Instructions Quantum Delta NL visitor programme request form

Overview and submission:

The Visitor Programme supports Sabbaticals, Exchange Visits, and Workshops/(Summer) Schools to strengthen the quantum ecosystem.

- **Deadline:** Applications must be submitted at least 6 weeks in advance of the activity start date.
- **Submission:** Please use the visitor request form via the website and send any (optional) supporting files to visitorsprogramme@quantumdelta.nl.
- **Applicant eligibility**: Open to Dutch knowledge institutions (Universities, Universities of Applied Sciences, NWO-I, TNO) but also companies, and civil society organizations. For inbound visits this means that the Dutch host institute acts as the applicant (rather than the visitor themselves).

Key Conditions & Budget Rules:

- **Monthly budget:** The allocated budget can be used for travel during the visit and accommodation costs. This includes lodging and daily allowance.
- **Travel Allowances:** This allowance is based on actual costs, for which an official receipt or invoice of the booked flight or train journey is required. Standard maximum amounts are used for this, based on Economy Class travel from within (€400) or outside (€2,000) the EU.
- **Co-financing:** As an award condition, co-financing from the host or home institute is requested in the form of making a workplace available, access to lab and experimental facilities, access to meetings etc.
- **Green Policy:** In connection with the sustainability aspect, rail travel within Europe is encouraged and for all flights the CO2 emission will be compensated by QDNL (using the company "Trees for all" -- https://treesforall.nl/en/)
- **Reimbursement:** QDNL pays the Dutch Institute; the individual applicant must reimburse their costs through that institute. QDNL does not pay individuals directly.

Mandatory Information (for all applications):

- **Dates:** Start and end date of the activity.
- **Applicant Data:** Name, position, research group, and email.
- **Strategic Link:** An explanation of which QDNL Catalyst Programme the request links to and why.
- **Sustainability:** Travel trajectory of guests (sort of transportation, start/end points) for CO2 compensation.
- **Payment Details:** Must be for a **Dutch Institute** (Host for inbound; Home for outbound). Include Institution Name, Address, IBAN, a Payment Reference/Budget Code and contact person finance.

<u>Specific Required Information by Application Type:</u>

Sabbatical

- **Guest Details:** Name, position, workplace, and email.
- **Description (Max 500 words):** Description of how the visitor will contribute to knowledge exchange in the field of quantum information technology in general, and the catalyst (KAT) programs and Lines of Action (AL) of the Quantum Delta program in particular (including the activities)
- **Requested budget**: Specified in one-time travel costs (only inbound visits and economy class; max €400 within EU/ €2,000 EU) and a monthly budget for travel and accommodation costs (max €5,000 per month for inbound visits/ €2,500 for outbound visits)
- **Outbound Only:** Name/description of host institution and host's contact details.

Exchange Visit

- **Guest Details:** Name, position, email, and current workplace.
- **Research Plan:** Description of context, scientific goals, and impact on Quantum community
- **Requested budget**: Specified in one-time travel costs (only inbound visits and economy class; max €400 within EU/ €2,000 EU) and a monthly budget for travel and accommodation costs (max €1,600 per month).
- **Outbound Only:** Name and description of host institution.

Workshop / (Summer) School

- **Logistics:** Name, location (including address) of workshop/ summer school
- **Participants:** Total expected number and their domain (Science, Education, or Industry).
- **Programme:** A description of the (provisional) programme and how it contributes to network development and specialist training aimed at young researchers and developers in the quantum technology field
- **Requested budget:** Of organization of the workshop/ summer school. (QDNL will contribute max 50% of the total costs with a maximum of €10,000)**.** The budget is for facilitation purposes only, which includes the following cost categories: rental of location and facilities (room, studio, technology, computer, beamer), the design and use of a digital platform on which the meeting takes place (including recording costs), costs of participants for coffee, tea, lunch, travel and accommodation costs of guest speakers and childcare at the location of the meeting. The budget needs to be specified in these categories.

If you have any questions, please contact us at visitorsprogramme@quantumdelta.nl.