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**ITINERIS-ACTRIS PILOT ACCESS CALL**

***FAQ***

This document supports users and providers in solving some common questions related to the ITINERIS-ACTRIS Pilot Access Call.

🔔 **Important Update – ITINERIS-ACTRIS Pilot Access Call**

**The deadline for the ITINERIS-ACTRIS Pilot Access Call has been extended** from 31 March to **28 April**.

The **available budget has been increased from €500,000 to €750,000**, allowing us to support a greater number of high-quality access projects.

Please note that, **in the event the total funding requested for positively evaluated proposals exceeds the available budget**, proposals will be funded **based on the order in which they are received** (*first come, first served* basis).

**FAQ 1: How is the user grant determined?**

ITINERIS - ACTRIS will award a one-off grant **per user up to € 5.000** to cover, user travel and subsistence costs.

Users will not have to pay any costs for accessing the services provided by the facility, but they must anticipate travel and accommodation expenses which will then be partially reimbursed once access is completed.

The amount of reimbursement is preliminarily estimated by using the calculation tables established by the EU (reference Commission Decision C(2021)35).

The physical access days that are considered for the final amount of the grant are those declared by the Provider in the Confirmation of Access after access is completed at the facility.

The grant is assigned exclusively to individuals, not institutions, and it will be disbursed directly to each user by the ACTRIS ERIC. To receive the grant, the user will be asked by SAMU to provide all the necessary bank information for the reimbursement.

Receipts for incurred expenses are not required for the grant, although we recommend keeping them to have a “proof” of the travel.

**FAQ 2: Is there any limit in the access duration period?**

There is no limit to the maximum duration of the single access to the facilities, as long as it is completed within the maximum time frame allowed by the call (end of July 2025). However, **there is a limit to the user grant**, with a maximum amount of €5,000 per user for a single access. Additionally, there is a maximum reimbursement limit of €20,000 to the provider for a single access.

**FAQ 3: How is the provider reimbursement determined?**

The provider’s reimbursement per access project is determined by multiplying the unit cost (declared for the facility and used in other EU projects) and the quantity of access declared in the Confirmation of Access. Alternatively, the provider’s reimbursement is based on the real cost reported.

To proceed with reimbursement, a service-level agreement can be signed between the ERIC and the provider institution.

**FAQ 4: What are the post-access formalities and requirements for payment to both users and providers?**

Once the access is completed, to prepare the payment to both users and the providers, it is necessary to complete **on the ACTRIS-PASS platform** (accessible at the link <https://passactris.smapply.io/>) the following tasks:

1. **Users:** confirm the access dates by filling in the **"User notification of completed access"** (Please, note that this step is necessary to allow the provider to complete the next one)
2. **Provider:** fill in, sign, and submit the **"Confirmation of Access"**.
3. **User**: after the provider’s confirmation, fill in the following documents:
   * **ITINERIS-ACTRIS Final Activity Report;**
   * **User Feedback;**
   * **TNA Carbon Footprint Assessment Questionnaire;**

**FAQ 5: What types of expenses are covered by the user grant?**

The grant will cover food, travel, accommodation costs and additional costs for transporting equipment to the host facility. For reimbursement of transport equipment, it is necessary to attach an estimate when submitting the proposal.

**FAQ 6: When certifying the access units provided (in the Confirmation of Access), is it possible to report an amount different from that initially estimated during the feasibility check**

Yes, it is possible to change the amount of the access unit up to the maximum value indicated in the award letter.