



ILGE - TNA and NOA funding guidelines (version 2.0 - 15/11/2024).

This document complements the “[Guidelines for Transnational and National Open Access \(TNA/NOA\) to Research Infrastructures within MEET WP3-ILGE: Processes, Procedures, and Management](#)”, with its latest version providing the general framework and terminology adopted in the following document. Within the MEET - WP3 ILGE - TNA/NOA network, costs sustained by one use per project during the approved period to conduct TNA and NOA projects are covered within the following general limits (average flat rate):

Remote service:

- Eligible costs for sample shipment are up to €100 per project. An additional €100 may be provided to cover the costs of returning samples from the facility to the user. Please note that reimbursement modality, as well as all shipping and reception arrangements must be agreed upon with the facility personnel before proceeding. Users should not proceed with shipping until receiving confirmation by the Facility Manager. The facility may decide to organize the shipment themselves, rather than having the user send the samples.

Physical access:

- **Travel costs:** Maximum €200 for national-based travel for NOA projects, maximum €400 for EU*+EFTA[§] applicant travel in TNA projects and maximum €1000 for non-EU applicant travel in TNA projects. NOA users working in the same city as the host institution are not eligible for coverage of travel costs. To qualify for reimbursement, travel tickets must have the facility location (closest airport/train station) as both the final destination (arrival) and departure (return). Users may travel from (and/or return to) a location different from their place of employment and/or residence only if this location is closer to the facility than their employment/residence location, if does not significantly increase the total travel costs, and only after obtaining prior agreement from the Facility Manager and the ILGE management team. In all cases, users must choose the shortest and most economical route by train or plane from the departure point to the facility.

EU = EU member states and countries associated with other european programmes (Iceland, Norway, Albania, Bosnia and Herzegovina, North Macedonia, Montenegro, Serbia, Turkey, Israel, Moldova, Switzerland, Faroe Islands, Ukraine, Tunisia, Georgia, Armenia, Kosovo, United Kingdom).*

EFTA[§] = member states of European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland).

- **Living costs:** A maximum rate of €150/day for housing and subsistence applies. Reimbursement covers only the access days, as well as one day before and after the access period, including weekends and public holidays if these fall within this timeframe. If scientific activities are carried out during weekends and holidays (e.g. during field activities), these days are considered as access days. Depending on the access provider's internal rules, living costs

may be reimbursed either as a flat rate daily allowance or after the submission of receipts/invoices. Original and/or copies of receipts/invoices/travel tickets, as required by the facility's regulations, boarding passes must be submitted to the facility for reimbursement. In cases where living costs are reimbursed as a flat rate, user(s) are eligible for reimbursement starting from the day before the first access day, but only if they are already located in the city hosting the facility. No flat-rate reimbursement will be made for the day following the last day of access. NOA users working in the same city as the host institution are not eligible for coverage of living costs.

Costs exceeding the limits set by the access provider must be covered by the user. Reimbursement limits are per user, and typically only one user per project is granted physical access. Exceptions may apply when field activities are a fundamental part of the project. In such cases, up to two members of the User group participating in physical access activities are eligible for financial support, depending on the decision of the Facility Manager. Users who are granted physical access on a project cannot have physical access granted on another project

Please note that travel tickets for dates by more than one day outside the access period are still eligible for reimbursement for up to one week, provided that: i) housing and subsistence refunds will not be reimbursed for the extra days, ii) an appropriate reason is provided, which is connected to the scientific activities of the TNA/NOA project (e.g. working with facility scientists/collaborators involved in the project), iii) prior consensus is given by the Facility Manager and the management team, iv) the last day of travel does not exceed the 31/08/2025. Travel tickets and accommodation/living expenses related to physical access will be reimbursed via a bank transfer once the user provides receipts and travel tickets to the host facility, following the facility's requirements. Please note that the reimbursement process is managed solely by the Facility, and the ILGE management team assumes no responsibility for reimbursements or for determining the eligibility of incurred expenses.

Reimbursement is contingent upon the user completing scientific and financial reports, as well as a feedback questionnaire, which must be submitted within one month after the end of the access period at this [link](#). Please note that, in cases of cancellation or absence due to force majeure circumstances, subsistence and travel allowance cannot be claimed. It is recommended that users include cancellation insurance in their travel reservation (provided by most travel companies) and book accommodation with a free cancellation policy.

In general, funding of TNA/NOA activities only covers the expenses of the user granted the proposal (the PI of the TNA/NOA project). Exceptions may be considered by the facility only in cases where field-based activities are involved in the project, in which up to two users may be allowed to access the facility under the ILGE TNA/NOA programme. Regardless of funding, users must consult with the Facility Manager to discuss the number of researchers allowed at the facility, even if they are not supported by the grant, as restrictions may apply. Such visitors are not considered part of the ILGE TNA/NOA activities, do not become part of the Access Agreements, and are not subject to the privileges and obligations of the ILGE TNA/NOA programme. The final decision on the type of access and number of users/visitors allowed rests with the Facility Manager.