

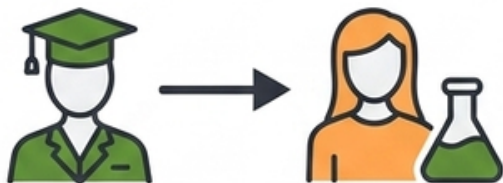
ONETICK PROJECT

Eligible Staff Instructions



1. Eligible Career Stages

Researchers at any career stage: PhD candidates to postdocs, data stewards, managers, or project administrators.



2. Focus on R&I Activities

Staff members must be *directly engaged* in R&I activities.



3. Pre-Secondment Requirement

Must be engaged in or **linked to R&I activities** at sending organization for *at least one month prior*.



4. Knowledge Transfer & Return

Must return to sending organization after secondment, pass on knowledge and foster collaboration.



MSCA SE Secondments

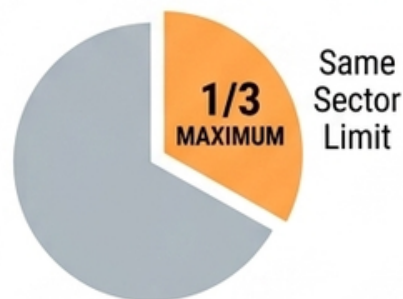
1. Inter-sectoral Focus



Secondments must be inter-sectoral (e.g., academic to non-academic) to boost knowledge transfer.



2. Same-sector Limits



Total same-sector exchanges (e.g., academic-to-academic) are strictly limited to a maximum of 1/3 of total person-months.

3. International Exchanges



Secondments are international, requiring movement to a different country.

4. Physical Presence Required



Researchers must be physically present at the host organization for the full duration. Remote working is not permitted.

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MSCA SE Staff

Secondment



1. Full-time Secondment

Secondments must be performed full-time. Staff on part-time contracts must be temporarily switched to full-time for the duration.



100%
FULL-TIME

2. Grant Engagement

Engagement in other research grants is allowed during the secondment period.



3. Continued Remuneration

Continue to pay staff as before, as their remuneration is not covered by this grant. Continue to pay according to national law.



4. National Law Compliance

All remuneration must follow national law and internal organizational practices.



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Interruptions and Funding Eligibility



1. Not Eligible for Funding: Staff Control

Interruption of secondment for reasons *outside* of staff control (e.g., force majeure) are NOT eligible.



2. Not Eligible for Funding: Personal Leave

Any type of personal leave (including parental leave or sick leave) during the secondment period is NOT eligible.



3. Eligible for Funding: Bank Holidays

Bank (public/national/regional) holidays are considered part of the secondment and *are* eligible.



4. Eligible for Funding: Project Conferences

Attendance at conferences *directly related* to the project is eligible for funding during secondment.



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Secondment Duration and Travel Days



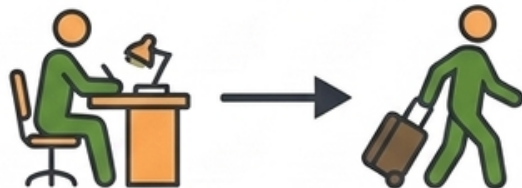
1. Secondment Start: Travel Day

The first day of the secondment may be used for travel and counts as part of the secondment.



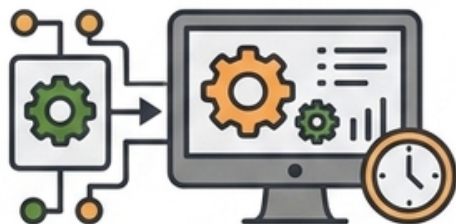
2. Secondment End: Travel Day

The last day of the secondment may be used for travel and counts as part of the secondment.



3. Automatic Duration Calculation

System automatically calculates full months. Any travel days at the start and end are already included.



4. Person-Month Example

Example: A secondment from 1 June–30 June is counted as exactly 1 Person-Month (PM).



Start 1 June
End 30 June

Total: 1 PM

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Travel Documentation Requirements



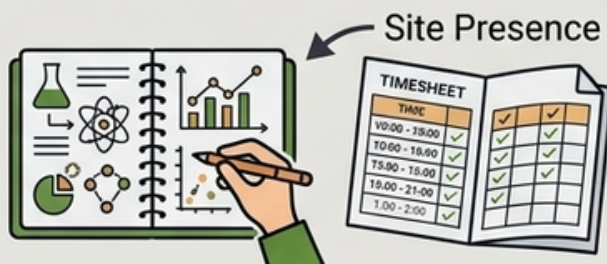
1. General Travel Documents

Coordinators from each partner institution must **collect** and keep all travel documents.



2. Contracts, Certs & Timesheets

Lab books are explicitly accepted as evidence of one-site presence.



3. Travelling by Car

Proof required through: highway tickets, accommodation receipts, or ideally, GPS logs.



4. Submission to Lider

Please retain original documents in your project files and send scanned copies to Lider.



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Secondment Duration and Travel Days



1. Scholarship Agreement Recommendation

(MUB) recommends using the provided template for the scholarship agreement between the seconded person and the sending institution.



2. Scholarship Agreement Recommendation

Submit physical copies of signed agreements for contact verification.



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Secondment Duration and Travel Days



1. Original Documents

Please retain the original documents in your project files and send scanned copies after each secondment to:



Marta Jemieljańczuk
Administrative Officer
marta.jemieljanczuk@umb.edu.pl

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Secondment Duration and Travel Days



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