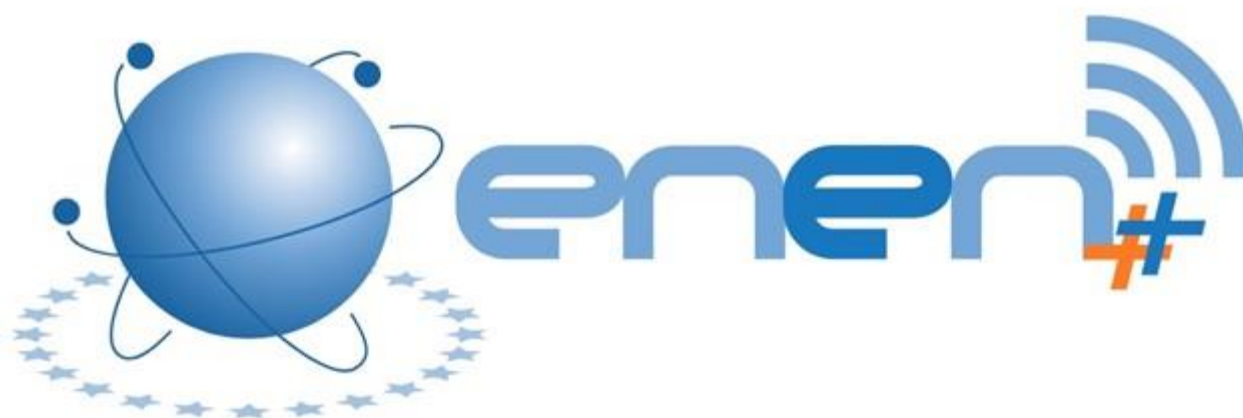




Funded by the
European Union



(Project Number: 101061677)

DELIVERABLE D5.2

ENEN2plus (ENEN#) Mobility Manual (Rev 1)

Lead Beneficiary: SCK CEN

Due date: 31/12/2023

Released on: 20/12/2023

Authors:	L. Cizelj (JSI), J. Starflinger (USTTUT), M. Coeck (SCK CEN), C. Pesznyak (BME), D. Visvikis (UB), T. Retegan Volmer (CHALMERS), F. Tuomisto (UH), G. L. Pavel (ENEN), A. Cagnac (EDF), J. Luyten (SCK CEN), R. Cirillo (ENEN)		
Approved by Lead Beneficiary	Reviewed by Work Package Leader	Approved by Coordinator	
Jakob Luyten, SCK CEN	Leon Cizelj, JSI	Gabriel L. Pavel, ENEN	

Dissemination Level		
PU	Public	X
RE	Restricted	
SEN	Sensitive	

Version control table

Version number	Date of issue	Author(s)	Brief description of changes made
0.1	18/10/2022	LC	First release
1.0	31/08/2022	LC	First version
2.0	20/12/2023	LJ, RC	First revision

Copyright

The document is proprietary of the ENEN2plus consortium members. No copying or distributing, in any form or by any means, is allowed without the prior written agreement of the owner of the property rights. This document reflects only the authors' view. The European Community is not liable for any use that may be made of the information contained herein.

Disclaimer

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union. Neither the European Union nor the granting authority can be held responsible for them.

EXECUTIVE SUMMARY

This Mobility manual outlines the rules and procedures for the applications, evaluations, selections and delivery of the mobility grants within the ENEN2plus (ENEN#) project.

The mobility grants are intended primarily for students and early career professionals (up to 10 years of experience), who are aiming to advance the knowledge, skills, experience etc., needed to enable or improve their nuclear careers. The web-based application is available at <http://mobility.enen.eu>.

Individual and group mobility actions are supported. For individual actions, the applicant proposes an individual work plan and the host institution. Recommended individual actions include internships (whether or not in preparation of a thesis), on the job trainings, study and/or research exchanges, active participation in a research conferences and training courses.

For group actions, the application, evaluation and selection process are handled by the organizers of selected events, approved by the ENEN# Mobility Committee. Recommended group actions include competitions (including award ceremonies), workshops, training courses, summer schools, training camps and conferences.

Mobility grants are in principle provided as lump sums directly to the selected applicants and are intended exclusively to cover mobility (transportation and subsistence) costs and access or registration fees.

This version (Rev 1) of the Mobility manual will apply for applications starting from 01/02/2024 (Individual application batch 9) until the next revision of the Mobility manual becomes available.

