

Vademecum on the individual budget to support training and research activities for PhD students

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1. GENERAL INFORMATION

1.1. Budget to support the training and research activities for PhD students

PhD students who are regularly enrolled in doctoral courses at the Department of Environmental Sciences and Technologies of the University of Campania “L. Vanvitelli”, according to Ministerial Decree no. 45/2014, can benefit from financial support measures for training and research activities.

All the PhD students enrolled in the 34th - 35th and 36th cycles for the 2020-2021 AY have an individual budget as established by the Board of Professors of the Doctorate paid by the University to be used by 31 October of the following year.

The budget can be spent on:

- Missions in Italy and abroad, registration for conferences, seminars (etc.);
- Consumables for research (e.g. chemical reagents, electrical and electronic material, stationery material, etc);
- Goods/equipment (e.g. Hardware, software, scientific equipment. The purchased goods are inventoried by the Department and remain the property of the Department). It is not possible to purchase goods for personal use (e.g. mobile phones, tablets, etc.).
- Publication costs;
- Specific training for research (e.g. courses of Languages, advanced training courses, etc)
- Events in whose organization they are directly involved (PhD days)

The forms for the submission of requests are available on the web page of the Department of Environmental, Biological and Pharmaceutical Sciences and Technologies in the section of the PhD Program in Biomolecular Sciences (<https://www.distabif.unicampania.it/didattica/dottorato-di-ricerca-in-scienze-biomolecolari>) and in the word format on the MS Teams, folder Modulistica (see point 1.4).

1.2. Administrative office

Administrative management and accounting of financial contributions in support of PhD students is delegated to the Administrative office of the Department.

The Office is based in Via Vivaldi 43 and observes the following opening hours to the public:

Tuesday and Thursday from 9.30 to 12.30

Email address: tiziana.arrivo@unicampania.it

1.3. Pre-authorization

A pre-authorization by the Tutor and subsequently by the PhD Coordinator is required to certify the relevance of requests for the research activities.

1.4. How to submit requests

For the submission of requests, a specific Microsoft Teams is available, called “Contributo attività di Ricerca PhD DISTABIF” (to join use the code **2uszo8c**), for uploading the requests signed by the PhD student and the tutor. Upload the request into the folder corresponding to the PhD cycle and to the month in which the request is made. To request authorizations for missions, participation in conferences and courses, special folders are available in which upload the requests.

All requests must be submitted by the **10th of the month** to start the administrative procedure to process the request by the administrative offices. It should be noted that in the absence of the tutor's signature, requests will not be further processed.

2. REQUEST FOR REIMBURSEMENT OF EXPENSES FOR DOCTORAL TRAINING

For training needs, besides costs for mobility in Italy and abroad, the following costs are eligible for reimbursement upon presentation of certificates of participation:

- costs for conferences registration (live and online), both in Italy and abroad
- costs for enrolling in advanced training courses, foreign language specialization courses
- contribution for publications costs

2.1. Instructions for the reimbursement of expenses for missions

In chronological order:

1. Apply for mission pre-authorization as described in point 1.4. (MODULO RICHIESTA DI AUTORIZZAZIONE MISSIONE)
2. Once the mission has been completed, submit the reimbursement form in paper format (MODULO RICHIESTA DI RIMBORSO SPESE DI MISSIONE) together with all the receipts and the signed authorization (downloadable from the specific section on Teams) to the administrative office (tiziana.arrivo@unicampania.it). The form must be named "**SURNAME_Mission_PhD Cycle**".

The expenses will be reimbursed up to the amount of the individual budget: it is therefore necessary that the PhD student is aware of the updated availability of his research budget.

Accommodation expenses: reimbursement of expenses takes place upon presentation of tax documentation;

Food expenses: only the documentation (invoice / tax receipt) clearly reporting the shop heading, the date, the amount paid and the reason for the expense is refundable;

Means of transport:

Airplane: Only costs of the economy class are eligible. Documentation of the expenses must be provided (original travel ticket, electronic ticket showing the cost, original receipt from the travel agency certifying the expenses). The documentation must be accompanied by the boarding pass or those resulting from electronic registration (web check-in). If the price is not indicated on the ticket, a declaration from the travel agency that released the ticket or the payment receipt must be attached. In the absence of the original receipt, a motivated declaration by the person requesting the refund must be provided in agreement with the DPR Decree no. 445/2000.

