

INSTRUCTIONS FOR COST FUNDED TRAINEES

Trainees are entitled to receive a fixed grant that does not necessarily cover all expenses related to attending the Training School. The Trainee Grant is a contribution to the overall travel, accommodation and meal expenses of the Grantee.

Before the respective Training School takes place, each Trainee entitled to reimbursement must receive an official Grant Letter from e-COST, mentioning the dates and the place of the event and the fixed amount of the grant.

The Trainee Grant is only put in payment after the Training school and upon attendance for each day of the whole training school duration.

In order for the payment to be processed by the TIDES Grant Holder (INGV), the Trainees have to send by e-mail to the Grant Holder manager julie.baron@ingv.it the following **mandatory** documents:

- 1) **A pdf scan-copy of the signed Grant Letter with the following quote: “I accept the mentioned conditions”**
- 2) **A pdf scan-copy of their ID card or passport (if Trainees are new to TIDES)**
- 3) **Their fiscal identification number**

These documents have to be sent as soon as possible and in any case within 30 days after the end of the Training School.