



Guidelines for MiNEMA PhD Students Thematic Workshops

MiNEMA PhD Students Thematic Workshops are organized as a set of coordinated Short Visit Grants that allow a small number of students to pave the way for collaborative work on a common topic.

APPLICATIONS

The Steering Committee defines the date of every call for proposals. Until then preliminary proposals may be submitted to be announced in the webpage.

Applications should be submitted through email to the Program Coordinator who is responsible for circulating the application(s) for decision.

The application must be submitted in *pdf* format containing

- a short description of the proposed project work and the aim of the workshop
- the list of participants (including name and institute)
- curriculum vitae of every participant (each one in a maximum of 2 pages including five most recent publications)

Additional information may be requested by the Steering Committee during the review process.

ASSESSMENT

Applications can be assessed by the whole Steering Committee using guidelines developed for such matters, or the Steering Committee may decide to delegate this task to a sub-group of the Committee which includes the Chair. If a sub-group is set up, there should be a rotation of members. Members of the assessment group who are involved in an application should not participate in the assessment of that particular application.

AGENDA

The workshop should be planned for two or more days, depending of the amount of participants. The first day will be devoted to presentations and following for debating. The following plan should be used as a guideline.

1. Presentations from the participants

One hour presentation from each participant describing its own work.
Output: slides from the presentations

2. Connection points brainstorm

Brainstorm session identifying areas where research overlaps.
Output: list of contact points among the research lines.

3. Open issues brainstorm

Brainstorm session identifying points relevant to the current that are not addressed by any of the participants. Identify which points can be addressed by the participants themselves in future work and which points could benefit from the cooperation with experts in related fields.
Output: list of open issues and call for further participants.

4. Collaboration brainstorm

Group may split in subgroups if needed. Set-up a collaboration plan. If possible, schedule one or more joint position papers to be presented at future MiNEMA events.

5. Overall Output

At the end of the workshop, a report capturing the output of the different activities must be produced (this report must explicitly acknowledge MiNEMA and ESF).

FINAL SCIENTIFIC REPORT

All reports should be submitted by email to the Program Coordinator within one month of the end of the Workshop. The reports should be identical for all participants, and preferably produced from the same source.

The report should contain the following information:

- Acknowledge to MiNEMA and ESF
- Purpose of the visit
- Description of the work carried out during the visit
- Description of the main results obtained
- Future collaboration between the participants (*if applicable*)
- Projected publications/articles resulting or to result from the workshop
- Other comments (*if any*)
- Appendices including the output produced in every agenda topic

All reports will be evaluated within the Program and if necessary using external peer review. Unless other arrangements are agreed, the contents of reports will be considered as being in the "public domain" and may be used, suitably acknowledged, in the compilation of reports submitted by the Program to ESF.

FUNDING

ESF funding will be used to fully or partially fund a meeting regarding the following rules:

- MiNEMA will not sponsor more than one student from the same institution for the same workshop
- MiNEMA will not sponsor local people from the hosting institution
- MiNEMA will not sponsor industrial participants
- MiNEMA will require participants that have already received MiNEMA grants to pay their trip using other funds

MiNEMA Student Thematic workshops are reimbursed on a per diem basis of 85 EUR plus actual travel expenses up to a maximum of 500 EUR for each participant.

The grants do not cover health insurance, taxes, or retirement scheme contributions.

ESF FINANCIAL RULES FOR THE REIMBURSEMENT OF TRAVEL COSTS

Air tickets should be tourist class (or at a lower rate if cheaper tickets, e.g. PEX/APEX, are available). To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice should also be provided to the ESF.

Train tickets and train supplements may be first class.

Taxis should only be taken when convenient public transport is not available. Costs of health, life and luggage insurance are not reimbursed by the ESF. Cancellation insurance will only be reimbursed for PEX/APEX tickets.

Use of private car (including road tolls and fuel) should be reimbursed, unless otherwise agreed in advance, on the basis of 1st class train fare or, for longer distances, on the basis of the APEX airfare where this is more economical. An estimate of the fare from a certified travel agent should be produced with the claim for reimbursement. For short journeys by car where no public transport is available and therefore no estimate of fare can be provided, the number of miles/kilometers covered should be indicated. When two or more participants travel together by car, travel costs will be reimbursed to only one person.