

CONDITIONS OF FINANCIAL SUPPORT FROM CIMPA FOR CIMPA SCHOOLS

Below you will find reminders (in green) and some new information about your CIMPA school.

You must comply with the guidelines set out here. Failure to do so may result in the cancellation of the school by decision of the CIMPA Director.

CIMPA SUPERVISOR: Once you have completed the two short webforms that allow us to feed the CIMPA web page relating to your school, it is definitively accepted.

A Scientific Officer will be the CIMPA supervisor for your school and will communicate with you (he/she may be different from the person you spoke with during the submission process). He/She will provide you with support and advice in the organization of the school, he/she will assist you in the selection process of participants who will be funded by the school, and he/she will represent CIMPA during school.

The travel expenses of the CIMPA supervisor are funded by CIMPA separately from the school's budget. However, it is appreciated that his/her stay or/and his/her meals are covered by the school's budget (for example if this was specified in the application file).

BUDGET: The financial support provided by CIMPA **does not represent more than 1/2 of the total budget of the CIMPA school**. Coordinators should seek immediate access to funding sources that were still "expected" in the budget. Other possible sources of funding are listed [here](#).

CIMPA SUPPORT: **At least half of CIMPA's financial support must be used for the travel and/or living expenses of "CIMPA participants"** (see CIMPA Participants section below). The remaining part of the support may be used to cover other school-related costs. Flights for professors or participants from developed countries will not be covered by CIMPA's support.

The use of the CIMPA budget must correspond to what was planned in the application file. **Any changes should be discussed with your supervisor upon presentation of a new budget.**

LOCATION, PROGRAM, SCHEDULE: any changes to the proposal (speaker, scientific program, location, etc.) must first be **discussed with your CIMPA supervisor**. **Any preparation or follow-up activity announced in the application file will be held.**

LOCAL SITE, COMMUNICATION, FILMING: The organizing committee of the CIMPA School **must set up a website containing all the relevant information of the school:** scientific program, location (how to come), a link to the CIMPA registration site. Please note that **all participants (with the exception of speakers, coordinators and organizers) are required to register on the CIMPA web website.**

All communication materials designed for the school must include the [CIMPA logo](#) (which can be downloaded from the CIMPA web page).

If you plan to record videos of the conferences, your CIMPA supervisor will discuss the technical aspects with you. You must download the [recording contracts](#) signed by each speaker who will be recorded.

CIMPA PARTICIPANT: "CIMPA participants" are **participants based in developing countries outside the host country and whose accommodation and/or travel costs are covered by CIMPA** financial support. As with all participants, "CIMPA participants" apply directly on the CIMPA website. Approximately three months before the start of the School (the registration deadline for CIMPA participants is indicated in your school's acceptance letter), the two coordinators and the CIMPA supervisor will select the "CIMPA participants". The selection of these candidates takes into account the quality of the candidates and their suitability for the subject and level of the school, based on their CV, letters of recommendation and cover letter. Priority should be given to young mathematicians from geographically close developing countries. It is also usually a good idea to start your selection process with female participants in order to balance their selection in the final list.

For each selected participant, the selection committee decides to cover the accommodation and/or travel costs from the CIMPA budget. **One laureate covered for the trip must be automatically covered for accommodation and meals (lunch and dinner, including during week-end) either by CIMPA or by other supports).** Travel costs (visa and PCR fees not included) above €1,000 will only be covered in exceptional circumstances. The "CIMPA participant" will have to pay for his/her trip and will be reimbursed after school by bank transfer.

OTHER PARTICIPANTS: All other participants of the school (with the exception of speakers, coordinators and organizers) apply on the CIMPA web website. Participants from the host country

may also be supported by CIMPA from the rest of the budget (see CIMPA Support section). They make this demand explicit during the application on our website.

ACCOMMODATION, MEALS: An advance payment by bank transfer is possible before the start of the school if necessary. In this case, detailed pro forma invoices as well as the full bank details of the beneficiaries are required. Final payment will be made upon receipt of the original final detailed invoices. Documents should be sent by email to CIMPA in admin@cimpa.info.

FINAL REPORT: A scientific, administrative and financial report must be submitted within one month after school to the CIMPA supervisor of your school. The financial part must include a list of all the financial supports you have received and a table with the detailed and total expenses per CIMPA participant. The report should also include a complete list of participants, with their affiliation (country, institute), status (PhD student, professor, etc.) and their gender. A [model of the final report](#) is available on the CIMPA website.

NOT ALLOWED: Registration fees are prohibited. CIMPA does not support any activity where speakers receive fees from any source of funding. The host institute cannot ask for overhead costs.