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## BEFORE DEPARTURE

- Plan your secondment within the period in accordance to Grant Agreement and updated table TransFerr travels updated !
- Settle the date of your visit at Host institution.
- With the Partner establish the plan of research.
- **Inform Project Manager (AL) and Administrative Officer (KHG) about the planned visit!**
- Arrange your stay (tickets, accommodation, insurance, visa, etc.)
- **Make sure that you or Key Person added the secondment period in Participant Portal. The Researcher Declaration must be submitted max. 20 days after start of secondment!**
- When the secondment will be delayed or not in agreement with TransFerr travels updated table, inform about it AL & KHG **in advance! Write the 'official' explanation why the secondment will be moved/changed and how it will influence the project implementation.**

### E-mails

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## SECONDMENT

### INSTRUCTION

#### FOR STAFF MEMBER

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#### ELIGIBILITY OF STAFF MEMBER

- Has been "Engaged" in/"Linked" to the research and innovation activities of sending organization for at least 6 months (or full-time equivalent).
- Cannot be at the same time financed by other MSCA project.

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#### DURING SECONDMENT

- Be full-time engaged in TransFerr activities.
- Keep research records.
- **Confirm the duration of your stay in the Host institution by completing and signing the Secondment Confirmation form. Deliver the document to the coordinator (AL & KHG) as soon as it is signed!**

Documents and templates can be downloaded from the website (Intranet)

[www.transferr.eu](http://www.transferr.eu)

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## AFTER COMING BACK

- **Within 30 days after secondment, prepare a Secondment Report and send to KHG & AL & DK (Research Manager).** When the secondment was splitted, the report can be send after full secondment period if agreed by *Project Manager*.
- Inform *Dissemination Manager* (KL) about seminars, lectures or other dissemination / communication activities done during secondment.
- **According to Grant Agreement, complete and submit — at the end of 'full' secondment — the evaluation questionnaire** ([https://ec.europa.eu/eusurvey/runner/Evaluation for MSC fellows](https://ec.europa.eu/eusurvey/runner/Evaluation%20for%20MSC%20fellows)).



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