

## Doctoral Symposium (EDS) '24

*ELIAS EDS Mobility Grant for ELLIS PhDs and Postdocs*

26th – 30th August 2024, Paris

*This document contains instructions on how to apply for an ELIAS Mobility Grant for the EDS24, organised as part of the ELIAS project. Eligible applicants are ELLIS PhDs/postdocs whose applications to the Doctoral Symposium 2024 have been successfully accepted. The funding is distributed on a ‘first come, first served’ basis until the allocated mobility funds for this event run out.*

***Please keep in mind that filling out an application does not guarantee a Mobility grant.***

- *For travellers who are employed at one of the ELIAS Beneficiaries (see the list below), your institution can cover reasonable travel costs/accommodation in accordance with the institution’s own travel and accounting rules, provided sufficient ELIAS travel funds are available at your institution; you will be reimbursed directly by your institution.*
- *For travellers who are not part of ELIAS, but are part of ELLIS, travel costs will be handled by Institut Polytechnique Paris (IPP).*

*In the Beneficiary list below, you can find the ELIAS contact who is responsible for the reimbursement procedure at your institution, and who should be able to let you know whether sufficient funds are available. Note that the following general conditions apply.*

## General Conditions

### Application

To be able to receive an ELIAS EDS Mobility Grant, ELLIS PhDs and postdocs must first apply to **phd@ellis.eu**.

### Eligible applicants

Mobility support for this event is solely reserved for ELLIS PhDs and postdocs. As such, you must officially be enrolled or employed as a PhD student/postdoc at the time of the symposium. Please note that applicants are not allowed to benefit from more than one EDS Mobility grant (see [https://eds2024.github.io/eds\\_mobility\\_grants/](https://eds2024.github.io/eds_mobility_grants/))

### Eligible costs

The ELIAS EDS Mobility Grant can be used for travel costs that are in line with your institution's usual practices and the general Horizon travel regulations.

*In brief: costs can only be claimed if they are verifiable, necessary for the action, and related to the event EDS 2024. Original receipts are required; the reimbursement is based on actual costs that the traveller has incurred in relation to the event.*

*Students reimbursed by their own institution must follow the rules for business travel at their institution (check with your local administrator if there are restrictions on accommodation and mode of travel).*

## Instructions for Travel Reimbursements

### Before the event

If applicable, connect with your university's ELIAS contact person (see list below) to confirm that sufficient ELIAS funds are available at your institution to cover your travel expenses.

Submit your application (**phd@ellis.eu**) and ask your main advisor to send a brief email to support your application for the ELIAS EDS Mobility Grant for ELLIS PhDs & Postdocs. The mobility office will check whether you fulfil the eligibility conditions.

Once your application has been approved, you can book your travel and accommodation following 1) The rules for business travel at your institution as well as 2) General Horizon travel rules (see '*Eligible costs*' above).

If you are not part of ELIAS, IP Paris will contact you directly to handle your accommodation and travel arrangements.

### During the event

Keep all original receipts for travel and accommodation, as the ELIAS funds can only be used to reimburse costs that are verifiable and related to the event. **Sign the participant list at the symposium.**

### End of the event

Follow the reimbursement procedure at your institution and submit the original receipts. As described previously, the enclosed Beneficiary list states the ELIAS person to contact at your institution. Only eligible costs can be reimbursed.

If you are not part of ELIAS, costs will be handled by the **Institut Polytechnique Paris (IPP)**.

Submit report ([phd@ellis.eu](mailto:phd@ellis.eu)): send the reimbursement report with scanned receipts as a single PDF within 2 weeks after the event has ended. This form will be sent with the confirmation of your application.

*Please contact [phd@ellis.eu](mailto:phd@ellis.eu) should you have any further questions.*

## ELIAS Beneficiaries Contact List

<b>AALTO</b>	/	/	/
<b>ALC</b>	Fundacion de la Comunitat Valenciana Unidad ELLIS Alicante	Rebeca de Miguel	rebeca@ellisalicante.org
<b>ANITI</b>	University of Toulouse	Corinne Joffre	corinne.joffre@univ-toulouse.fr
<b>BD</b>	Bitdefender	Ovidiu Mihaila	omihaila@bitdefender.com
<b>CERTH</b>	ETHNIKO KENTRO EREVNAS KAI TECHNOLOGIKIS ANAPTYXIS - CENTRE FOR RESEARCH AND TECHNOLOGY HELLAS CERTH	Filareti Tsalakanidou	filareti@iti.gr
<b>CTU</b>	Czech Technical University	Marcela Kamenska, Eva Troppova	marcela.kamenska@cvut.cz, Eva.Troppova@cvut.cz
<b>EP</b>	ECOLE POLYTECHNIQUE	/	/
<b>ETH</b>	EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH	Agatha Keller	grants@sl.ethz.ch
<b>FBK</b>	Fondazione Bruno Kessler	/	/
<b>HPI</b>	Hasso Plattner Institute	Maxim Asjoma	maxim.asjoma@hpi.de
<b>IBM</b>	IBM Ireland Limited	Tracey Madden	maddent@ie.ibm.com
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<b>IIT</b>	Fondazione Istituto Italiano di Tecnologia	Projects Office	projects@iit.it
<b>IMT-TP</b>	INSTITUT MINES-TELECOM	/	/
<b>INRIA</b>	INSTITUT NATIONAL DE RECHERCHE EN INFORMATIQUE ET AUTOMATIQUE	Natalia Loete	Natalia.Loete@inria.fr

<b>IP Paris</b>	Institut Polytechnique de Paris	Charlotte Delage	charlotte.delage@telecom-paris.fr
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<b>MPG</b>	Max-Planck-Society	Lisa Klee	lklee@bgc-jena.mpg.de
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<b>RB</b>	Robert Bosch GmbH	/	/
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