

TELEPART MOBILITY SUPPORT: GENERAL TERMS AND CONDITIONS

1. GENERAL

The Finnish Institute in the Middle East (hereinafter referred to as "Institute") awards TelepART Mobility Support to cover travel costs to academic events (TelepART-tiede). The support is available for academic researchers (hereinafter referred to as "Researcher").

The Institute shall select at its own discretion the recipients and the size of the support.

In order to secure TelepART-tiede funding the Researcher has to be based in Finland and the event(s) must take place in the operational area of the Institute. Furthermore, the event(s) must take place no earlier than two calendar weeks from submitting the application.

The Researcher and the Organiser of the event (hereinafter referred to as "Organiser") need to demonstrate a clear commitment to the activity and be able to prove that the travel is connected to academic work.

Funding is granted for actual travel, accommodation, conference fees, and shipping costs (hereinafter referred to as "Travel Expenses"). The funding, granted upon application, is limited to a maximum of EUR 1,000.

2. TRAVEL EXPENSES ELIGIBLE FOR TELEPART FUNDING

Travel expenses eligible for TelepART-tiede funding include all reasonable travel and shipping costs (including flight and train tickets, local public transport, taxis, car hire and fuel costs as well as mileage if using own car, subject to a maximum of EUR 0.30 per kilometre), accommodation expenses (such as hotels, B&Bs and Airbnb), and conference fees.

TelepART Mobility Support cannot be used to cover daily allowances, meals, other living costs, fines, gift cards, or any other expenses that are not specified in the budget. Only expenses that can be documented with a receipt can be covered from the grant.

3. PAYMENT

The grant will be paid by a bank transfer to the bank account given by the Researcher up to the amount granted based on the application. The payment is made after the declaration of expenses has been submitted by the Researcher, within one month of the activity. The declaration must be accompanied by original or scanned receipts. For online travel and accommodation reservations, payment confirmation by e-mail is acceptable. The receipts must be chronologically numbered and accompanied with a list of numbered expenses, including price in local currency and euro. Exchange rates must be verified in case of electronic payments with a copy of bank statement where bank exchange rate is visible, and in case of cash payments with a currency exchange receipts where the exchange rate is visible.

Upon request payment can also be made in advance. In such an instance, a grant agreement is signed between the Researcher and the Institute. The Researcher is obligated to making the declaration of expenses no later than one month after the event(s) and provide the grant related receipts in a manner described above. If the total amount of the incurred expenses is lower than the advance payment, the Researcher is obligated to return the excess funding to the Institute. The Institute will issue an invoice to the Researcher for this purpose.

4. COMMUNICATIONS AND MONITORING

Researchers awarded the TelepART Mobility Support by the Institute pledge to mention the funding, and, where applicable, to feature the TelepART logo on their online and printed communications.

The Researcher undertakes to respond to the monitoring questionnaire sent by the Institute, and authorises the Institute to retain the contact details and other information submitted as part of the TelepART Mobility Support application, to be used in the Institute's communications and for the purposes of evaluating the effectiveness of the TelepART programme.

The Institute shall store and handle the personal information submitted by the applicant in line with the relevant legislation on personal data. Privacy notice: <https://www.fimesaatio.fi/tietosuojaseloste/>

5. THE FUNDED ACTIVITY

The Researcher undertakes to carry out the activity at their own risk, and the TelepART Mobility Support shall not be considered to constitute an employment or service contract.

The Researcher shall be responsible for ensuring that the activity and the event is compliant with local legislation. In the event of clear irregularities, for which the Researcher is responsible, the Institute reserves the right to withdraw funding already granted and to require funding already paid to be returned.

6. CHANGES AND CANCELLATIONS

The Researcher is required to keep the Institute informed of any changes to the plans or the terms and conditions under which the funding has been granted. The grant purpose (destination, duration and objective of the stay, budget) can't be altered without first making a written agreement with FIME.

In the event that a scheduled activity is cancelled due to illness or force majeure, the Researcher must immediately inform the Institute of the cancellation. The Researcher undertakes to immediately repay any funding paid in advance that remains unused.

7. APPLICABLE LEGISLATION

Finnish law shall apply to all Finnish Researchers for TelepART Mobility Support.

TelepART Middle East Privacy Policy

1. GENERAL This TelepART Privacy Policy contains the description of file according to section 10 of the Finnish Personal Data Act (523/1999).

2. CONTROLLER AND CONTACT PERSON The controller of the register is The Finnish Institute in the Middle East (Suomen Lähi-idän instituutti, later referred to as “the Institute”), registered at the address c/o Consulate General of Finland in Beirut, Chaoui Building 7th Floor, 30 Badaro Street, Beirut, Lebanon, and web page www.fime.fi. The Institute’s contact person is Researcher Taavi Sundell . The TelepART contact email is [telepart\(at\)fime.fi](mailto:telepart(at)fime.fi).

3. DETAILS ON REGISTER The name of the register is TelepART Applicants Register. The register is used for administering and developing the TelepART funding program. The personal data is used to identify the applicants and communicate with them, assist the Institute in the decision-making regarding grants and funding and in the monitoring of the use of the grants and funding as well as for developing the funding procedures and funding criteria. The registered personal data may include the applicant’s and their contact persons’ names, addresses, phone numbers and email addresses; the applicant’s date of birth or business identity code; the dates of birth and nationality; bank account numbers; photos and images provided by the

applicant; and other information provided by the applicant. Personal data is acquired only from the applicants.

4. TRANSFERS AND DISCLOSURES OF PERSONAL DATA The Institute may transfer personal data included in the register both within and outside the European Union or European Economic Area in accordance with applicable legislation. The Institute may engage subcontractors to process personal data and applicable laws will be complied with through contractual clauses. The Institute may disclose and assign personal data in accordance with applicable law or with each applicant's consent. Especially, the Institute may disclose and assign personal data to the Institute's cooperation partners for purposes which relate to the TelepART funding program.

5. PROTECTION OF REGISTER The Institute provides information security for the register according to generally acceptable industry standards and implements appropriate technological solutions to prevent unauthorized access to the register. Personal data included in the register may be processed only by such people that are in service of the Institute or a subcontractor acting on behalf of the Institute or in service of the Institute's cooperation partner and in each case have a justified need for the processing based on their authorized duties.

6. RIGHT OF REVIEW AND RECTIFICATION The applicant has a right to review what information related to the applicant has been stored to the register by contacting the Institute's TelepART contact email address. The applicant has a right to demand the Institute to rectify, erase or supplement personal data included in the register if it is erroneous, unnecessary, incomplete or obsolete in respect of the purpose of processing.

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