Funded Short-Term Visiting Fellowships « Luis Moreno » at the IPP Practical Information

STEP 1: Application Submission

To apply for the Funded Short-Term Visiting Fellowships at the IPP, please download and complete the application form available here.

Submit the completed form to **talento.ipp@cchs.csic.es**.

Applicants should clearly describe the activities they plan to undertake and the anticipated contributions to the IPP. This program encourages scientific collaborations resulting in academic publications (articles in Q1 journals in Scopus or JCR), editorial projects (such as special issues), international grant applications, or ERC projects.

The fellowship program aims to advance the strategic priorities of the IPP, particularly in enhancing scientific output and fostering international collaboration. Awards are determined based on the proposed project and the candidate's scientific profile. An academic relationship with at least one IPP member is required. The "IPP sponsor" will serve as both a scientific collaborator and advisor during your stay.

STEP 2: Submission of Required Documents

If selected for funding, please submit the following documents to the CCHS Center in a single email to **talento.ipp@cchs.csic.es**:

- Copy of the national identity card or passport
- Copy of an accident insurance policy
- Copy of a civil liability insurance policy
- A letter of motivation about your stay
- Personal data file ("Hoja de datos personales"), downloadable here.

If you need to purchase any of the required insurance policies, you may contact **Alicia Larrubia** of Zurich Insurance, with whom CCHS has an institutional agreement:

- **Phone**: +34 915085044
- **Mobile**: +34 636063153
- **Email**: alicia.larrubia@gmail.com

STEP 3: Travel and Accommodation Arrangements

This funding program covers up to **€2.000** and follows strict spending criteria; it is essential to review these guidelines carefully before making travel and accommodation arrangements in Madrid. For questions, please consult the institute's secretary or your host at the IPP.

The funding covers:

- Travel expenses through the CSIC travel agency or autonomously.
- Documented accommodation expenses, reimbursed up to a maximum of **€65.97** per day.
- A daily allowance of **€37.40**.

The total daily allowance is **€103.37** (for further details, refer to Group 2 of the diet allowances in Royal Decree 461/2002, available here).

Important note:

Travel bookings may be arranged through a travel agency collaborating with CSIC. If you choose this option, please send your preferred travel dates and times to your IPP sponsor. If you prefer to organize your travel independently, you must submit all required documentation, including boarding passes, to your IPP sponsor.

For accommodation, the IPP can arrange stays at the **Residencia de Estudiantes**,, if available, or at a hotel within the designated price range. Alternatively, you may organize your own accommodation, with reimbursement times currently estimated between **2-6 months**, subject to the aforementioned limits.

Important note for the IPP sponsor:

To proceed with the travel booking and reimbursement request for accommodation, the IPP Host must:

1. Register the invited person through the Personnel Unit in the platform Sorolla2 .

2. Generate the *"Comisión de Servicio "* and *" Memoria Justificativa"* in the Sorolla 2 platform, imputing the costs to the account **PVP007** and to the **Funded « Luis Moreno » Visiting Fellowship program**.

STEP 4: During Your Stay at IPP

IPP provides individual or shared office space (subject to availability), as well as access to the library, research seminars, and other facilities and activities.

STEP 5: Post-Visiting Requirements

If you stayed at the Residencia de Estudiantes or a hotel booked by the Spanish travel agency, a certificate of stay is required. For those arranging their own accommodation, an invoice of expenses must be submitted.

Within two weeks after your stay, you are required to submit a brief, one-page report summarizing the activities undertaken at IPP-CSIC and any results achieved or anticipated.

Any scientific publications resulting from your residency must acknowledge the support of this program with the following statement:

"This publication has benefited from the Funded Short-Term Visiting Fellowships program at the Instituto de Políticas y Bienes Públicos, Madrid (CSIC)".