



Instructions for ASTRID2 Project Leaders on research carried out under the

Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)

CALIPSOplus

<http://www.isa.au.dk/user/access/calipsoPlus.asp>

Each Group Leader is requested to ensure that:

- A **Project Summary Report form is completed and sent as an attachment via email to the ISA Secretary, Hanne Bak** (hbak@phys.au.dk) as soon as possible after the supported visit to ASTRID2. The form is available to download from the ISA website at the link above. Once the project summary report has been received, the submitted travel reimbursement (see below) will be processed.
- **All publications directly linked to the work performed in the framework of the project should acknowledge the support of the EU Framework Programme for Research and Innovation HORIZON 2020** using the following text:

The research leading to this result has been supported by the project CALIPSOplus under the Grant Agreement 730872 from the EU Framework Programme for Research and Innovation HORIZON 2020

The Infrastructure Project Manager, Director Søren Pape Møller, should be kept informed of all the publications referred to under the point above. You should email the full title and reference of the publication to Nyk Jones (nykj@phys.au.dk), once it has been accepted for publication.

- Eligible users in the Project Group will receive a link to the AU online reimbursement system, where all receipts for travel should be uploaded. Receipts for food of up to 200 DKK/day (the per diem amount) can also be uploaded. Please make sure that the scanned or electronic versions of the tickets/documents to be uploaded show the price of the fare (additional submission of original paper versions is not required). Preference must be given to an economical means of transportation, typically an economy ticket. In case of doubt, please contact us in advance.
- In order to evaluate the impact of the HORIZON 2020 programme, and to improve the services provided to the scientific community, a questionnaire has been developed by the European Commission. **This questionnaire should be completed by each Group Leader of a user-project supported under the CALIPSOplus EU Framework Programme for Research and Innovation, once beam time has come to an end.**

To complete the online questionnaire you will need the following information:

- The grant agreement is CALIPSOplus (730872)
- Your project acronym (e.g. ISA-18-101), which can be found in the pdf files listed on this webpage: <http://www.isa.au.dk/user/home.asp>
- Link to the questionnaire: <https://ec.europa.eu/eusurvey/runner/791e56b4-18f9-0ab5-78e8-c9e2b9dc59ec>

Finally, we point out that under the EC contract we can at most reimburse travel and subsistence expenses for one scientist included in a proposal. Only in exceptional cases can this rule be circumvented and only after prior agreement from ISA.

For further information please visit: <http://www.isa.au.dk/>