

GUIDELINES FOR INFN RESEARCHERS

After obtaining a written authorization (by e-mail) from the fund manager, the professor/researcher (tutor), asks the Sezione di Catania/LNS director for permission filling in a form on the following link: <https://www.lns.infn.it/en/scientific-invitations-and-seminars.html>

The request should be sent at least 10 working days before the date of the assignment; 30 working days before the date of the assignment if a visa or original documents sent by mail are needed .

A request will automatically be sent to the guest's e-mail asking him/her to fill in the following forms:

- personal data;
- declaration (dichiarazione di notorietà) (only for type n. 2 assignments)

In case of guests coming from non-European countries , the professor/researcher will ask the guest to send a curriculum vitae to the following e-mails: laura.romano@ct.infn.it and notarianni@lns.infn.it

At his/her arrival the guest should go to the administrative office (Laura Romano tel. 095/3785308 or Fabio Notarianni tel. 095/542330) with all the relevant documents necessary to complete his/her registration.

Payment will be carried out only by wire transfer to the guest's personal bank account.

NB:

Assignments can't be given to INFN associated staff.

If the researchers come from: Accademia delle scienze-Repubblica Ceca, MICINN Spagnolo or assignments for "cofinanziamento MAE e MAECI" please send an e-mail to laura.romano@ct.infn.it as soon as possible.

ASSIGNMENT - TYPE1 (no more than 30 days)

Assignment for participation to =

- Seminars
- Scientific collaborations
- Partecipation in scientific Committees

Type of reimbursement =

- The reimbursement of expenses upon presentation of the documentation justifying the eligibility of the costs.
- A flat remuneration and the reimbursement of justified expenses.
- A comprehensive remuneration.

Remuneration limits :

- a) For assignments given to researchers resident in the European Union **up to € 2.000,00** within the limits provided by the Regulation on missions applicable to INFN staff (including living, travel and accommodation expenses);
- b) For assignments given to researchers resident in the rest of the world **up to € 3.000,00** within the limits provided by the Regulation on missions applicable to INFN staff (including living, travel and accommodation expenses);

Limits of justified expenses reimbursed upon presentation of the documentation:

Accommodation expenses = (Max € 220,00 per night).

Meals = (> 4 e < 12 ore € 30,55 only one receipt)

(> = 12 ore € 61,10 max two receipts).

- For assignments given to researchers resident in the European Union justified expenses **up to € 2.000,00** (including all living, travel and accommodation expenses);
- For assignments given to researchers resident in the rest of the world justified expenses **up to € 3.000,00** (including all living, travel and accommodation expenses);

Type n. 2 assignments

Only for employees of a foreign public research body or University, or other Institute or International Organization based outside Italy who during the period of the INFN assignment will not take any leave of absence from their principal job.

Length of stay: up to 12 months and no more than twice a year.

Note: (the first day and the last day must be working days unless it's a job that needs to be done during the holidays. In this case the guest needs to be authorized before arrival and the researcher/professor has to supply documentation to prove it).

Assignment for participation to =

- theoretical or experimental works;
- series of conferences or seminars, joint schools;
- new or existing collaborations
- joint use of experimental facilities;
- exchange of scientific or technical personnel;
- exchange of S&T information.

Travel expenses =

- Travel costs (round trip) up to € 1.000,00.

- Reimbursement of living and accommodation expenses **either**

a) Flat reimbursement of subsistence and accommodation costs up to € 120,00 per day according to the length of stay:

- 100% from 0 to 3 months;
- 80% from 4 to 6 months;
- 65% from 7 to 9 months;
- 50% from 10 to 12 months.

or

b) Justified expenses up to € 2.000,00 within the limits provided by the Regulation on missions applicable to INFN staff.

Limits of justified expenses reimbursed upon presentation of the documentation

Travel expenses = up to € 1.000,00.

Accommodation expenses = up to € 220,00 per night.

Living expenses = (> 4 e < 12 ore € 30,55 – 1 receipt)

(> = 12 ore € 61,10 up to 2 receipts)