

Use of the budget for doctoral students' research activities, missions' procedure, purchase procedure

RESEARCH BUDGET

The national legislation ensures each doctoral candidate, with or without a scholarship, a budget for research activities in Italy and abroad, for an amount not less than 10% of the scholarship amount. The amount is determined based on national regulations and UNICAM (University of Camerino) internal rules in the matter.

The research budget is available for cost centers registered at UNICAM, for activities falling within the period from enrollment to the end of the program, for all doctoral candidates affiliated with doctoral courses with a single location or with administrative office at the University of Camerino. Starting from the 38th cycle, the coordinators of the courses are responsible for the cost centers and the doctoral students are allowed to use the budget referred to their scholarships.

REQUEST FOR USE

In order to ensure effective supervision and mentoring, the doctoral candidate is invited to agree with their supervisor and the coordinator of the relevant course a spending plan that is consistent with their educational and research project, as well as with the current legislation and practices in the field. The coordinator of the course authorizes the expenses.

Subsequently, the doctoral candidate may proceed, with adequate notice, to request the use of the budget:

A. MISSIONS:

- SAS administrative contact person: manuela.verdolini@unicam.it
- Procedure: Access to the UNICAM Missions Portal <https://missioni.unicam.it/Login/DoLogin> with their own UNICAM credentials, and completion of the mission authorization request (at least 5 days before departure) by the doctoral candidate; this is a necessary step to activate the insurance coverage provided by UNICAM. Unless otherwise communicated within 24 hours, the MISSION is considered authorized.
- If an advance payment is requested (up to a maximum of 75% of the expected expense amount), the doctoral candidate must attach suitable documentation (e.g. cost estimates) in the "request authorization" phase, as required by the current UNICAM regulations on mission expenses.
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- The mission and the reimbursement of mission expenses will be carried out strictly in compliance with the provisions of the aforementioned regulation.
- After completing the mission, in compliance with the provisions of the UNICAM Regulation, the request for reimbursement of the incurred expenses will be initiated: the request form should be pre-filled in the aforementioned Missions portal, downloaded, signed as required and submitted in its original form to the SAS support office (Manuela Verdolini) within a reasonable timeframe. The

mentioned form must be submitted along with original expense receipts, such as itemized receipts for main meals (i.e., receipts that expressly indicate the consumed product), fiscal receipts, invoices, travel tickets, etc. Credit card receipts and/or electronic payments are not reimbursable unless accompanied by the corresponding itemized receipt or other fiscal document. For training courses and conference registrations, it is necessary to submit the participation certificate (also in copy) and proof of payment, which must be supported by an invoice or receipt (with the participant's name and details of the services included in the registration fee), failing which no reimbursement will be granted. The competent office may request additional information or documentation from the applicant. From the moment the required documentation for reimbursement is defined, taking into account budget constraints, reimbursements will be disbursed as soon as possible, considering that, typically, the processing time is around 30 days.

- The missions procedure should be promptly activated also in case of mobility periods in Italy (e.g. for training and research periods at other institutions) and abroad (e.g. for training and research periods at other institutions) lasting more than 30 days; in these cases, the experience must first be authorized by the Board of Professors, the instructions within the missions portal must be followed, and all documents that may be necessary (e.g. Commitment Agreement with the host institution, etc.) must be signed in advance. For reimbursable expenses in these cases, reference is made to the current Mission Regulations pertaining to the matter.

B. PURCHASES (with fiscal documents issued to UNICAM):

- The PhD student sends the purchase request to acquisti@unicam.it, indicating the cost center, expense details, any notes to be added to the administrative documents (for accounting purposes), and attaching the quotation and the email with the approval of the expense by the course coordinator; the course coordinator, to be

included in cc, in the email, will explicitly express his/her approval to the competent UNICAM office via email. The PhD student must specify the delivery address and contact telephone number of the delivery location within the purchase request.

