

# Terms and Conditions

## 1. UTILIZATION OF ICTP CONTRIBUTION

**Should you receive funding from ICTP Scientific Meetings Programme you will not be able to receive funding from any other ICTP Programme for the same event. You should inform us immediately if you have any funding from any other ICTP Programme.**

The grant can only be used for:

**Travel:** The ICTP contribution may be used to cover the travel fares of young researchers and speakers from EAU supported countries. Only travel expenses using public transportation methods will be considered. Car expenses are based on the local standard rates as applied by the local institute.

**Subsistence expenses:** Up to 40% of the grant may be used to cover board and lodging costs of young researchers and speakers from EAU supported countries.

**NOTE:** As such meetings are important in exposing young researchers and students to the frontiers of their fields of interest, the ICTP recommends that at least 50% of the funds be used to cover the travel fares and accommodation expenses of participants.

**NOT ALLOWABLE COSTS:** The ICTP grant may not be used for: participants and speakers from the country where the meeting is held; participants and speakers travelling from developed countries (even if from developing countries); registration fees; proceedings; organizational expenses (for example: stationary, printing, personnel costs, car expenses, etc.).

## 2. DISBURSEMENT

Upon receipt of the assignment letter, you should inform us if you intend to accept our contribution and confirm that the activity will actually take place.

**The following information is required for the remittance of the grant:**

- ➔ A formal letter or e-mail message of request for payment;
- ➔ An official statement from the bank indicating the bank account details, where the grant should be credited. The procedure is that the Organizers open a bank account in the name of the meeting or use a bank account of the institute/university. Please ensure that the name and number of the bank account, the SWIFT code, as well as the name and address of the bank/branch are clearly indicated. **TRANSFERS TO PRIVATE BANK ACCOUNTS ARE NOT ALLOWED.** The ICTP contribution may also be transferred through the UNESCO/UNDP Office, if available in your country, for subsequent remittance into an official bank account;
- ➔ The registration document of the institute/university that will be receiving the funds.

In order to avoid unnecessary delays, please make sure that you submit the above information as soon as possible. Upon receipt of the relevant information, our Finance Unit will be authorized to remit the funds accordingly. The ICTP grant is made in Euro.

Please note, that for accounting purposes, the contribution should be utilized within the year foreseen, and under no circumstances, will it be possible to carry forward into the following year.

For administrative reasons, the amount will automatically be cancelled from our budget if not requested before the beginning of the activity.

### 3. ACKNOWLEDGEMENT AND INFORMATION

Acknowledgement of the ICTP support must be given on all announcements and other appropriate documents. A copy of the official announcement of the meeting should be sent to us.

### 4. REPORTING

A final report must be submitted within three months after the activity. Please note that the final report is a prerequisite for considering future activities. **Failure to submit the required report when due may result in the denial of support for future activities or other eligible projects involving the organizers.**

**The report must include the following documentation in original:**

- A financial report on the Institute's letterhead and signed by the Finance Officer;
- An evaluation report from the organizers on form B (attached);
- One copy of the final scientific programme;
- The final list of participants.