**ECIU University Researcher Mobility Fund**

**Lodz University of Technology**

§ 1

1. The purpose of the ECIU Researcher Mobility Fund is to intensify international cooperation and mobility of researchers within the ECIU consortium and its collaborating institutions.

2. The program is intended for academic staff employed in the group of research and research and teaching staff for whom Lodz University of Technology is the primary employer.

3. The Lodz University of Technology program offers the possibility of receiving grants for research traineeships, training programs, courses, lectures, as well as study visits and other outgoing travel to the ECIU consortium partner institutions, in order to establish or expand research collaboration.

4. Funding for the program shall be drawn from the provisions set aside by the rector.

5. The rector or the vice rector designated by the rector shall be the authorizing officer of the program funds.

6. The organizational unit of the university responsible for the administration of the program shall be the office of the Research Support Centre of Lodz University of Technology, which shall cooperate with other organizational units of Lodz University of Technology, as required.

§ 2

1. The funding is intended to subsidize the cost of travel and stay at the universities members of the ECIU consortium.
2. The following are the ECIU University member states and institutions that applicants may apply for an RMF grant to subsidize their travel to and stay at:: Aalborg University (Denmark), Dublin City University (Ireland), Hamburg University of Technology (Germany), Institut National des Sciences Appliqées (France), Kaunas University of Technology (Lithuania), Linköping University (Sweden), Tampere University (Finland), Universidade de Aveiro (Portugal), Universitat de Autónoma Barcelona (Spain), University of Stavanger (Norway), Università di Trento (Italy), University of Twente (the Netherlands) and Tecnológico de Monterrey (Mexico).

3. The fund envelope shall be PLN 100 000 in a calendar year.

4. The employee or a group of employees of Lodz University of Technology may apply for and be awarded a grant of the maximum amount of PLN 25 000 at any one time.

5. The said grant can be awarded to any eligible employee/group of employees once in every 5 years.

6. The grant shall be credited to the account of the unit in which the grantee is employed or to the account of the unit in which the leader of the group is employed.

§ 3

The RMF grant awarded may only be used toward the following expenses:

a) accommodation,

b) travel (plane tickets - economy class, other travel fares, e.g. train tickets - 1st or 2nd class),

c) costs incurred in preparation for the visit (e.g. preparation of samples to be analyzed at the receiving institution),

d) costs of access to laboratories, etc. This requires a written consent of the receiving institution prior to the start of the mobility which must be submitted with the application form.

§ 4

1. The RMF funding may be granted to employees or groups of employees of Lodz University of Technology whose stay at the receiving research institution is at least 5 working days (excluding travel days).

2. Eligible for funding are employees representing a scientific discipline which has been subject to the research performance evaluation at Lodz University of Technology.

§ 5

1. Calls for applications shall be issued in the first quarter of each calendar year. In the event that the provisioned funding has not been distributed, a further call shall be announced in the quarters to follow.

2. The following must be included with the application for the grant:

a) confirmation letter from the ECIU receiving institution,

b) opinion of the head of the scientific discipline.

3. Once the RMF grant has been officially awarded, the employee and/or the members of the group of employees must commence the foreign travel application procedure effective at TUL (using the SAPort system) no later than 1 month prior to the planned date of departure.

4. Within 30 days of the conclusion of the stay in the foreign research institution, the employee and/or the leader of the group of employees submits a report to the Research Support Center. Selected participants may be requested to draw up a summary of the outcomes of the visit for publicity purposes, to be used by TUL and the ECIU University.

§ 6

1. Applications submitted shall be assessed by a committee appointed for this purpose.

2. The assessment of applications shall take into consideration the following aspects:

a) the purpose of the visit and the intended scientific activities (50%)

b) the anticipated impact of the visit (25%)

c) the cost (25%).

3. The assessment of applications shall be carried out within 14 days of the closing date of the call. Applicants will be informed of the award decision by email sent to their work e-mail address.

For further information about mobility opportunities and the research institutions in the ECIU consortium, please contact Tomasz Wasiak, Research Support Center (e-mail: tomasz.wasiak@p.lodz.pl, phone: 42 631 20-44).

**APPLICATION FORM**

ECIU University Researcher Mobility Fund

LODZ UNIVERSITY OF TECHNOLOGY

**1. Applicant information**

|  |  |
| --- | --- |
| First name(s) |  |
| Last name |  |
| Academic degree(s)/title(s) |  |
| Position |  |
| Residential address |  |
| Phone, e-mail |  |
| Organizational unit, faculty, scientific discipline |  |

**2. Purpose of the visit and details of the receiving institution**

|  |  |
| --- | --- |
| Name of the receiving institution |  |
| Details of the person(s) with whom the applicant has established cooperation |  |
| Purpose of the visit (max. 200 words) |  |
| Activities planned for the visit (research, seminars, training, etc.) (max. 200 words) |  |

**3. Period of stay**

|  |  |
| --- | --- |
| Dates of mobility |  |
| Duration of stay (min. 5 days) |  |

**4. Itemized cost estimate**

|  |  |
| --- | --- |
| Grant amount requested |  |

|  |  |
| --- | --- |
| **Itemized cost estimate** | |
| Item | Estimated cost |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total estimated cost** |  |