# Application to host a RItrain staff exchange

Please complete this form and send it by email to Gosia Kalinowska (m.kalinowska@imperial.ac.uk) **by 12:00 midnight GMT on 19 October 2017.**

You will be informed as to whether your organisation has been selected to host a staff exchange by **Wed 1 November 2017**.

**Organisation where the staff exchange will be held** (mandatory)

|  |  |
| --- | --- |
| Organisation/RI |  |
| Division or Department |  |
| Address |  |
| Address  |  |

**Staff exchange topic** (mandatory)

Please select **one** topic from the following list:

* Strategic vision and business context
* Operational planning
* Financial management (including funding generation and budgetary control)
* Infrastructure and resource management (including data management and security)
* Impact assessment
* Communication, outreach and advocacy
* Staff recruitment, management and development (including promoting diversity)
* Project management in the context of RIs of European interest

OR other (please specify)

|  |
| --- |
|  |

**Start sate and duration** (mandatory)

|  |  |  |  |
| --- | --- | --- | --- |
| a. Proposed start date | dd/mmm/yyyy | b. Duration of the staff exchange  |  \_\_\_\_\_\_ days |

**Applicants** (mandatory)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Role | Name | Organisation | Division or Department | How many hours per day will be contributed to the staff exchange? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Objectives** (mandatory)

List the main objectives of the staff exchange in order of priority [up to 4000 characters with spaces]

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|  |

**Summary** (mandatory)

Describe the proposed staff exchange in lay terms [up to 4000 characters with spaces]. We will use this summary to announce your staff exchange to other RIs should your application be successful. If you plan to centre your exchange around a staff training course, please mention this here.

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|  |

 **Benefits** (mandatory)

Describe how the participants will benefit from the staff exchange [up to 4000 characters with spaces].

**Summary of Resources Required for Staff Exchange**

Financial resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Summary fund heading | Fund heading | Full economic Cost | RItrain contribution | In-kind organisation contribution |
| Directly Incurred | Staff | 0.00 | 0.00 | 0 |
|  | Subsistence | 0.00 | 0.00 | 0 |
|  | Other Costs | 0.00 | 0.00 | 0 |
|  | **Sub-total** | **0.00** | **0.00** |  |
|  |  |  |  |  |
|  | **Total** | **0.00** | **0.00** |  |

**Breakdown of costs**

**Summary of staff effort requested**

|  |  |
| --- | --- |
|  | Days |
| Manager | 0 |
| Investigator | 0 |
| Researcher | 0 |
| Other | 0 |
| Total | 0 |

**Subsistence**

|  |  |
| --- | --- |
| **Destination and purpose** | **Total €** |
|  |  |  |
| Total € | 0 |

**Other Directly Allocated Costs**

|  |  |
| --- | --- |
| **Description** | **Total €** |
|  | 0 |
| Total € | 0 |

|  |  |  |
| --- | --- | --- |
|  |  |  |