

## **CHILD CARE SUPPORT DURING TRAVEL**

### **National Center of Competence in Research for Bio-Inspired Materials**

The National Center of Competence in Research (NCCR) for Bio-Inspired Materials offers financial assistance to its participants who have child care obligations and would like to travel for a professional event (such as academic conferences, project meeting or workshop) that will advance their academic careers.

#### **Financial support**

Financial support is awarded to cover extra child care expenses due to added caregiving needs resulting from traveling to a professional event (i.e. project meeting, academic conference or workshop, professional training). Such extra costs may include:

- Extra child care at home while the researcher is traveling,
- On-site child care at the event (if you must continue to pay to preserve childcare space at home)
- Extra costs associated with transporting the child and/or a caregiver to the event site.

The eligible NCCR participants can submit more than one request for financial support (and receive support for more than one request) within one budget year (1 June – 31 May) normally up to a total of 500 CHF.

The financial support is provided in the form of the reimbursement of expenses.

Only expenses incurred for dependent children under the age of 13 years old are reimbursable.

#### **Who can apply**

NCCR Bio-Inspired Materials participants of the following categories:

- Senior Researcher,
- Research Associate,
- Postdoctoral Student,
- Doctoral Student,

with a contribution to the NCCR Bio-Inspired Materials at an activity rate of 50% or higher for a minimum duration of 12 months are eligible to apply. The researchers' source of funding is not relevant.

If you are unsure of your eligibility, please contact the NCCR Coordinator before applying.

#### **How to apply**

The following documents must be submitted to NCCR Coordinator:

- Completed application form for Childcare Support During Travel (includes anticipated schedule of childcare, budget, and travel authorization by your superior),
- General event information (agenda including dates, location, etc..),
- Confirmation of your registration to the event,

- If applicable, confirmation of your role (e.g. presenter) at the event

## **When to apply**

Requests must be submitted at least 6 weeks prior the event.

## **How are proposals evaluated?**

The proposals are evaluated individually based on eligibility, personal situation, and value added to the applicant's career. Incomplete or inaccurate information may affect eligibility. Support is provided to eligible applicants in a first-come first-served basis, limited by the availability of funds. Applications are pre-screened by the NCCR Coordinator and granted / rejected by the NCCR Faculty Delegate for the Advancement of Young Researchers and Women.

## **Reimbursements**

To receive the reimbursement, the successful applicants must submit to the NCCR Coordinator:

- Completed reimbursement form,
- All original receipts for childcare services and/or other approved eligible expenses

The successful applicants will receive up to the awarded support funds or the sum of the total costs if these are less than the awarded support funds.

The reimbursement request must be submitted within 8 weeks after the date of the event. For events taking place at the end of the budget year (i.e. April, May), the reimbursement request must be submitted until no later than June, 1st.

## **Contact**

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