**Calendar for applications to take part in and/or organise events:**

|  |  |  |
| --- | --- | --- |
| **STAGE** | **DEADLINES FOR APPLICATIONS** | **DEADLINES FOR TRAVEL AND EVENTS TO BE HELD** |
| **Within Europe:** | **Outside Europe, from:** |
| 1st | 15 February | 01 April to 31 May | 01 June |
| 2nd | 15 April | 01 June to 31 July | 01 August |
| 3rd | 15 June | 01 August to 30 September | 01 October |
| 4th | 15 August | 01 October to 30 November | 01 December |
| 5th | 15 October | 01 December to 31 January | 01 February |
| 6th | 15 December | 01 February to 31 March | 01 April |

**OBSERVATION**

* The request must be sent in advance to the Research Group Coordinator with the knowledge of the CITCEM Scientific Coordinator.
* After approval, you must send the request to the CITCEM secretariat.
* Once a Mission/ Assignment has been carried out, the duly completed and signed report must be submitted within 15 working days, as well as the eligible invoices, boarding passes, certificates of participation in events and the respective programmes and other documents proving the Mission/ Assignment carried out.
* Original invoices must be presented promptly after they have been issued. For further information on this subject, please contact the CITCEM office.
* Scientific output must be identified and delivered after each mission.

# FRAMEWORK OF THE APPLICATION

|  |  |
| --- | --- |
| Name of the applicant researcher(s): |  |
| Research group: |  |
| Employment relationship: |  |

# TYPE OF APPLICATION

|  |
| --- |
| Identification of the application (tick the option/s to be requested): |

|  |  |
| --- | --- |
| Enrolment |  |
| Travel |  |
| Accommodation |  |
| Translation |  |
| Publishing\* |  |
| Event organising |  |
| Purchase of goods and services |  |
| Allowances\*\* |  |
| Others (please specify) |  |

**\* If approved, this requires a double blind review process, through a specific CITCEM form which is then sent to the reviewers by the publication's scientific committee.**

**\*\* Those eligible are workers who carry out public functions, in any form of legal public employment relationship, in the services covered by the objective scope of Portugal’s Law no. 12 -A/2008, of 27 February (including teachers at Portuguese public institutions and FCT doctoral scholarship holders).**

|  |
| --- |
| IDENTIFICATION OF THE MISSION |

|  |  |
| --- | --- |
| Starting date of the mission:  |  |
| End date of the mission:  |  |
| Mission/ Event:  |  |
| Location:  |  |
| Starting date of the event:  |  |
| End date of the event: |  |
| Communication title:  |  |
| Link for the event website: |  |
| Overview/ Description: |  |
| Contributions/Outputs/Results: |  |

|  |
| --- |
| TRAVEL AND ACCOMMODATION FUNDING REQUEST |

|  |  |
| --- | --- |
| Means of travel | Estimated expenses |
| Plain |  |
| Train |  |
| Bus |  |
| Underground |  |
| **Accommodation** |  |
| Name of the lodging (3 star hotel) |  |
| Check-in |  |
| Check-out |  |
| Room typology\* |  |
| Estimated expenses |  |

\* Only single rooms are eligible.

No caso de ser bolseiro deve enviar o parecer do Orientador sobre a pertinência da deslocação

# REGISTRATION FOR SCIENTIFIC EVENTS

|  |  |
| --- | --- |
| Registration deadline: |  |
| Registration fee: |  |
| Link to the website indicating the cost of registration: |  |
| **Reimbursement details (researcher)** |
| VAT/ Tax number:  |  |
| IBAN:  |  |
| **Supplier details (entity issuing the invoice)** |
| Name |  |
| Address |  |
| NIF/VAT/Tax Number |  |

**Please note:** Registration for a scientific event will be made by the researcher, after the expense has been approved and the corresponding Order Reference has been issued. Only once the Order Reference is received can the researcher ask the supplier to issue the invoice to the Faculdade de Letras da Universidade do Porto, with the VAT number 501413197. The Order Reference number should be mentioned in the invoice

# TRANSLATION AND PROOFREADING

|  |  |
| --- | --- |
| Type of translation/ proofreading: |  |
| Number of pages: |  |
| Abstract/ Summary: |  |
| Contributions/ Outputs/ Results: |  |

**OBS:** Only publications with a DOI are eligible for funding.

# PUBLICAÇÃO

|  |  |
| --- | --- |
| Title:  |  |
| Author(s)/ Coordinator(s): |  |
| Number of articles/authors:  |  |
| Summary of the publication: |  |
| Expected outcome: |  |
| Publication language(s): |  |
| Approx. number of pages: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Printed** |  | **e-book** |  |

**Format:**

**Please note:** All publications are digital and open access. Printed versions may be permitted, depending on funding conditions.

# EVENT ORGANISING

|  |  |
| --- | --- |
| Type of Event: |  |
| Starting date of the event:  |  |
| End date of the event: |  |
| Mission:  |  |
| Location: |  |
| Overview/ Description: |  |
| Partners and their input: |  |
| Contributions/ Outputs/ Results: |  |