

FINRISK expense reimbursement for research stays

A) FINRISK researcher (incl. PhD student) staying abroad

A1) Any FINRISK researcher can claim the **effective expenses** occurred, see also the document “*FINRISK guidelines for reimbursement of research expenses*” (www.nccr-finrisk.uzh.ch/media/pdf/FINRISK_Reimbursement_2012.pdf).

A2) FINRISK members planning a longer research stay abroad (**more than 15 days**) should pre-submit a provisional budget for the planned research stay. This budget can include travel and accommodation expenses as well as additional other expenses. It needs to be approved by the respective FINRISK project director by signing a “letter of agreement” which states the details of the budgeted payment. Please contact the FINRISK managing director, Mr. Eckart Jaeger [jaeger@nccr-finrisk.ch] for a template letter of agreement.

An **advance payment** can be made at the beginning of the research stay based on the provisional budget. The final clearing will be made after the research stay, based on the effective expenses occurred.

B) Visiting research collaborators

B1) Visiting research collaborators can claim the **effective expenses** occurred, see also the document “*FINRISK guidelines for reimbursement of research expenses*” (www.nccr-finrisk.uzh.ch/media/pdf/FINRISK_Reimbursement_2012.pdf).

A list of recommended hotels at Swiss cities will be provided by FINRISK Administration upon request.

B2) Visiting research collaborators can get a *lump sum honorarium* of up to SFr. 300 per day for their services.