



ATHERO-FLUX – Training activities

What is covered?

Training activities supported by Athero-Flux are dedicated to young scientists within Athero-Flux, and aim to foster collaboration and increase knowledge among partners.

The following training opportunities are available:

- Exchange of young scientists from one Athero-Flux lab to another Athero-Flux lab (short-term visit).
- Participation of young researchers to national and international scientific courses, workshops and congresses. **Important note: The participation to these scientific events should have the aim of improving the knowledge of the participating scientists in the Athero-Flux research field. The only presentation of Athero-Flux results will not be covered through the training funds (presentation of data relates to dissemination and not training activities); these costs can be covered by each beneficiary through its own funds. Participation to AtheroFlux Annual Meeting are not supported.**
- Participation of young scientists to training courses to improve complementary skills (e.g. training in scientific writing and communication, technology transfer, IP issues and ethical issues).

For all the above training activities, the Athero-Flux training funds will support:

1. Young scientists in the Athero-Flux project (i.e. paid through the Athero-Flux Grant and/or contributing to the implementation of project tasks).
2. **Only travel expenses up to 500 Euro/young scientist are eligible.**
3. Up to two young scientists/year.

How to apply?

Applications should be submitted by e-mail using the appropriate forms to Claudia Monaco: claudia.monaco@kennedy.ox.ac.uk. Each application will be evaluated **within 1 month** from submission.

Note: In case of competing applications, the laboratories that have not yet participated in this program will be privileged.

What to do after the event?

A signed report should be sent **within 1 month** from the end of the training period. Additionally, the scientists receiving the Athero-Flux training funds are strongly encouraged to make **a presentation of their work on the Athero-Flux project in the next annual project meetings.**

Pls. note that the procedure of reimbursement will not be initiated until the full report has been received and approved.

How to get refunded?

The training scheme operates by refunding travel expenses. The reimbursement of travel will be processed by Oxford University following the evaluation of the travel expenses and related documents (original tickets, boarding passes, etc.). A specific form needs to be used that is downloadable **from here**:

<http://www.admin.ox.ac.uk/finance/processes/forms/expensesand relocation/>

It is important to use the form from the website, rather than a saved version, as it changes from time to time and old versions of the form are likely to be rejected by our Central Finance team.

The form has been designed to be filled in electronically, and then printed and signed at the end. You can fill it in by hand if you prefer, but we recommend doing it electronically as there are guidelines and pull-down menus to help you.



Expense claims are regulated by Her Majesty's Revenue and Customs rules, University procedures, and Departmental policies, and so can feel quite complicated. Details of what can and cannot be claimed can be found in the Expenses and Benefits Guide: <http://www.admin.ox.ac.uk/finance/expenses/guide/>
If you have any doubts as to whether something will qualify as a legitimate expense, please contact orders@kennedy.ox.ac.uk to check before incurring any expenditure.

Receipts

All claims other than mileage must be supported by **original, itemised receipts**. Photocopied receipts or credit card slips that are not itemised are not accepted. If you have lost a receipt, or are unable to provide one for some other reason, please give a detailed explanation on the form and we will usually contact you to confirm this. Claims using photocopied receipts **may** be paid, at the discretion of central finance. If you are claiming for **travel**, please retain all receipts and tickets to include with your form. Please note that **bank statements are not acceptable as a substitute for receipts**.

Signatures

You must provide an **original signature** on the form. Please note that scanned signatures are not generally accepted, and including a scanned signature will prompt us to get in touch with you, causing delays.

Submitting the form

Please send the completed signed form, along with appropriate original receipts, to **Claudia Monaco**, The Kennedy Institute of Rheumatology, University of Oxford, Roosevelt Drive, Oxford, OX3 7FY.

We will check, code and authorise the claims before passing them to Central Finance. We aim to process all forms as quickly as possible, and most are sent to our Central Finance team within a few days. However there can be delays, and payments can take a number of days to show up in your account after payment. So please allow around three weeks for the claim to pass through central finance and money to be paid into your account.