Arcl Visit programme

Process flow, Application form & Amount of the Grant
1. Applicant submits application

2. Management pre-approves
   - Kvantum coord. makes itinerary to SAP Travel (only UOulu staff)
   - Yes: 3. Reservation to Arcl budget
   - No: 2. pre-approved

3. Kvantum coord. + Financial management
   - 3. Reservation to Arcl budget

4. 4. Grant letter to applicant & unit

5. Management sends report and host approval
   - 5. sends report and host approval
   - No: 6. report approved
   - Yes: 7. final verification of amount and dates

6. 6. report approved

7. 7. final verification of amount and dates

8. 8. pay the Grant to applicant or unit
**GRANT APPLICATION**

**Personal data:** Title, First and Last name etc

**HOST Details (incoming):**
- Host unit at UOulu:
- Responsible host (Prof.):

**HOST Details (outgoing):**
- Host University / Institute:
- Responsible professor at Host unit:
- City:
- Country:
- Home unit at UniOulu

**VISIT DETAILS:**

Time (start date - end date):
Duration (days):

**Motivation and Workplan summary (max 500 words):**
- Scientific and/or other motivation for the visit and what scientific outcomes aim to accomplish with the visit
- Proposed contribution to the Arctic research in Oulu
- Techniques - please detail what techniques or equipment you may learn to use, if applicable.
- Planning - please detail steps you will take to achieve your proposed aim

**APPENDIXes**
1. Letter of support from the Home Institution
2. Agreement from the Host institution that the visit and activities detailed in work plan can be performed on the agreed dates
3. CV
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<tbody>
<tr>
<td>outgoing (from Oulu): (support to the unit)</td>
<td>travel costs (max 1000€) + 245€/week, <strong>TOTAL max 6880 €</strong> (24 weeks)</td>
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<td>incoming (to Oulu): (personal grant)</td>
<td><strong>1-2 weeks:</strong> travel costs (max 1000€) + 1000€/ week <strong>TOTAL max 3000 €</strong></td>
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<td><strong>1-6 month:</strong> travel costs (max 1000€) + 2400€/month</td>
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Grant payment process

Outgoing:

Grant to UOULU research unit
- internal transfer from Arcl project (Kvantum Institute) to the unit