TABLE OF CONTENT

EXECUTIVE SUMMARY	3
1 INTRODUCTION.....	5
2 GENERAL RULES FOR ENEN# MOBILITY	6
2.1 ELIGIBILITY CONDITIONS.....	6
2.2 CRITERIA FOR EVALUATION.....	7
2.3 LEGAL CONDITIONS.....	8
2.4 CANCELLING AN APPROVED MOBILITY ACTION	8
3 INDIVIDUAL APPLICATIONS.....	9
3.1 RECOMMENDED ACTIVITIES	10
3.2 REQUIRED DOCUMENTS.....	10
3.3 THE ROLE OF SUPERVISORS	11
3.4 REPORTING AFTER COMPLETED ACTIVITY	12
4 GROUP APPLICATIONS	13
4.1 FOR THE INDIVIDUAL APPLICANTS	13
4.2 FOR THE APPLICANTS FROM SECONDARY SCHOOLS.....	14
4.3 FOR THE EVENT ORGANIZERS.....	14
5 ANNEXES.....	16
5.1 MOBILITY COMMITTEE.....	16
5.2 HOW TO CALCULATE MOBILITY GRANTS.....	16
5.2.1 <i>Travel</i>	17
5.2.2 <i>Access/registration fees</i>	17
5.2.3 <i>Subsistence</i>	17
5.3 ROLLING CALL DEADLINES.....	18
5.4 QUESTIONNAIRE.....	18
5.5 FREQUENTLY ASKED QUESTIONS.....	19

1 INTRODUCTION

Development, construction, operation, decommissioning, waste management and oversight of safe nuclear facilities require personnel with excellent education, skills and motivation. The nuclear specialists are therefore equipped to work in multidisciplinary, multicultural and competitive environments.

Attraction of excellent new talents followed by outstanding development through Education and Training (E&T), cross-cultural and cross-disciplinary activities, are the overarching objectives of the ENEN# project.

ENEN# stands for the largest and most integrative nuclear Education and Training efforts up to date. Among others, it embraces a strong mobility program designed to support over 100 person-years of nuclear career enhancing experience of more than 1.000 learners. The mobility program builds on developments and experience in EURATOM projects ENENplus (ENEN+), the CINCH series, ARIEL and many others.

Cross-border and cross-disciplinary mobility within and beyond EU is supported in cooperation with JRC, OECD/NEA and partners from USA, Canada, China, Korea and Japan. Appropriate connections with the complementary OFFERR project facilitating access to research infrastructures are being developed.

This Mobility manual outlines the rules and procedures for the applications, evaluations, selections and delivery of the mobility grants.

Individual and group mobility actions are possible. The general rules that apply to all (individual and group) mobility actions are summarized in Section 2 General rules for ENEN# mobility and are followed by specific instructions for:

- **Individual actions:** The applicant proposes an individual work plan and the host institution. Recommended individual actions include internships (whether or not in preparation of a thesis), on the job trainings, study and/or research exchanges, active participation in research conferences and training courses. For further details, see Section 3.1.
- **Group actions:** The application, evaluation and selection process are handled by the organizers of selected events, approved by the Mobility Committee. Recommended group actions include competitions (including award ceremonies), workshops, training courses, summer schools, training camps and conferences. For further details, see Section 4 Group applications.

ENEN# will provide mobility grants intended **exclusively to cover** mobility (transportation and subsistence) costs and access or registration fees. Mobility grants will be in principle provided as lump sums directly to the selected applicants.

Support for participation in on-line events is not among the primary goals of the ENEN# project. It will be made possible on a case-by-case basis at the discretion of the Mobility Committee (section 5.1).

This version (Rev 1) of the Mobility manual will apply for applications starting from 01/02/2024 (Individual application batch 9) until the next revision of the Mobility manual becomes available.

2 GENERAL RULES FOR ENEN# MOBILITY

The mobility grants are intended primarily for students and early career professionals (up to 10 years of experience), who would like to improve their knowledge, skills and competitiveness for nuclear careers.

ENEN# reserves the right to accept or reject any request for grant without justification (at its sole discretion).

