

**Guidelines for the use of the “Individual Budget for study and research activities” for
Research Fellows**

In addition to the grant and within the existing financial resources in the budget, each research fellow is assured an annual budget for the study and research activity of a maximum amount of € 3,500. This amount is € 10,500 to be used over the three-year period.

The budget can be used for mobility and for all other expenses considered essential and specific for study and research.

Eligible Expenses

Specifically, the following expenses are considered eligible:

- Expenses for research mobility, both in Italy and abroad, including participation in excavation missions and/or study visits to other universities, companies or research institutions;
- Fees for enrolment and participation in conferences, both in Italy and abroad
- Costs related to enrolment in training courses, summer or winter school, and language courses, if consistent with the research program and essential for its development;
- Expenses for the purchase of bibliographical material (including electronic material) consistent with the project;
- Expenses for the purchase of reproductions of material for the research program (photographs, photocopies, digital reproductions of manuscripts, ancient books, archival documents, etc.);
- Costs for translations, translation revisions, copyediting and/or publications
- Expenses for laboratory or consumables necessary for carrying out research activities (individual cost of each item must be less than € 516)
- Purchase of specialized software necessary for carrying out research activities

All the material (including bibliographical material) purchased from the budget for research activities will remain the property of SSM.

Regarding the expenses for research mobility and the costs for participation in conferences, both in Italy and abroad, the following costs are reimbursable:

Expenses for visas and mandatory insurance

Accommodation costs: the reimbursement of expenses is made upon presentation of receipts/ invoices exclusively made out to the Research Fellow;

Food costs: the refundable documentation (invoice/tax receipt) must contain the restaurant's header, the date, the amount paid and the reason for the purchase. Supermarket receipts are non-refundable;

Travel costs: Plane/Train/Bus/Ship/Taxi

The original documentation showing the expense incurred and any boarding passes must be produced. It is possible to rent a car according to the regulations of the University of Naples Federico II.

Awaiting approval of the Travel and Expenses Policy of the SSM, the extent and limits of accommodation, food and travel expenses eligible for reimbursement must be commensurate with the tables of the Regulation of missions of the University of Naples Federico II (DR/2020/2024 of 16/06/2020) for Group B.

Registration fees for conferences, training courses, summer or winter school, and Language courses: The expenditure must be documented by the presentation of an invoice/tax receipt showing the name of the research fellow who has enrolled to the event. The certificate of attendance and/or frequency must be attached.

Costs for translations, translation revisions, copyediting and/or publications must be documented by submitting the invoice/tax receipt of the translator, service company that carried out the translation, the publisher or the magazine, registered in the sole name of the research fellow. In the case of publication with several authors, separate invoices/receipts are required. The commissioning professional is responsible for paying any deductions or VAT on the receipts submitted, therefore the university is exempted from any obligation arising from them.

All other expenses being incurred must be documented by invoice or tax receipt.

Guidelines

The expense provisional budget must be submitted on appropriate forms, endorsed by the responsible of the fellow's research and approved from the Coordinator of the research area. Only documented expenses will be reimbursed.

However, for travel and accommodation expenses it is possible to request the office that manages the aforementioned funds, to make reservations (based on the detailed data provided by the PhD student) whose expenses will be deducted from the individual budget.

It is allowed to cumulate the annual budget, provided that the grant is renewed, net of expenses incurred in the first year, for a total use in the second and third year of the grant to be used by the end of the contract. Funds that won't be used in the terms of the contract will remain available in the affected research area.

Request and authorization procedure

Reimbursement forms are available at the following links:

<https://www.unissme.it/it-it/la-scuola/regolamenti>

<http://www.ssm.unina.it/it/la-scuola/statuto-e-regolamenti/>

Individual budget funds authorization request

To access the individual budget, it is necessary to fill out the "Individual budget expenditure authorization request" which must be endorsed by the responsible of the fellow's research and approved from the Coordinator of the research area.

Individual budget funds refund request

In order to obtain the reimbursement of expenses incurred, it is necessary to complete the "Individual budget funds refund request" and to attach the original expenditure titles and the form with the authorization to the previously requested expenses (if not already transmitted).

The reimbursement request, endorsed by the responsible of the fellow's research and approved from the Coordinator of the research area, must be delivered to the relevant administrative structure, including the list of supporting documents, and the thereto annexes.

The documentation produced for the reimbursement is strictly personal, payments made by third parties are non-refundable, therefore all receipts/invoices must be made out to the research fellow.

Reimbursement requests must be submitted within the calendar year in which they were incurred.