



## CIMPA SUPPORT GUIDELINES CONDITIONS FOR SCHOOLS IN PARTNERSHIP

Any CIMPA school in Partnership receiving a financial support from CIMPA must comply with the guidelines set out below. Failure to do so may result in the removal of the funding and the denial of support for future projects related to the organizers or their organization.

**PERMITTED USED:** At least 2/3 of CIMPA support needs to be used for travel and/or living expenses of young researchers (less than 38 or recent PhD) from the host country or neighboring developing countries ([IMU list](#)). At most 1/3 of CIMPA support can be used for lecturers from developing countries who will provide at least 6 hours of pedagogical activities (economy class travel and/or standard living expenses).

To promote diversity of the lecturers, CIMPA will pay up to 1000 euros for the travel and/or living expenses of one speaker who has never been involved in any activity sponsored by CIMPA before and who will provide at least 6 hours of pedagogical activities. This demand shall be explicitly made by the organizers if their school is selected by writing a request to [admin@cimpa.info](mailto:admin@cimpa.info) with the name and email of the speaker.

### **NOT ALLOWED:**

- Reimbursements for participants living in developed countries (even if their nationality is from a developing country);
- Registration fees, proceedings, or organizational expenses;
- CIMPA does not support any activity where the lecturers or speakers receive honorariums (through any financial support used to this end) beside the normal reimbursing living expenses;
- CIMPA will not reimburse any cash subsidy to the participants. All reimbursements of accommodation and foods expenses will be made upon presentation of global invoices (for all participants covered by CIMPA);
- Concerning visas, CIMPA will not reimburse tickets in case of failure for obtaining a visa.

**BANK ACCOUNT DATA:** Organizers need to open a specific bank account mentioning the name of the activity, or to use a bank account of the institute/university. They send name and number of the



bank account, Bank Identifier Code (BIC) also called SWIFT. Include the name and address of the bank/branch and if possible, the International Bank Account Number (IBAN). All payments will be made by bank transfer in Euros.

**ADVANCE PAYOUT:** In order to obtain one half of the CIMPA financial support in advance, the organizers must send by email (to [admin@cimpa.info](mailto:admin@cimpa.info)) the expected list of participants (with age, gender, status and affiliation country) who will benefit from CIMPA support as well as the amount considered for each one for travel expenses and/or living expenses.

**REPORT:** A scientific, administrative, and financial report must be submitted (to [admin@cimpa.info](mailto:admin@cimpa.info)) within one month after the school. The financial part must include the list of all financial supports you have received and a table with detailed and total expenses by participant corresponding to CIMPA. You can include possible documented fares for the transferred first half amount. The organizers also send a complete list of participants, with their institution names, gender, status, affiliation country and email.

**FINAL PAYMENT:** To receive the balance of CIMPA's financial support, organizers must send the following documents to [admin@cimpa.info](mailto:admin@cimpa.info):

- The final report,
- Receipts for any refund made directly by the organizers at the school venue and supported by CIMPA. Receipts are signed by each beneficiary with a photocopy of the beneficiary's identity document,
- Tickets, boarding pass, and corresponding payment receipts,
- Hotel invoices and corresponding payment receipts,
- Invoices/receipts for any other global expense (coffee break, logistics, catering support, etc.) made with the support of CIMPA.