2.1 Eligibility Conditions

The following eligibility conditions must be fulfilled for every submitted application:

- **Mobility actions must involve cross border travel¹.**
- Applicant is either:
 - a **citizen (or a permanent resident) of an EU member state aiming for mobility anywhere but his/her member state of residence, or**
 - **citizen of any country aiming for mobility within EU².**
- **Compliance** of the proposed activity **with the objectives of the ENEN# project** (action must be aiming to advance the knowledge, skills, experience etc., needed to enable or improve the nuclear career of the applicant).
- **The supported nuclear disciplines** include:
 - nuclear engineering and safety,
 - medical applications,
 - radiation protection,
 - waste management and disposal,
 - radio chemistry,
 - nuclear materials, and
 - others (for example nuclear safeguards, to be approved on a case-by-case basis by the Mobility Committee);
- All arrangements for the mobility actions, including, but not limited to, salary, insurance, visa, access to the facilities, equipment, material costs, and intellectual property, have been agreed on and resolved between the sending and hosting institutions.
- The mobility action starts after June 1, 2022, and ends before May 31, 2026.

A very broad groups of learners, that are eligible to receive mobility grants, are summarized in Table 1.

¹ Support for participation in on-line events will be made possible on a case by case basis at the discretion of the Mobility Committee.

² Please note that rules and possible exemptions as defined by the European Commission and relevant EU member states apply in full https://ec.europa.eu/info/live-work-travel-eu/travelling-non-eu-nationals_en.

Table 1 Groups of learners eligible to receive the ENEN# mobility grants

Groups of mobility beneficiaries	Individual applications	Group applications
High-school pupils	No	Yes
High-school teachers	No	Yes
BSc students (interested in pursuing a master education and/or a career in the nuclear fields)	Yes	Yes
MSc students in nuclear interested in extracurricular experience and/or academic exchange such as the EMSNE certification by ENEN.	Yes	Yes
PhD students in nuclear interested in academic and research exchange, access to research infrastructures and cooperation with Euratom research projects.	Yes	Yes ³
Post-docs in nuclear interested in academic and research exchange, access to research infrastructures and cooperation with Euratom research projects.	Yes	Yes ³
Early career professionals (up to 10 years of experience) interested in changing their careers to nuclear and/or building up their life-long learning on nuclear topics.	Yes	Yes ³

2.2 Criteria for evaluation

The fundamental principles used in the selection procedure are listed in the order of decreasing priority:

- **Quality of the proposed mobility action** (including better elaborated vision towards how this particular mission will contribute to enabling/improving the potential for the applicant’s nuclear career).
- Proposed **timeline and feasibility of the work plan** and the requested duration of the mobility action.
- Applicant secured or was evaluated positively for the **support for access to research infrastructures** by other initiatives, including the OFFERR project, OECD-NEA NEST project or similar.⁴
- Mobility actions **involving and/or organized by renowned institutions with recognized quality**, such as members of ENEN, NUGENIA, EFOMP, SNETP, ENS and OECD/NEA and mobility actions envisioning contributions to the running Euratom (Horizon Europe) projects within the fields of this call.
- **Less than maximum financing** requested (e.g. priority to those who request less than maximum lump sums available for given activity).
- For training courses: the training course is announced on the ENEN website <https://database.enen.eu/>.
- Order of submittal of the applications (first come, first served).

³ Only for dedicated events organized by ENEN# or other Horizon Europe Projects (to be approved by the Mobility Committee).

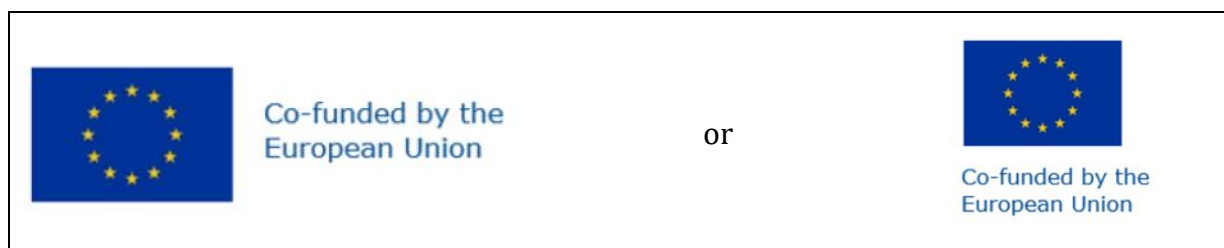
⁴ This only applies for applicants, who are seeking to secure financial support for the access to research infrastructures from other (non ENEN#) sources. Completed arrangements with the host institutions, including access to the infrastructures needed, are one of the eligibility conditions for all applicants.

The detailed criteria and procedures for applicants and evaluators are described, if appropriate, in the subsequent sections of this Mobility Manual.

