

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 €. Each society can apply **twice per year** for a conference award. The requested sum for both conferences is max. 150 €.
 - 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, **general applications** should be submitted at least **3 months before the event**. **Applications for conference** requests can be submitted **any time**. However, the board has the right to deny projects submitted too close to the conference date. The board encourages the applicants to submit their application for a conference minimum 4 weeks in advance.
- 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 if applicable the logo of the sponsor – 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.