- To facilitate the request, it can be used, as an example, the email template available in the attachment (**soon available in English**). It should be noted that this is a sample template, and each PhD student should edit it carefully, considering any specific needs of their own position/scholarship/project.
- The cost center can be requested to manuela.verdolini@unicam.it and alessia.panunti@unicam.it.
- It should be noted that purchases require technical processing times, and the dedicated office may request additional information or documentation from the PhD student's request.
- Examples of expenses that fall under the "ACQUISTI" (purchases) process: consumable materials, publications, purchase of bibliographic materials.

C. [Exceptional and residual cases] REFUNDS or PURCHASES MADE DIRECTLY BY THE PHD STUDENT - ONLY for personal registration for conferences/courses that do not require mission travel:

- submission of the request for reimbursement of expenses, provided with the necessary signatures and original supporting documents (e.g. invoice from the course/conference provider, payment receipt) and a copy of the certificate of participation, within a reasonable timeframe, to manuela.verdolini@unicam.it;
- The request form will be available at the relevant offices.
- It should be noted that reimbursements require technical processing times, and the dedicated office may request additional information or documentation from the PhD student's request.

ELIGIBLE EXPENSES

The budget can be used for purposes that are consistent with the objectives of the doctoral program, in compliance with the provisions of the current regulations concerning the doctoral program, as well as the rules of public accounting rules and University regulations.

Examples of eligible expenses include:

- registration fees for training courses, conferences, conventions, summer/winter schools that are ACTUALLY ATTENDED (including remote participation) and related mission/travel expenses;
- Missions in Italy and abroad (for PhD students who travel abroad with an increased scholarship amount and for periods exceeding thirty days, only for reimbursement of the round-trip travel expenses from UNICAM headquarters to the foreign location and accommodation expenses. (For "without scholarship" PhD students, meal expenses are also included- see missions regulations).
- laboratory consumables;
- expenses for publications;
- expenses for the purchase of bibliographic material (books must be returned to the UNICAM administrative offices by the end of the doctoral program).

NOT ELIGIBLE EXPENSES

- Inventory items (including PCs and laptops, printers, tablets, software, etc.)
- Expenses related to projects other than those related to one's PhD Program/ scholarship (especially if funded through other programs)
- Indirect costs (e.g. electricity consumption, etc.)
- Individual membership fees
- Payment of deposits or down payments (e.g. for apartment rentals) that have been refunded to the doctoral student
- Expenses for which the doctoral student has already been reimbursed.
- Anything that is excluded by the current UNICAM regulations on the subject - e.g. Mission Regulations, Art.11 p.6: For other personnel to whom this regulation applies, the use of their own means may be authorized if it results in a more effective performance of the activity in terms of both

cost effectiveness and efficiency. Staff who intend to use their own vehicle in order to facilitate their travel may nevertheless obtain authorization from the administration, with the limited effect of obtaining the insurance coverage due in accordance with the current provisions. In the event of authorization, an indemnity equivalent to the cost of round-trip tickets for the same route by ordinary means, excluding any non-mandatory supplements, shall be recognized for the entitled class. For routes not covered by the regular service, the mileage rates in force of Trenitalia apply.

Any specific purchasing needs may be evaluated in advance in agreement with the SAS Office and the relevant Administrative Areas.

TEMPLATE PURCHASE REQUEST (to be adapted to your needs)

TO BE SENT TO:

acquisti@unicam.it

cc: coordinator's email; supervisor's email

Spett.le Ufficio Acquisti,

I am writing to request the issuance of a purchase order for material/products... (description of material/products) necessary for the completion of my doctoral activities.

The total expenditure amounting to € ... + VAT will be charged to cost center ... (the cost center can be requested from Manuela Verdolini or Alessia Panunti).

The goods should be delivered to the following address: (contact person's name, department, street address, postal code, city, etc., along with a telephone number for the supplier or courier to reference).

Attached, you will find authorization for the expenditure from the (coordinator) and a quote from the supplier.

Best regards,

[Your Name]

Please indicate on the purchase order request email any annotations to be included on administrative/accounting documents, if required for the reporting of specific research projects (this information is available to the supervisor).

It is necessary to remind the supplier, when requesting a quote, of the obligation to comply with all requirements set by Public Administrations (Public Procurement Code) and – for those funded under PNRR - with the regulations regarding the procurement of goods and services under PNRR funds.