2.3 Legal conditions

All applicants will have to accept the following legal conditions at the time of submittal of the application:

- Applicant is of legal age (e.g. 18 years or older, for individual applications!).
- Applicant explicitly agrees that the ENEN and partners of the ENEN# project will keep and use the applicant's personal data for the evaluation, execution and follow-up of the mobility actions.
- The mobility grant awarded by ENEN# will be used exclusively to cover mobility costs and/or registration fees and it will be provided as a lump sum directly to the applicant.
- Applicant is obliged to provide data for bank account accepting Euro (€), preferably in IBAN format. All costs associated with the bank transfers (e.g. for non-SEPA countries) are to be borne by the applicant.
- Applicant is obliged to submit a mission report (see section 3.4) and answer the questionnaire (see section 5.4) through the application portal no later than 30 days after completion of the mobility action or if the payments is received after the mobility action, no later than 30 days after the payment has been received. Failure to submit the report will require the applicant to return the full lump sum.
- All arrangements for the mobility actions, including, but not limited to salary, insurance, access to the facilities, equipment, material costs and intellectual property have been agreed and resolved between the sending and hosting institutions. ENEN# cannot support the related costs.
- All publications resulting from the mobility actions shall acknowledge the ENEN2plus mobility grant. The acknowledgement for funding should also show:



2.4 Cancelling an approved mobility action

Please notify us without delay about your situation and reasons for cancellation at the e-mail secretariat@enen.eu.

The unused grant must be returned to:
EUROPEAN NUCLEAR EDUCATION NETWORK AISBL
RUE D'EGMONT 11
1000 BRUXELLES

BANK: ING BELGIUM NV SA
IBAN: BE84 3631 8161 5059
BIC (Swift): BBRU-BE-BB-010
Reference: return ENEN2plus mobility grant, [*your name*].

3 INDIVIDUAL APPLICATIONS

The call is open for applications continuously between **October 31, 2022 and May 31, 2025 or as long as the funds are available**. The rolling call deadlines are scheduled every 2 months (see Table 9 for details).

A web-based app (<http://mobility.enen.eu>, entry „**Individual application**“) is available to guide the applicants through the application process. The applicants will be required to fill out all fields in the electronic application format and submit supporting documents and contact data of the supervisors at the sending (home) and receiving (host) institution.

Web-based app is accessible at: <http://mobility.enen.eu>

The workflow of the application and evaluation process is sketched in Table 2 and further detailed in sections below.

Table 2 Workflow of the individual application

Step	Actions needed	Details in section:
Register in the web app	Provide your e-mail address and personal data. Verification email will be sent to your e-mail address. Confirm the registration by clicking the link in the e-mail.	
Prepare the application	Provide the requested personal data. Verify all eligibility conditions. Propose your activity. Provide the required documents. Provide contact data of the supervisors at the sending (home) and receiving (host) institution. Confirm that the information provided is correct and accept all legal conditions.	2.1 3.1 3.2 3.3 2.3
Verification & Submittal	Emails will be sent by the app to your supervisors at the home and host institution asking them to verify, confirm and support your application by a short letter. Application will be submitted automatically when both supervisors approve it. E-mail will be sent to you by the web app to confirm submittal.	3.3
Review	All applications received before the end of the rolling deadline will be reviewed by at least two reviewers.	Rolling deadlines in Table 9
Selection/approval	Based on two reviews. Reviewers may decrease the requested grant.	Rolling deadlines in Table 9

Step	Actions needed	Details in section:
	E-mail will be informing you about the decision approximately 2 months (see section 5.3) after successful submittal.	
Banking Information	Successful candidates will be asked to provide their banking info. Sending banking info means accepting all conditions. Mobility grants will be transferred to your account.	
Reporting after the mobility action	Within 30 days after the mobility action or if the payment is received after the mobility action, within 30 days after receiving payment, provide a mobility action report and response to the questionnaire.	3.4 5.4

3.1 Recommended activities

Recommended activities, recommended durations and recommended participants are collected in Table 3.

Applicants are free to propose different activities and/or different durations. In such case, an explanation of reasons for that should be developed in the Motivation letter and confirmed by both supervisors (Section 3.3).

