Travel and Collaboration Grants Supporting Ukraine's Integration into the European Research Area

Objectives

The objective of the grant scheme is to support the integration of Ukrainian institutions of higher education and research institutions into the European Research Area and enhance their participation in the Horizon Europe Framework Programme.

The grant scheme aims to:

- facilitate international research partnerships and long-term Estonian-Ukrainian cooperation
- support preparation of Horizon Europe proposals and encourage joint participation
- strengthen research management and grant preparation capacity in Ukrainian higher education institutions and research institutions

Eligible Activities

1. Participation in Horizon Europe matchmaking events

Support is provided for participation in on-site matchmaking events relevant to Horizon Europe, held in Horizon Europe Member States and Associated Countries. Please contact ETAG to confirm its eligibility.

2. Short-term visits to Estonia

Support is provided for short-term visits to Estonia for the purpose of developing a joint Horizon Europe proposal and/or participating in an international scientific event held in Estonia.

Short-term visits must:

- involve at least one Estonian host organisation
- include an agenda or work plan
- include an invitation letter from the Estonian host organisation

Eligibility criteria

Applications must be **submitted by Ukrainian institutions of higher education or research institutions** of any legal form and form of ownership that are registered and functioning in Ukraine according to the national legislation.

Eligible individual participants are:

- Ukrainian researchers; and
- staff involved in Horizon Europe proposal preparation and project implementation at Ukrainian institutions of higher education and research institutions.

For both categories to be **eligible for participation** in the grant scheme, individual participant shall be employed in the Ukrainian institution that submitted application, and be either:

- Ukrainian citizen, who is permanently residing in Ukraine; or
- stateless person, or national of third countries other than Ukraine, who is in accordance with the law permanently residing in Ukraine.

The applicant and beneficiary of the grant is the Ukrainian institution that submitted the application. For administrative reasons, ETAG may reimburse approved eligible costs directly to the individual participant identified in the application. Such payment does not change the status of the beneficiary, and the applicant institution remains responsible for compliance with the grant conditions.

Grant Amount and Eligible Costs

Grants of **up to EUR 1,500** per individual participant are awarded as reimbursement of actual eligible costs incurred, including a daily subsistence allowance determined on the basis of the official daily allowance rate applicable at the participant's Ukrainian home institution for business trip to the destination country, up to a maximum of EUR 75 per eligible day. Only expenses directly related to participation in the eligible activity are reimbursable. Costs covered under this grant scheme must not be reimbursed or financed from any other funding source.

Eligible costs include:

- airfare (economy class)
- train and bus tickets (second class)
- local transportation
- accommodation
- visa costs (if applicable)
- travel insurance

- event fee/participation fee (if applicable)
- daily subsistence allowance (up to EUR 75 per day)

Application Procedure

Applications must be submitted electronically by an authorised **representative of the applicant institution** using the Application Form and sent by email to **etag@etag.ee**.

The application must be compiled in English and signed electronically by the head of the institution or another authorised representative of the applicant institution using a qualified electronic signature (QES) recognised in the applicant's country.

The grant can only be used for participation in eligible activities (i.e. Horizon Europe matchmaking events and/or short-term visits to Estonia) taking place **before 15 October 2027.**

Applications will be reviewed on a rolling basis until the end of the eligibility period or until available funds are exhausted. A corresponding notice will be published on the ETAG website.

Applications will be assessed by a committee appointed by the Estonian Research Council. The committee will first verify the eligibility of applications and their compliance with the requirements of the grant scheme.

Eligible applications will then be evaluated based on the professional relevance and expected impact of the proposed participation or visit, the applicant’s motivation, the quality and feasibility of the planned activities, and the extent to which the proposed activity contributes to the integration of Ukrainian researchers and institutions into the European Research Area (ERA) and Horizon Europe.

Based on the evaluation results, the committee will submit a proposal to the Director General of ETAG to approve or reject the application.

Up to five grants may be awarded for participation in the same event or short-term visit, with a maximum of **one grant per applicant institution** for the same activity. This limitation is intended to ensure a broader distribution of support across Ukrainian institutions and to avoid multiple grants being awarded to the same institution for the same event or visit. ETAG may exceptionally depart from these limits in duly justified cases, subject to budget availability.

Each individual participant may receive support **only once** for participation in a Horizon Europe matchmaking event and **once** for a short-term visit to Estonia. The same institution may, however, submit applications for future events or visits, provided that the participant is a different individual.

Funding Decision and Reimbursement

Applicants will be informed of the funding decision **within 30 calendar days** of the submission of the application.

If the application is approved, the individual participant must submit the following documents, signed electronically, by email to **etag@etag.ee** within **30 calendar days** after completion of the supported activity:

- **Travel Claim Form**, together with the required supporting documents;
- **Feedback Form**.

The Feedback Form is used to assess the outcomes and impact of the grant scheme.

Reimbursement will be made **within 30 calendar days** after ETAG has approved the submitted documents.

Expenses may be reported in the original currency in which they were incurred. For reimbursement purposes, ETAG will convert all amounts into euros using the European Central Bank exchange rate applicable on the first working day following the end of the trip.

Although the application is submitted by the applicant organisation, the reimbursement will, for administrative reasons, be paid directly to the individual participant named in the application, unless otherwise specified in the funding decision. Any tax obligations arising from the reimbursement will be the responsibility of the beneficiary and/or the individual participant in accordance with the applicable law.

Supporting documents

Required supporting documents include:

Airfare

- E-ticket showing the passenger's name, flight details, travel class (economy class) and price
- Invoice or order confirmation
- Boarding pass confirming that the trip took place
- Bank statement, if the invoice does not include payment information

Train

- Train ticket (PDF or QR-code ticket; second class)
- Payment confirmation or bank statement if the ticket price is not indicated

Bus

- Bus ticket (PDF or QR-code ticket)
- Payment confirmation or bank statement if the ticket price is not indicated

Local transportation

- Bus, tram, or metro ticket
- For taxis: receipt or invoice
- Payment confirmation or bank statement if the ticket price is not indicated

Accommodation

- Hotel invoice, including dates of stay, name of the guest and price

Visa (if applicable)

- Visa fee invoice or receipt
- For online payments: official payment confirmation and, if necessary, a bank statement

Travel insurance

- Insurance company invoice or purchase confirmation
- Travel insurance contract

Event fee / participation fee (if applicable)

- Invoice (or registration confirmation showing the event/participation fee
- Payment confirmation, bank statement or receipt

Please note that all claimed expenses must relate directly to the individual participant and the supported activity and be supported by appropriate documentation. If the supporting documents do not meet the requirements, ETAG may reduce or refuse reimbursement. If the actual eligible costs are lower than the approved amount, reimbursement shall be limited to the actual eligible costs incurred. ETAG reserves the right to request additional evidence confirming the official business trip allowance rate applicable at the participant's home institution for the respective destination country.

Documents

- Application Form
- Travel Claim Form
- Feedback Form

The terms and conditions of the grant scheme have been approved by a directive of the ETAG Management Board.

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