

Version: EYCN/09/2024/Finances\_01

## EYCN Project Funding Guidelines

### 1. Project Alignment with EYCN Aims and External Funding Attraction

- a. Projects should align with the aims of the EYCN as mentioned in the “Rules of the EYCN”.
- b. Project funding is contingent upon securing funding from external EYCN partners.

### 2. Eligibility for EYCN Project Funding

- a. Only project organizers with confirmed funding from other partners, for a specific project can access EYCN funding to execute their project, this must be proved or declared to the EYCN Board.
- b. The EYCN encourages conferences in English to ensure inclusion of all international scientists. Therefore, the EYCN will only approve a funding proposal if at least one session in English is scheduled in the programme.

### 3. General Funding Approval

- a. Funding is subject to approval by the EYCN Board for:
  - i. Best Presentation Awards (poster or oral) and is capped at **150 €** per society per year, which can be divided into multiple awards, each with a minimum value of **50 €**.
  - ii. Organisation of the Convocation of the Delegate Assembly up to **1500 €**.
  - iii. Other projects than conferences, that support aims of the EYCN up to **500 €**.
- b. To qualify for funding, applications should be submitted at least **3 months before the event** (cases 3.a. ii. and iii.) or **6 weeks** (case 3.a. i.).
- c. In case the of 3. a. i., if the conference is not in English, the English session should clearly be indicated in this programme. In this session, **EYCN should also be introduced by a representative**. This representative is a board member, or an EYCN delegate approved by the EYCN board.
- d. In case the of 3. a. i., event organizers are **encouraged to use a template provided by EYCN**. If the organizers want to use their own template, **then a logo of EYCN and the name of the Award – “Best Oral/Poster Presentation Award”, must be clearly placed**.

- e. In case the of 3. a. iii., the events will be endorsed by EYCN and should be officially recognized as co-organised with EYCN. What is more, the Organisers are expected to allow the participation of at least one EYCN Delegate in the event, in the agreement with the EYCN Board.

#### 4. Reimbursement Procedure

- a. Expenses will only be reimbursed after the application was approved by the EYCN board, and the applicants stick to all the rules of the funding guidelines.
- b. For the reimbursement, the applicant should complete the **reimbursement form** (F-001 EuChemS Expense Claim, available on EYCN site) and submit this along with the payment evidence (e.g. bank statement) **no later than one month after the event**.
- c. After the event, the applicant **should provide a short report of the event and a photograph(s) of the award winners**. These materials are published in the monthly EYCN newsletter and social media of the EYCN.