Table 3 Recommended mobility activities with recommended durations and participants

Recommended activity	Recommended duration	Recommended participants
Internships, On the job trainings	1 - 6 months	All
Study Exchange	3 - 6 months	BSc, MSc students
Research Exchange	3 - 18 months	MSc and PhD students, Post Docs
Active participation in a research conference	Up to 1 week	BSc MSc and PhD. students
Training Course	Up to 1 week 1 month or more for nuclearization ⁵ courses	All

3.2 Required documents

The following document should be submitted by all applicants:

- **Curriculum Vitae;**
- **Motivation letter**, explaining how the proposed action will improve the candidate's knowledge, skills and competitiveness for career opportunities in one of the eligible nuclear fields. Any departures from the activities and/or their durations (Table 3) need to be explained and elaborated in the Motivation letter.
- **Work plan.** The contents of the work plan depend in part on the mobility activity, as indicated in Table 4.

⁵ Preparing non-nuclear students or professionals for nuclear professions

Table 4 Recommended contents of the work plan for different recommended activities

Recommended activity	Contents of the Work Plan
Internships, On the job trainings	Briefly explain the planned activities and their impact on your knowledge, skills and/or future career.
Study Exchange	Briefly explain the planned activities and expected results in terms of ECTS or other study goals to be achieved.
Research Exchange	Briefly explain the planned activities and expected results in terms of research results.
Active participation in a research conference (for BSc, MSc and PhD students)	Provide a copy of the abstract (or paper, if available) and letter of acceptance. Briefly elaborate the choice of this particular conference and its impact on your knowledge, skills and/or future career.
Training Course	Provide a copy of the course goals and contents. Briefly elaborate the choice of this particular course and its impact on your knowledge, skills and/or future career. Provide a link to the web page (e.g., ENEN) with the description of the course.

3.3 The role of supervisors

In the application verification stage (before submittal, Table 2), two supervisors will be actively involved:

- **Supervisor at sending (home) institution** serves as the supporter of the application and needs to submit a short letter of support in the web-based app. The applicant will be responsible to provide the necessary data on the supervisor (e-mail, name, affiliation, relation to the applicant).
- **Supervisor at receiving (host) institution.** The role of this supervisor differs with respect to the format of the proposed mobility action:
 - **For internships, on the job trainings and exchanges,** the role of the receiving supervisor is to confirm that the applicant is welcome at the host institution with the proposed activity and timeline. The applicant is responsible to provide the necessary data on the supervisor (e-mail, name, affiliation, relation to the applicant).
 - **For participation in training courses and conferences,** the role of the receiving supervisor should be taken by an appropriate person among the organizers of the event. Applicant is responsible to identify such person and to arrange for appropriate support in the application process. Please note that the quality and relevance of the proposed activity will be evaluated/verified by the reviewers or Mobility Committee during the evaluation process.

Individual application will be submitted automatically after both supervisors will provide explicit consent/approval. Applicant will be informed by e-mail.

3.4 Reporting after completed activity

A written report needs to be submitted within 30 days after the completed mobility action or if the payment is received after the mobility action, within 30 days after receiving the payment in the web app (<http://mobility.enen.eu>). Failure to submit the report results in returning the grant in full.

The reports should be concise and should contain at least the following information:

- Your name.
- Sending and receiving institutions.
- Start and end dates of the mobility action.
- Summary of the work performed, including the level of the fulfilment of the work plan.
- List of publications that are at least in part result of the mobility action.
- Description of the positive outcomes of the completed mobility action.
- Note of any negative experiences of the completed mobility action as well as potential suggestions of how these could be minimized or avoided in the future.
- Statement on how the mobility action improved your knowledge, skills and competitiveness for nuclear careers.

Applicants are free to choose the format of the report.

An integral part of the end of activity reporting includes answering the questionnaire (Section 5.4), designed to facilitate the improvements of the mobility support in the future.

Applicants agree that their reports may be published (entirely or in part) within the dissemination activities of ENEN# project, e.g., on the ENEN# web site, on social platforms like LinkedIn or similar.

4 GROUP APPLICATIONS

ENEN# can provide limited support for group mobility, i.e. support for more than one learner attending a specific event. Such events could be organized by this or other Horizon Europe projects or by a renowned organization including ENEN, SNETP, Nuclear Europe (former FORATOM), EFOMP, ENS, and their members, or international organizations including JRC and OECD/NEA.

The application and selection process of individual beneficiaries of the mobility funds for such events is organized and managed directly by the event organizers.

Recommended group actions include, but are not limited to, competitions (including award ceremonies), workshops, training courses, summer schools, training camps and conferences.

4.1 For the individual applicants

The list of eligible events and the guidance to apply and provide requested information is available in the web app (<http://mobility.enen.eu>) under the entry „**Individual application to group events**“. Workflow is sketched in Table 5.