Costs of bus, shuttle, shuttle from the point of arrival (station, airport, etc.) to the location of the activity and back are refundable;

Train, bus: Only costs of the economy class are eligible. Documentation certifying the costs are required. In case of electronic tickets or any receipt from the travel agency, please refer to the above section;

Urban travel: only costs of urban public transport are reimbursed for the period of the mission;

Taxi: the use of the taxi is considered exceptional and must be motivated in the context of the trip;

2.2. Expenses for conferences registration (live and online)

In chronological order:

1. Request the pre-authorization for conference registration (MODULO RICHIESTA DI AUTORIZZAZIONE PARTECIPAZIONE O ISCRIZIONE A CONVEGNI) as described in point 1.4.

Upon returning, submit the certificate of participation and the signed authorization (downloadable from the appropriate section on Teams) in paper format to the administrative office (tiziana.arrivo@unicampania.it). The form must be named "**SURNAME_Conference_PhD cycle**".

2.3. Expenses for advanced training courses, foreign language and specialization courses

In chronological order:

1. Request the pre-authorization to enrol in the course (MODULO RICHIESTA DI AUTORIZZAZIONE PARTECIPAZIONE O ISCRIZIONE A CORSI) as described in point 1.4.

2. Upon returning, submit the certificate of participation and the signed authorization (downloadable from the appropriate section on Teams) in paper format to the administrative office (tiziana.arrivo@unicampania.it). The form must be named "**SURNAME_Course_PhD cycle**".

2.4. Reimbursement of publication costs

1. Request the pre-authorization for the contribution to publication costs (MODULO RICHIESTA DI AUTORIZZAZIONE SPESE DI PUBBLICAZIONE) as described in point 1.4. The form must be named "**SURNAME_Publication_PhD cycle**".

2. Submit the signed request (downloadable from the appropriate section on Teams) in paper format to the administrative office (tiziana.arrivo@unicampania.it), together with the publisher's formal invoice.

3. REQUEST FOR REIMBURSEMENT OF EXPENSES FOR DOCTORAL RESEARCH

3.1. Requests for research consumables (e.g. chemical reagents, electrical and electronic equipment, stationery material, etc.) as well as goods/equipment (e.g. hardware, software, scientific equipment)

The PhD student can make a single or joint request as described in point 1.4. For the joint request, it is allowed if several PhD students have the same purchase requirement (eg. same company) or if they share consumables.

For these requests, PhD students must **always** submit **three quotations**, together with the tutor and, subsequently, the coordinator authorization (MODULO RICHIESTA DI AUTORIZZAZIONE SPESE PER LA RICERCA).

The request file (**single pdf file that includes the three quotations or the declaration of uniqueness**) must be named "SURNAME_Consumo_PhD cycle" or "SURNAME_BeniAttrezzature_PhD cycle".

If the request is related to the purchase of specific or unique goods or equipment and the PhD student submits only one quotation, a declaration of uniqueness is essential:

- of the product
- of the manufacturer (sole producer and sole distributor) who certifies that the company whose quote is in possession is the only distributor in the national territory (if the company is part of an international group and has uniqueness of distribution in a given country).

3.2. Note for purchases

- PhD students are invited to always acquire first the pre-authorization of their tutors and, subsequently, of the coordinator, in the absence of which, requests will not be accepted.
- The goods/equipment (e.g. hardware, software, scientific equipment) are inventoried by the Department and remain the property of the Department (location: DISTABIF, Via Vivaldi, 43; 8100 Caserta).
- The shipping location must always be indicated within the form in the Delivery section. A location different from DISTABIF may be accepted (e. g. CNR institutes).
- **It is mandatory to upload the delivery receipts of the material on the Team "Contributo attività di ricerca PhD DISTABIF" in the section "Bolle di consegna" by choosing the folder of the month in which the order was placed.**
- Requests that are not submitted in agreement with the provided instructions and within the indicated times, will not be processed.