



ENERGIC

European Network Exploring
Research into Geospatial
Information Crowdsourcing

IC1203 HOW TO

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1. How to join IC1203 ENERGIC

There are several ways to be involved in a COST Action. For general information on how to participate, please refer to the relevant page on the COST website.

To join IC1203 technical activities, please follow the following procedure:

- 1) Read the descriptions and goals of the different Working Groups and identify which WGs you would like to join.
- 2) Contact MC Chair Cristina Capineri (cristina.capineri@unisi.it) or the Vice-Chair Muki Haklay () and communicate your choice, so to be added to the lists of participants to the Action and to the WGs of your interest. You will be invited on the Basecamp platform which contains information, materials, and news about the Action.
- 3) Please contact the MC members for your country and let them know of your participation.
- 4) Please contact the WGs leaders of the groups you are interested in so that they can include you in the mailing lists of their respective groups.

2. How to participate in a WG

If you already are a member of the Action and you wish to participate in a specific Working Group please make contact with the corresponding WG leader. Contact information for WG is available in the Organization Chart page.

The WG leader will add you to the WG mailing list.

3. How to apply for a Conference Grant for ESR

Calls for Conference Grants for ESRs are issued on a periodical basis by the COST office.

Each COST Action can propose a single candidate ESR for each call: if more than one IC1203 ESRs wants to apply for given call a preselection within the Action is carried out, and the selected application is then forwarded to the COST office as IC1203 candidate for the grant. Please refer to the ESR page for specific information on open calls and on the required documentation.

4. How to apply for a Short-Term Scientific Mission

Applications for STSMs are managed through the eCost management tool, available at <https://e-services.cost.eu/w3/index.php?id=91>

The application for a STSM is composed of two steps:

Step 1) Online registration by the applicant

The Applicant must use the online e-cost registration tool to register the request for an STSM. The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- name, postal address, telephone, fax and email of the prospective host at the receiving institute;
- the planned dates and length of stay;
- the title of the planned STSM;
- a short description of the proposed work plan (about 250 words);
- a short curriculum vitae;
- a budget request with breakdown for the costs of the STSM;
- bank details.

Step 2) Formal STSM application and annexes

After encoding the information and pressing the "submit" button the online registration tool will issue a formal STSM application which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute etc.) to:

- the future Host of the STSM;
 - the Chair of the Management Committee of the IC1203 Action at the address cristina.capineri@unisi.it
- the IC1203 STSM Managers: m.haklay@ucl.ac.uk and filippo.celata@uniroma1.it

5. How to propose a Training School

The request for such a Training School has to be sent via the Chair of the Management Committee (MC) after MC approval of the programme and the list of paid participants to the COST Office with the following documents:

- Detailed programme and aim of the Training School;
- Support statement from the MC (e.g., the Minutes of a MC meeting);
- Detailed financial support request for the organisation of the meeting;

- List of trainers with contact details;
- List of trainees that have been selected by the MC to be entitled to the individual grants for attending the Training School, along with the amount of the grants;
- Contact details.

After receipt of the above documents the Grant Holder will send acceptance letters to the local organiser, the trainers, and the trainees. In case general organisation support is granted, then a scientific report will be requested after completion of the Training School.

Exceptions to the above are possible. They must be duly justified and must be accepted by the COST Office prior to the event.

6. How to submit a travel reimbursement request

Step 1 – Fill-in the travel reimbursement form

In order to submit your reimbursement request you will need to fill in an online travel reimbursement form.

In order to fill in the travel reimbursement form please proceed as follows:

- go back to the official invitation email and click on the first link (the same you used to accept the invitation)
- go through the procedure on the COST website. At step 1) and 2) you will only confirm the acceptance of the invitation and that you intend to submit a claim. At step 3) you will be required to login and eventually (at step 5) you will be able to fill in the form.

Step 2 – Delivering the travel reimbursement form and preparing additional documents

Once you have filled in the travel reimbursement form, you need to print it, sign it **with a blue pen** and deliver it **in original** to the Grant Holder. A person from the Grant Holder organization, DISPOC Unisi, will attend every meeting, so it is highly advised to provide the form during the meeting, in order to avoid the need for mail delivery of the form afterwards.