Table 5 Workflow of the individual application to group events

Step	Actions needed	Details in section:
Register in the web app	Provide your e-mail address and personal data. Verification email will be sent to your e-mail address. Confirm the registration by clicking the link in the e-mail.	
Select the event	A dropdown list of approved events will be provided	4.3
Prepare the application	Provide the requested personal data. Verify all eligibility conditions. Provide the required documents.	2.1 3.2
Submit the application	Confirm that the information provided is correct and accept all legal conditions. E-mail will be sent to you by the web app to confirm submittal.	2.3
Review	Applications will be reviewed by the organizers of the event	
Selection/approval	Applicants selected (and rejected) by the organizer of the event will be notified.	
Banking Information	Successful candidates will be asked to provide their banking info. Sending banking info means accepting all conditions. Mobility grants will be transferred to your account.	
Reporting after the mobility action	Within 30 days after mobility action or if the payment is received after the mobility action,	3.4 5.4

Step	Actions needed	Details in section:
	within 30 days after receiving payment, provide a mobility action report and response to the questionnaire.	

4.2 For the applicants from secondary schools

Please contact directly the organizer of the event that you would like to attend. The list of events for high school pupils and teachers is available in the ENEN# website <https://enen.eu/index.php/portfolio/enen2plus-project/>.

4.3 For the event organizers

The organizers of the candidate events may request group mobility support in the (<http://mobility.enen.eu>) under the entry „**Application for group events**“. The request should include the following details:

- Description of the event and its goals;
- Number of all expected and all supported attendees;
- Selection criteria and the composition of the selection committee for the beneficiaries of the ENEN# mobility support (should be fully in line with the General rules for ENEN# mobility and How to calculate mobility grants in this Manual).
- Budget: number of supported attendees and expected costs.
- Proposal of the event organizer for the reporting at the information level similar to the individual reporting foreseen in Reporting after completed activity.

The workflow of the application and evaluation process is sketched in Table 6.

The Mobility Committee will decide on the received request and inform the event organizer as a rule within 1 month.

Please note that the individuals seeking the mobility support in the approved group events will have to apply through the (<http://mobility.enen.eu>) under the entry „**Individual application to group events**“. Workflow for applicants is sketched in Table 5 Workflow of the individual application to group events.

In principle, the full grants (including access fees) will be sent to the individual beneficiaries based on the banking info (IBAN, name and address of the account holder) provided by the event organizer after completed selection process.

Only in the case that (part of) the attendees are expected to be younger than 18 years (e.g., high school pupils), the mobility grants will be transferred to the event organizer and not to the individual learners.

Table 6 Workflow for group applications

Step	Actions needed	Details in section:
Register in the web app	Provide your e-mail address and personal data. Verification email will be sent to your e-mail address. Confirm the registration by clicking the link in the e-mail.	
Prepare the application	Provide the requested data. Verify all eligibility conditions. Propose your activity. Provide the required documents describing the activity.	
Submit the application	Confirm that the information provided is correct and accept all legal conditions. E-mail will be sent to you by the web app to confirm submittal.	
Review	Application will be reviewed by the Mobility Committee.	
Selection/approval	Application will be selected/rejected by the Mobility Committee. Approved events will appear in the web app (http://mobility.enen.eu) under the entry „ Individual application to group events “	Table 5
Individuals apply	Individuals will be able to submit applications for approved events until the deadline decided by the Organizer.	Table 5
Review/selection of applications by individuals	Organizer will perform review and selection of applications with the documents supplied by the individual candidates to the web application. Organizer will mark selected/rejected individual applications in the web app.	
Reporting after the mobility action	Within 30 days after the event happened the organizer will provide the report on the selection process, list of selected individuals, list of attendees and with the lessons learned in the process, especially any suggestions or recommendations to the Mobility Committee to improve the process in the future.	

5 ANNEXES

5.1 Mobility Committee

The tasks of the Mobility Committee include:

- Develop and coordinate the mobility scheme.
- Re-evaluate the performance of the mobility scheme at least every 12 months.
- Approve the Mobility manual and its revisions, following regular re-evaluations of the mobility scheme.
- Select the events eligible for group applications.
- Select the eligible conferences and courses.
- Approve different – in principle reduced - grants for specific actions. In exceptional cases the Mobility Committee may increase the maximal grants up to 150%.
- Nominate the reviewers for individual application.
- Approve/deny individual applications.
- (Re)define the eligible nuclear topics.
- Participation in online events may be acceptable on the case by case basis, as recommended by the Mobility Committee or evaluators. Only access fee will be granted in such cases.
- For bilateral exchanges developed in WP6, reciprocity in the funding will be sought.

