



CIMPA SUPPORT GUIDELINES CONDITIONS FOR SCHOOLS IN PARTNERSHIP

Any School in Partnership (EMA, EMALCA, SEAMS, WAMS) receiving a financial support from CIMPA must comply with the guidelines set out below. Failure to do so may result in the removal of the funding and the denial of support for future projects related to the organizers or their organization.

PERMITTED USED: At least $\frac{2}{3}$ of CIMPA support needs to be used for travel and/or living expenses of young researchers (less than 38 or recent PhD) from neighbouring countries of the activity. The host country has to finance the participation of its own young mathematicians. In case of large financial difficulty, CIMPA can provide support for a few local participants. At most $\frac{1}{3}$ of CIMPA support can be used for lecturers (economy class travel and/or standard living expenses).

NOT ALLOWED:

- Reimbursements for participants living in developed countries (even if their nationality is from a developing country).
- Registration fees, proceedings, or organizational expenses.
- CIMPA do not support any activity where the lecturers or speakers receive honorariums (through any financial support used to this end) beside the normal reimbursing living expenses.
- CIMPA will not reimburse any cash subsidy to the participants. All reimbursements of accomodation and foods expenses will be made upon presentation of global invoices (for all participants covered by CIMPA).
- Concerning visas, CIMPA will not reimburse tickets in case of failure for obtaining a visa.

BANK ACCOUNT DATA: Organizers need to open a specific bank account mentioning the name of the activity, or to use a bank account of the institute/university. Send name and number of the bank account, Bank Identifier Code (BIC) also called SWIFT. Include the name and address of the bank/branch and if possible the International Bank Account Number (IBAN). All payments will be made by bank transfer in Euros.



ADVANCE PAYOUT: In order to obtain one half of the CIMPA financial support in advance, you must send by email (to admin@cimpa.info) the expected list of participants (with age and status) who will benefit from CIMPA support as well as the amount considered for each one for travel expenses and/or living expenses.

REPORT: A scientific, administrative and financial report must be submitted (to cimpa@unice.fr) within one month after the school. The financial part must include the list of all financial supports you have received and a table with detailed and total expenses by participant corresponding to CIMPA. You can include possible documented fares for the transferred first half amount. Send also a complete list of participants, with their institution names, status and email.

FINAL PAYOUT: In order to receive the remaining part of the CIMPA financial support, you must send by registered mail to CIMPA (28, Avenue Valrose, Campus Valrose, 06108 Nice cedex 02, France) the following documents:

- original signed receipts for each individual CIMPA grant with copy of each beneficiary's ID;
- original transportation tickets, boarding passes, receipts;
- original hotel invoices/receipts;
- original invoices/receipts for all other expenses made with CIMPA support.

Before sending out the documents, you are advised to scan and email all of them to admin@cimpa.info. CIMPA will then send the remaining precise amount corresponding to the expenses.