Along with the form you must provide all the original travel documents (e.g. plane ticket receipt and boarding passes for the incoming flight) by surface mail to

Cristina Capineri
DISPOC, Università di Siena
Via Mattioli 10, 53100 Siena (Italy)

Please note that together with the form we will need electronic copies of your plane tickets, of your boarding passes and of train /long distance tickets. According to COST rules all other expenses (such as hotels and meals) must be reimbursed based on a flat rate (with a few exceptions, such as taxi rides). **This conflicts however with Italian fiscal laws, as detailed later in the document.**

Important: The first time you ask for a reimbursement to IC1203 you will need to provide some additional information required to be introduced in the accounting system, that is

1. your place of birth,
2. your complete home address,
3. nationality
3. if you are Italian, your fiscal code.
4. copy of valid document (passport, identity card)

These info must be emailed to amministrazione.dispoc@unisi.it, cristina.capineri@unisi.it

Taxation of flat rate reimbursements

According to the Italian rules for payments not supported by receipts, the Grant Holder will be forced to apply a taxation (ritenuta d'acconto) to all expenses without receipts. The taxation rate depends on whether the participant pays her/his taxes in Italy or not:

- for participants paying their taxes in Italy the taxation applied is equal to 20%. Based on the rates set by the COST, this would lead for example to $120 \times 0.8 = 96$ €/night for hotel and $20 \times 0.8 = 16$ €/meal.
- for participants paying their taxes outside Italy the taxation applied is equal to 30%. Based on the rates set by the COST, this would lead for example to $120 \times 0.7 = 84$ €/night for hotel and $20 \times 0.7 = 14$ €/meal.

There are a few ways to avoid the application of the taxation, as explained below.

Participants paying their taxes in Italy

The only way for Italian taxpayers to avoid the taxation is to register on eCost an institutional bank account rather than a personal one. In case the participant works for a University or a public body (e.g. a government-funded research center) this will allow reimbursements to be issued without any tax deduction.

Participants paying their taxes outside Italy

Participants paying their taxes in a country different from Italy have the following different options to avoid taxation on reimbursements:

- 1) Register on eCost an institutional bank account rather than a personal one. In case the participant works for a University or a public body (e.g. a government-funded research center) this will allow reimbursements to be issued without any tax deduction. Your institution must send an invoice to amministrazione.dispoc@unisi.it, cristina.capineri@unisi.it claiming for your expenses regarding the participation to the Action's activities.
- 2) Send a declaration released by the tax office in your country stating that the participant is a fiscal resident in the country, taking advantage of a treaty between Italy and the country itself to avoid double taxation, if such treaty exists. Participants can use the double taxation form, by submitting it to the tax office and have it signed. The declaration must be sent in electronic form, together with the travel reimbursement form and a scanned copy of passport of the participant. The declaration should also be provided in original *preferably* during a meeting together with the reimbursement form or at the mailing

address indicated above (if possible by express courier).

In this way, again, reimbursements will be issued without any tax deduction.

** Note that the form was provided as a template, but a similar one in English or even your own language emitted by the tax office of the participant's country and stating that she/he pays her/his taxes in that country will work as well.

7. How to claim a training school trainee grant

Step 1 - Create an eCost profile

In order to create an eCost profile proceed to the page

<http://www.cost.eu/ecost>

and follow the link "Register a new e-COST profile."

Note: if you already created an ecost profile in the past, e.g. for submitting a STSM proposal or participating to a COST meeting, you do not need to create a new profile.

During the creation of the profile you will be required to provide a bank account on which you will receive COST-related reimbursements. If you have the possibility to do so, please use an institutional bank account (e.g. the account of your University). This will avoid taxation issues (see below for additional details).

Step 2 - Sign your trainee grant letter

You will receive a grant letter on the email account connected to your eCost profile. The grant letter is the official communication by the IC0902 MC that you have been awarded a supporting grant to attend the training school.

You are required to formally accept the grant by printing the grant letter, signing it and sending it to the Grant Holder address indicated in the letter itself.

Step 3 - Attend the school and sign the attendance list

In order to receive your grant you are required to attend the school and sign the attendance list on each day of the school. After the school, following the verification of the attendance list, the Grant Holder will issue the payment of the grant.

Additional information required for receiving your grant

If this is the first time you ask for a reimbursement to IC1203 you will need to provide some additional information required to be introduced in the accounting system, that is:

1. your place of birth,
2. your complete address,
3. if you are italian, your fiscal code
4. nationality

5. a digital copy of a valid document

Please send the information by email at the address cristina.capineri@unisi.it or at amministrazione.sadispec@unisi.it.

Taxation of flat rate reimbursements

According to the Italian rules for payments not supported by receipts, the Grant Holder will be forced to apply a taxation (ritenuta d'acconto) to all expenses without receipts. The taxation rate depends on whether the participant pays her/his taxes in Italy or not:

- for participants paying their taxes in Italy the taxation applied is equal to 20%. Based on the rates set by the COST, this would lead for example for a grant of 600 € to an actual grant value of $600 * 0.8 = 480$ €.
- for participants paying their taxes outside Italy the taxation applied is equal to 30%. Based on the rates set by the COST, this would lead for example for a grant of 600 € to an actual grant value of $600 * 0.7 = 420$ €.