The composition of the Mobility Committee, effective from November 30, 2023, is in Table 7.

Table 7 Composition of the ENEN# Mobility Committee

Nuclear topic	Committee Members
Nuclear engineering and safety	Prof. Leon Cizelj, Jožef Stefan Institute Prof. Joerg Starflinger, University of Stuttgart
Waste management and geological disposal	Prof. Francisco Javier Elorza Tenreiro, University of Madrid Ms. Chantho Creze, Westinghouse
Radiation protection	Dr. Michèle Coeck, SCK CEN
Medical applications	Prof Csilla Pesznyák, BME Prof. Dimitris Visvikis, University of Brest
Radio chemistry	Prof. Theodora Retegan Vollmer, Chalmers
Nuclear materials	Prof. Filip Tuomisto, University of Helsinki
Other nuclear topics (i.e., safeguards)	Prof. Gabriel Lazaro Pavel, ENEN Dr. Albannie Cagnac, EDF

5.2 How to calculate mobility grants

The mobility grants are calculated as lump sums and cover exclusively the travel, subsistence and access/registration fees.

In principle, the maximum grant amount calculations for both the individual and group applications are identical. In exceptional cases, the Mobility Committee may increase the maximal grants up to 150%.

5.2.1 Travel

The maximum lump sum for travel is 500 € and does not depend on the duration of the mobility action and length or mode of travel.

5.2.2 Access/registration fees

The maximum fee to access the course or conference is 150€/day and cannot exceed 500€.

5.2.3 Subsistence

Maximum lump sums for subsistence depend on the duration of the action and are summarized in Table 8. The maximum lump sum grants for subsistence costs are calculated in the following way:

Days:

- 1-3 days: 100€/day.
- 4-6 days: 300€ + 50€/day for days 4 and above.

Weeks (1 week = 7 days):

- 8-14 days: full 1st week (500€/week) + fraction (e.g. (8-7)/7 of the 2nd week (350€/week).
- 15-21 days: full 1st + 2nd week (500€+ 350€)+ fraction (e.g. (15-14)/7 of the 3rd week (300€/week).

Months (1 month = 30 days):

- 22-30 days: full 1st, 2nd and 3rd week and a fraction (e.g. 22/30) of the 1st month (1.400€/m).
- 31-60 days: full 1st month (1.400€/m) + fraction (e.g. (31-30)/30 of the 2nd month (1.200€/m).
- 61-90 days: full 1st + 2nd month (1.400€ + 1.200€) + fraction (e.g. (61-60)/30 of the 3rd month (1.000€/m).
- Continue with full months + fraction of the last month.

Table 8 Maximum lump sums for subsistence

Duration	Max €	per	Max for	(days)	Amount €	Per diem €	
Up to 3 days	100,00	day	3	days	3	300,00	100,00
1st week	500,00	week (7 d)	1	week	7	500,00	71,43
2nd week	350,00	week (7 d)	2	weeks	14	850,00	60,71
3rd week	300,00	week (7 d)	3	weeks	21	1.150,00	54,76
1st month	1.400,00	month (30d)	1	month	30	1.400,00	46,67
2nd month	1.200,00	month (30d)	2	months	60	2.600,00	43,33
3rd month	1.000,00	month (30d)	3	months	90	3.600,00	40,00
4th and subsequent months	900,00	month (30d)	4	months	120	4.500,00	37,50
	900,00		6	months	180	6.300,00	35,00
	900,00		12	months	360	11.700,00	32,50

5.3 Rolling call deadlines

The call for **individual actions** is open continuously for applications at the <http://mobility.enen.eu>. The deadlines for submitting and evaluating applications are scheduled every 2 months (Table 9).

The call will be open as long as the funds are available or until the last scheduled deadline of May 31, 2025.

