

# Annual Mobility Grants

## FAQ

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### BEFORE SUBMITTING MY APPLICATION

#### Application procedure and selection

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Can I apply for a mobility grant for an institution which is not part of the Network?

**No, you cannot.** The mobility Grants program has been developed specifically for network members (a list of all members and their contact person is available on the website [www.europearoyalresidences.eu](http://www.europearoyalresidences.eu)).

I personally know a colleague working in a Network member Residence who is not the contact person. Can I contact him/her directly?

**Yes,** you can contact someone directly to ask some information and details in order to help you to pre-fill the application form but you always have to send your request to the Secretariat. In this case, you have to indicate it to the Secretariat while sending your pre-filled application form.

Should I do my mobility exchange in the same department as mine?

**Yes and No.** The aim of the mobility program is to improve your skills and to share good practices between colleagues in the same field. Consequently, you should do your mobility exchange in the same department. If your department does not exist in the "host" institution, you need to find the equivalent department.

What is the procedure for allocating grants? How are applications evaluated?

All applications are assessed by a European steering committee, composed of four volunteer experts working in four different institutions and selected during the 2018 General Assembly of the Network of European Royal Residences.

Each member of the committee evaluates an application according to three criteria: Quality and pertinence of the mission (10 points), Motivation (10 points) and Adequacy between the candidate's job and the mission (10 points). All the results are collated and the total score of each applicant is calculated.

In order to guarantee impartiality, if an application comes in from one of the four institutions represented by a member of the steering committee, the latter will be replaced by a member of the secretariat.

If I have been selected once, can I apply again for another project and/or another residence?

**Yes you can.** There is no limitation in submitting your application. However, please note that during the selection procedure, priority will be given to applications being submitted for the first time.

If I am not selected, can I try again another time?

**Yes you can.** You are allowed to submit your application again if you have not been successful.

If I am not selected, can I know the reasons and my score?

**Yes**, you can send an email to the Secretariat to ask for more information. A copy of your evaluation can be made available.

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## DURING THE MOBILITY EXCHANGE

### Results and mobility exchange

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When and how will I receive the money?

You will receive the sum of the grant via bank transfer. The grant will be transferred to the winner in two steps with a pre-financing and a final payment.

- A pre-financing payment corresponding to 60% of the total grant maximal amount, either 600 euros, will be transferred to the winner within 30 days either of the date when the results are officially communicated to each applicant.
- A final payment, corresponding of the rest of grant (up to a maximum of 1000 euros), relative to the real cost, will be transferred to the winner within 30 days either of the date when the final report and the financial breakdown are sent to the Secretariat

You will receive a confirmation email from the Secretariat when the transfers have been done.

What happens if I have to change my dates?

Any changes in date must be submitted to the approval of both the sending institution and the host institution. The Secretariat must be informed of any changes. In any event, you must respect the "mobility period" indicated in the guidelines.

What happens if I have to cancel my mobility exchange?

If you have to cancel your stay and you cannot reschedule within the mobility period indicated in the guidelines, you will have to reimburse the mobility grant in its totality to the Secretariat of the Network.

If I have an accident during my mobility period or/and I have to be repatriated, who will be in charge of the cost?

As indicated in the guidelines, "The Network of European Royal Residences is not responsible for conflicts or logistical problems that the applicant may have during the mobility period." Before leaving, you have to check that you are correctly insured. You can include specific insurance in your expenses.

Can I extend the duration of the mobility exchange, for example if the project is not completed?

**Yes and No.** If both institutions (the "sending" and host institution) agree on that extension and if you respect the "mobility period" indicated in the guidelines, you can extend the duration of your mobility exchange. Please note that any changes must be communicated to the Secretariat and that the amount of the Grant will not change.

If I want to leave straight after the results and I need a visa, can I ask for the results in advance in order to start the process?

**No, you cannot.** All the results will be communicated at the same time. All the dates are set in such a way that you have ample time for any administrative issues. Please check the back-schedule (on the website and in the guidelines) before planning your stay.

What documents do I need during my stay?

The only Network document you need to bring is the certificate of attendance that the Secretariat sends to you before your departure.

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## AFTER THE MOBILITY EXCHANGE

### Final Report and Financial Breakdown

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Can I have information about the final report and financial breakdown in order to know what is required?

Final Reports and Financial Breakdowns of the last edition are available on the website. Please note that these documents may be modified / updated for the current call for the Mobility Grants Program.

- The Final Report aim is to improve the process and get some feedback on your mobility experience. It is composed of a written report and questions concerning the application process as well as your internship in your host institution. Please note that photos are also requested in order to illustrate your mobility exchange.
- The Financial Breakdown (Excel document) lists all your expenses. Scanned versions of your receipts are also requested (accommodation, international and local transportation costs, etc.). Please ask for a receipt in your own name (not your institution) when possible.

What happens if the costs exceed € 1,000?

This grant is **an aid** to mobility and has been calculated to cover all the costs. The amount is fixed and cannot be modified. If your costs exceed € 1,000, you have to figure out a way to cover them on your own.

I do not want my name and/or my project to appear on the website; what can I do?

Please note that by signing the application form you agree that your name, photos, and testimony will appear on the website of the Network of European Royal Residences.

Why do I have to take pictures? What sort of pictures should they be?

Any pictures will be used to promote the Network and this specific program on the different media of the Network. Your photos should illustrate the activities and projects undertaken during your mobility period (not only "institutional" pictures of the palaces) and be of good quality. For image rights, please ensure that all individuals visible on your pictures have agreed to be shown on the Network's media and that you respect the image rights of your host institution (security, back-office, policy of the institution regarding pictures sharing, etc.)