There are a few ways to avoid the application of the taxation, as explained below.

- Participants paying their taxes in Italy

The only way for Italian taxpayers to avoid the taxation is to register on eCost an institutional bank account rather than a personal one. In case the participant works for a University or a public body (e.g. a government-funded research center) this will allow reimbursements to be issued without any tax deduction.

- Participants paying their taxes outside Italy

Participants paying their taxes in a country different from Italy have the following different options to avoid taxation on reimbursements:

1) Register on eCost an institutional bank account rather than a personal one. In case the participant works for a University or a public body (e.g. a government-funded research center) this will allow reimbursements to be issued without any tax deduction.

2) Send a declaration released by the tax office stating that the participant is a fiscal resident in her/his country, taking advantage of a treaty between Italy and the country itself to avoid double taxation, if such treaty exists*. Participants can use the double taxation form available here, by submitting it to the tax office and have it signed**. The declaration must be sent in electronic form, together with a scanned copy of passport of the participant. The declaration should also be sent in original by express courier at the following address:

Cristina Capineri
Università di Siena

Via Mattioli 10
53100 Siena
Italy

In this way, again, reimbursements will be issued without any tax deduction.

** Note that the form was provided by our administration as a template, but a similar one in English emitted by the tax office of the participant's country and stating that she/he pays her/his taxes in that country will work as well.

8. How to claim an STSM grant after the mission is completed

The procedure to claim an STSM grant after the mission is completed is the following:

1. prepare a short scientific report and submit it by email to the IC1203 STSM Manager (Prof. Muki Haklay, m.haklay@ucl.ac.uk and to cristina.capineri@unisi.it)
- 2.
3.) . According to COST rules, in your report you should assess the following aspects:
 - purpose of the STSM;
 - description of the work carried out during the STSM;
 - description of the main results obtained;
 - future collaboration with host institution (if applicable);
 - foreseen publications/articles resulting or to result from the STSM (if applicable);
 - confirmation by the host institution of the successful execution of the STSM;
 - other comments (if any).
 - **(Note that the confirmation by the host institution can be delivered as a separate document.)**
2. As soon as the STSM Manager approves the report he will inform the MC Chair.
3. The MC Chair will notify the Grant Holder that the STSM grant can be paid, and the Grant Holder will then issue the payment.

Additional information required for receiving your grant

If this is the first time you ask for a reimbursement to IC1203 you will need to provide some additional information required to be introduced in the accounting system, that is:

1. your place of birth,
2. your complete address,

3. nationality
4. if you are Italian, your fiscal code.
5. a digital copy of a valid document

Please send the information by email at the address cristina.capineri@unisi.it and at amministrazione.dispoc@unisi.it.

Taxation of flat rate reimbursements

According to the Italian rules for payments not supported by receipts, the Grant Holder will be forced to apply a taxation (*ritenuta d'acconto*) to all expenses without receipts. The taxation rate depends on whether the participant pays her/his taxes in Italy or not:

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- for participants paying their taxes outside Italy the taxation applied is equal to 30%. Based on the rates set by the COST, this would lead for example to $120 \times 0.7 = 84$ €/night for hotel and $20 \times 0.7 = 14$ €/meal.

There are a few ways to avoid the application of the taxation, as explained below.

- Participants paying their taxes in Italy

The only way for Italian taxpayers to avoid the taxation is to register on eCost an institutional bank account rather than a personal one. In case the participant works for a University or a public body (e.g. a government-funded research center) this will allow reimbursements to be issued without any tax deduction. The institution must send an invoice claiming for your expenses to amministrazione.dispoc@unisi.it

- Participants paying their taxes outside Italy

Participants paying their taxes in a country different from Italy have the following different options to avoid taxation on reimbursements:

1) Register on eCost an institutional bank account rather than a personal one. In case the participant works for a University or a public body (e.g. a government-funded research center) this will allow reimbursements to be issued without any tax deduction.

2) Send a declaration released by the tax office stating that the participant is a fiscal resident in her/his country, taking advantage of a treaty between Italy and the country itself to avoid double taxation, if such treaty exists*. Participants can use the double taxation form available here, by submitting it to the tax office and have it signed**. The declaration must be sent in electronic form, together with a scanned copy of passport of the participant. The declaration should also be sent in original by express courier at the following address:

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53100 Siena
Italy

In this way, again, reimbursements will be issued without any tax deduction.

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