Table 9 Schedule of rolling deadlines (All deadlines at 23:59 CET)

Individual Application Batch	Submitted by	Decision by
1	30.11.2022	31.01.2023
2	31.01.2023	31.03.2023
3	31.03.2023	31.05.2023
4	31.05.2023	31.07.2023
5	31.07.2023	30.09.2023
6	30.09.2023	30.11.2023
7	30.11.2023	31.01.2024
8	31.01.2024	31.03.2024
9	31.03.2024	31.05.2024
10	31.05.2024	1.08.2024
11	1.08.2024	30.09.2024
12	30.09.2024	30.11.2024
13	30.11.2024	31.01.2025
14	31.01.2025	31.03.2025
15	31.03.2025	31.05.2025
16	31.05.2025	31.07.2025

5.4 Questionnaire

All beneficiaries of mobility grants (individual and group) will be asked to fill in the following questionnaire:

Table 10 Questionnaire for the beneficiaries of ENEN# after the completed mobility action

Question	Response
How useful was the information about the ENEN# mobility scheme at the ENEN website?	Score from 1 (poor) to 5 (excellent) Comment (optional)
How useful was the ENEN# web app for applications?	Score from 1 (poor) to 5 (excellent) Comment (optional)
How useful was the ENEN# Mobility Manual?	Score from 1 (poor) to 5 (excellent) Comment (optional)
Please rate the impact of the mobility action on your nuclear career.	Score from 1 (poor) to 5 (excellent) Comment (optional)
Please rate the adequacy of the grant amount provided by ENEN#.	Score from 1 (poor) to 5 (excellent) Comment (optional)
Were your interactions with the ENEN staff helpful?	Score from 0 (none), 1 (poor) to 5 (excellent) Comment (optional)

Question	Response
Did the overall mobility experience (from application to activity and reporting) meet your expectations?	Score from 1 (poor) to 5 (excellent) Comment (optional)
Which part of the mobility scheme must in your opinion remain unchanged? Why?	Comment
Which part of the mobility scheme must in your opinion be changed? Why? How?	Comment
Where did you learn about the ENEN# mobility scheme	Choose one (www, social networks: which ones, colleagues, supervisors, other: comment)
Comment	Please provide any comment, suggestion or thought that you may consider relevant or useful for the future mobility programs.

5.5 Frequently Asked Questions

1. Can urgent applications be evaluated faster in order to respect the student's deadlines?

No. You are advised to take notice of the average time between the submission deadline and decision, which is about 4 months. The payments to the successful applicants are to be expected in about 3-4 months after the submission deadline.

2. Is it possible to request the mobility support for a mobility action in the past?

Yes, if the action started after June 1, 2022, and will end before May 31, 2026. Please note, however, that this is not an advantage in the evaluation of the application.

3. Are ENEN# mobility grants for longer mobility actions paid in monthly instalments?

No. All ENEN# grants are paid as lump sums in a single bank transfer to the account indicated by the successful candidate in the web application system.

4. Are medical expenses taken in account by ENEN# grants?

No. The mobility grants can only be used to cover the transportation and subsistence costs, and in some cases, also the registration or tuition fees. Applicants are advised to consult their host and/or home institution to verify the status of their medical insurance.

5. Can ENEN# or ENEN AISBL provide acceptance certificates for student needing visa?

No. Candidates are advised to contact their host institution for this purpose.

6. Is it possible to change the dates of an accepted mobility action?

The mobility action has been accepted based on the data provided by the applicant. So, no changes can be accommodated after the acceptance. If a change occurs after the acceptance, the applicants are strongly advised to withdraw the application.

A new application, containing the same information and the new dates is started and can follow a short track for approval, providing the original application was accepted and only the dates were changed. The applicant should notify secretariat@enen.eu via email with 'ENEN2plus mobility change of dates – number of original application' as subject of the email.

7. My application was declined. Where can I learn about the reasons for this?

ENEN# will not disclose the reasons for declining a particular application.

Experience from the past ENEN+ project indicates that the most frequent reasons for declining the applications include:

- at least one of the reviewers disagrees on technical or scientific grounds;
- the topic of the application does not match the nuclear topic declared at submittal (e.g., studying radon effects in nuclear engineering);
- the topic of the application is outside of the scope of the ENEN# project;
- senior experts with already established nuclear careers cannot benefit from ENEN#;
- applicant requested 0 EUR or more than maximal mobility grant;
- proposed mobility action is not cross-border;
- both supervisors (from the sending and receiving institutions) are from the same organisation and/or country.

8. Can the same person apply for more than one ENEN# mobility grant?

Yes. The limitation is that each individual will be eligible to a maximum of one submitted application per rolling deadline. (see Table 9)

9. Can the ENEN# mobility grant be transferred to an account outside of the SEPA system (without IBAN number)?

Yes, but it usually involves substantial costs (e.g. taxes), which will need to be borne by the applicant, and longer transfer times are expected. In any case, the transfer will be made in Euro (€).

In case of multiple transfers, due to wrongfully provided information from the applicant to ENEN, all associated costs are to be borne by the applicant.