paper version (original or faxed copies) in one envelope together with the signed copies of the IMG Grant Agreement to the Commission.



27. When will I receive the Grant Agreement and subsequent payment?

Once IMG results have been published on the Tempus website, Grant Agreements will be sent to successful applicants via email in pdf format to the email address indicated in the application. Applicants will receive an explanatory note together with the electronic copy of the Agreement. Three printed paper copies should be signed and returned to the Commission with any requested mandatory supporting documentation. Once the Commission receives and approves your Agreement, a copy will be returned to you and a payment to the indicated bank account will be made. The respective procedures are envisaged to make sure that applicants will receive IMG payments before the start of an IMG visit.



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

YES. The Grant Agreement clearly indicates the implementation period for IMG activities.

For the deadline of **15/02/2006** the implementation period for visits is from **15/08/2006 - 15/05/2007**.

As long as the IMG visit takes place within that specified period, meets the objectives, adheres to the planned duration and includes visits to the Host Institution/s as stated in the original application and the Grant Agreement, it is possible to change the dates of your visit without prior approval.