**CONTRIBUTIONS FOR VISIT BY RESEARCHERS, TEACHERS, EXPERTS, CULTURAL PERSONALITIES AND OPERATORS**

**FOREIGN APPLICANTS**

**Who can apply for the grant?**

Foreign researchers, professors, experts, cultural personalities and operators invited to spend a period of time at Italian university or cultural institutions for study or research reasons. The contribution consists of the partial coverage of living expenses, paid in a lump sum form.

**What is the amount of the grant?**

The grant will correspond to a lump, all-inclusive sum calculated as follows:

• for the first six days, 120 euros per day;

• for the seventh and eighth days, 93 euros per day.

There is no funding beyond the eighth day. The grant will exceed 906 euros. For the purposes of the calculation, only the days actually dedicated to cultural and/or research activities are to be included.

**Who should the application lodged with?**

Applications must be submitted to the Italian Cultural Institute. In countries where there are no Italian Cultural Institutes, the applications must be lodged with the diplomatic-consular mission competent for the territory.

**What documents must be included in the application?**

The grant application must be lodged at least 40 days before the beginning of the mission. The application must include the following documents:

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| **Enc. 1** | Self-certification (see below) |
| **Enc. 2** | Letter from the Italian university or cultural institution that sent the invitation |
| **Enc. 3** | Letter of acceptance of the invitation |
| **Enc. 4** | Curriculum vitae |
| **Enc. 5** | Copy of a valid ID |
| **Enc. 6** | Information on the processing of personal data signed for acceptance (see below) |
| **Enc. 7** | Form containing the personal data and bank details of the beneficiary, to be written and sent exclusively in Word format. Documents saved in other formats will not be accepted (see below) |
| **Enc. 8** | Any further useful documentation |

**How is the contribution paid?**

The contributions will be paid by bank transfer into the interested party's bank account.

**Is it necessary to write a final report?**

The beneficiaries of the grant must send a report on the activity carried out in Italy to the Office (Embassy, Consulate, IIC) to which they have submitted the application. The report must be sent within thirty days from the end of the mission.

**ENC. 1**

**= FOREIGN APPLICANTS =**

**SELF-CERTIFICATION**

(Art. 46 of D.P.R. 28 December 2000, No. 445)

I ………………………………………………………. , born in ……………………………. on … / … / ……, residing in ……………………………………………………… ……………………………………………….. (indicate the complete place of residence)

**DECLARES**

* To hold …………………………………. citizenship;
* To be a researcher, teacher, expert, cultural personality or operator;
* Of having been invited to spend a study period or research by the following Italian university of cultural institution …………………………………………………………………………………………located in ………………………………. ;
* That such sojourn will go from … / … / …… to … / … / …… ;
* That such sojourns is aimed at accomplish the following goals:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

* Of being the holder of the following bank account to be used for the payment of the contribution:
	+ Account holder: ……………………………………......…………....................
	+ Account number: ………………………………………......…………………..
	+ Bank: ……………………...………………………......…………..…………...
	+ SWIFT/BIC code: ……………………………………………….……………..

|  |  |
| --- | --- |
| *Place and date*……………………………………… | *Signature of the applicant* …………………………………………………. |

**ENC. 6**

**Information on the protection of individuals with regard to the treatment of personal data (General EU Regulation on the Protection of Personal Data, 2016/679, section 13)**

The treatment of personal data requested for the registration on the Italian Cultural Institute in Sydney’s mailing list will be will based on the principles of lawfulness, fairness and transparency to protect the fundamental rights and freedoms of individuals.

To this end, in accordance with the EU General Regulation for the Protection of Data (EU) 2016/679, art. 13, the following information is provided:

1. The body responsible for the treatment of data is the Italian Ministry of Foreign Affairs and International Cooperation (MAECI) which acts, in this specific case, through the Office III of the Directorate General for Public and Cultural Diplomacy (postal address: MAECI - DGDP, Piazzale della Farnesina 1, 00135 Rome; tel. 0039 0636914129; mail: dgdp-03@esteri.it; pec: dgdp .03 @ cert.esteri.it).
2. For any questions or complaints, the interested party may contact the Head of Personal Data (RPD) of MAECI (MAECI - RPD, Piazzale della Farnesina 1, 00135 Roma; tel. 0039 0636911 (switchboard); mail: rpd@esteri.it; pec: rpd@cert.esteri.it).
3. The processing of the personal data is necessary to participate in this procedure.
4. The provision of the aforementioned data is based on consent but failure to provide them will invalidate the expression of interest.
5. The data processing will be carried out in a mixed way (manual and automated) by the staff specifically appointed by the DGDP and by the management of the MAECI.
6. Personal data will be transmitted to the supervisory bodies of the MAECI and to those entitled to access the documents, pursuant to art. 22 of Law 241/1990 and subsequent amendments. The personal and professional data of the selected candidate will be published on the MAECI institutional website.
7. The data of the unsuccessful applicants will be kept for 15 years, except for ongoing disputes, starting from the date of conclusion of the procedure, while, for reasons of legal certainty, the data of the selected candidate will be kept indefinitely.
8. Interested parties may request access to their personal data and their correction. Pursuant to current legislation and without prejudice to any consequences on participation in this public procedure, they may also request the cancellation of such data, as well as the limitation or opposition to their use. In the aforementioned cases, interested parties must submit a specific request to the Office indicated in point 1, informing accordingly also the MAECI DPO.
9. If they believe that their privacy rights have been violated, interested parties can file a complaint with the MAECI DPO. If they are not satisfied with the answer, they can contact the Guarantor for the Protection of Personal Data (address: Piazza Venezia 11, 00187 Rome, tel. 0039 06696771 (switchboard), mail: garante@gpdp.it, pec: protocol@pec.gpdp .it).

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| --- | --- |
| *Place and date*…………………………………………….. | *Signature for acknowledgment and acceptance**of the processing of own data*……………………………………………………………. |

**ENC. 7**

**PERSONAL DATA**

* + NAME: …………………………………………………………………............
	+ SURNAME: …………………………………………………………….............
	+ PLACE OF BIRTH: ………………………………………………….................
	+ DATE OF BIRTH: ……………………………………………………...............
	+ ADDRESS: ………………………………………..........................................….

**COORDINATE BANCARIE**

* + Bank account holder: …………………...............……………………….
	+ IBAN: ……………………………………………………………………
	+ BIC/SWIFT:……………………………………...………………………
	+ Bank: ……………………………………………..……………………...