

## **Instructions Quantum Delta NL visitor programme request form**

See below for the details that are needed to complete the Quantum Delta NL visitor programme request form:

For **all three application types** (Sabbatical, Exchange visit, Workshop/(Summer) school) the following information is needed:

Start and end date

Institution/company applicant

Name, position, research group and email address applicant

An indication to which of the catalyst programmes the request links to and why

Travel trajectory of guests (speakers) for CO2 emission compensation purposes (sort of transportation, start and end point of travel)

Payment details:

- Name institution/company
- Address
- Postal code
- Country
- IBAN
- Payment reference/budget code
- Email address contact person finance

See below for the extra information that is needed per application type:

### **Sabbatical:**

Name, position, current workplace and email address guest

Description (max. 500 words) 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 travel and accommodation costs (max €5000 per month inbound/ €2500 outbound)

### **Extra information for outbound visits:**

Name and description host institution

Name and email address host

**Exchange visit:**

Name, position and email address guest

Current workplace guest

Requested budget specified in one-time travel costs and travel and accommodation costs (max €1600 per month)

Description research plan (context, scientific goal and impact on Quantum community)

**Extra information for outbound visits:**

Name and description host institution

**Workshop/(Summer) Schools**

Name and location (including address) workshop/(Summer) school

The total number of expected participants (including their domain – science, education or Industry)

Description of how the workshop or school is going to contribute to network development and specialist training aimed at young researchers and developers in the quantum technology field

Description of the (provisional) programme of the workshop/school

Requested budget organisation workshop/schools (max €10.000 - QDNL will contribute 50% of the total costs. The budget is for facilitation<sup>1</sup> purposes only). The budget has to be specified in the following categories:

- Cost renting location + facilities
- Costs for digital platform
- Costs coffee/tea/lunch
- Travel and accommodation costs guest speaker(s)
- Costs local childcare (on site)

If you have any questions, please contact us at [visitorsprogramme@quantumdelta.nl](mailto:visitorsprogramme@quantumdelta.nl).

---

<sup>1</sup> This includes the following costs: the design and use of a digital platform on which the meeting takes place (including recording costs), rental of facilities (room, studio, technology, computer, beamer), costs of participants (coffee, tea, lunch), travel and accommodation costs of guest speakers and childcare at the location of the meeting.