

Instructions for MOSBRI supported projects at AU-SRCD

Updated August 2023

The information below describes the administrative aspects of carrying out a project under MOSBRI at the AU-SRCD facility at Aarhus University. Please read through them to ensure that we may process your financial support and adequately report to the EC. *Note: Any personal information collected as part of this procedure will only be used as necessary, to record your stay and for reporting purposes.*

The user receiving support under the proposal should:

- Contact Heidi Pedersen (ISA.users@phys.au.dk) to **book accommodation**. All booking of accommodation for MOSBRI supported users should be carried out through Heidi, so that payment can be made directly by Aarhus University to the hotel/accommodation. Accommodation can be booked for the number of days of the beam time, as well as the nights before and after the beam time takes place. When emailing Heidi, please clearly state the MOSBRI project number (MOSBRI-20YY-XX) and departure/arrival dates for the desired accommodation.
- Complete a **user registration form**. Download the MOSBRI user registration form from the link below and fill in as much information as possible. Items that you are unsure of should be left blank.

<https://www.mosbri.eu/files/MOSBRI-UserRegistrationForm.pdf>

This should then be sent to the AU-CD contacts, Søren and Nyk (vronning@phys.au.dk, nykj@phys.au.dk), who will check and finalise the information. The completed user registration form will then be given to the user by Søren or Nyk during the beam time for signature.

- Complete a **travel expense claim**. Before the beam time, users receiving support will receive a link to the AU online reimbursement system, where all receipts for travel should be uploaded (*this applies to users from the EU only**). **Only one person per MOSBRI project will receive support.**
 - Preference must be given to an **economical means of transportation**, typically an economy ticket. As a rule of thumb, we can reimburse travel expenses **up to €600**. In case of doubt, please contact us in advance of booking any travel.
 - 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).
 - All receipts have to show purchase details and not only the credit card transaction. Only purchases to be reimbursed should be included on the receipt.
 - Tickets for any type of travel which could not be used and/or had to be replaced, for example missed trains, cannot be reimbursed.

Note: As of January 2023, we are no longer giving a daily allowance for meals during your stay, instead, the amount we can reimburse for travel has been increased.

**The level of support for non-EU users will be arranged on a case-by-case basis.*

Each **Group Leader** is requested to ensure that:

- A **Project Summary Report** form is completed and sent as attachment via email to the AU-CD contacts, Søren and Nyk (vronning@phys.au.dk, nykj@phys.au.dk), as soon as possible after the supported visit to the AU-CD beam line.

The form is available to download as a pdf file from the MOSBRI website:

<https://www.mosbri.eu/files/MOSBRI-ProjectSummaryReport.pdf>

- All **publications** directly linked to the work performed in the framework of the project should **acknowledge the support** of the EU H2020 MOSBRI research and innovation programme.

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- The AU-CD contacts, Søren Vrønning Hoffmann and Nyk Jones, 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, once it has been accepted for publication.

Questions?

If you have any questions related to your stay or to the items detailed above, please **contact Heidi Pedersen** (ISA.users@phys.au.dk), **including your MOSBRI project number**.