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

**ITALIAN AND FOREIGN APPLICANTS**

**Who can apply for the contribution?**

- Researchers, teachers, experts, cultural personalities, and cultural operators, both foreign and Italian, residing abroad, invited to spend a period at Italian university or cultural institutions for study or research purposes;

- Researchers, teachers, experts, cultural personalities, and cultural operators, both Italian and foreign, residing in Italy for at least two years, invited to spend a period at foreign university or cultural institutions for study or research purposes.

**What is the amount of the contribution?**

The contribution consists of a daily flat-rate amount for a maximum of 10 days, with 250 euros per day for stays up to 5 days, plus 50 euros per day from the sixth to the tenth day of stay abroad or in Italy, for a maximum value of 1,500 euros per mission. To encourage cooperation with certain strategic countries that are geographically distant and have higher transportation costs, such as countries in Asia, Africa (excluding the MENA area), and the Americas, contributions of 350 euros per day for stays up to 5 days, plus 250 euros per day from the sixth to the tenth day, are provided, with a maximum of 3,000 euros per beneficiary. The administration reserves the right to modify the list of the aforementioned areas.  
For the calculation, only the days on which cultural and/or research activities were actually carried out should be counted.

**Where should the application be sent?**

The application must be submitted to the Italian Cultural Institute and the Coordination Unit for the IICs (email address [dgdp.unic.cap2619@esteri.it](mailto:dgdp.unic.cap2619@esteri.it)). If there is no Italian Cultural Institute in the relevant country, the application should be forwarded to the competent Italian diplomatic-consular representation for the territory.

**What documents should the application include?**

The application must include the following documents:

|  |  |
| --- | --- |
| **Annex 1:** | Substitutive declaration of certification (see below) |
| **Annex 2:** | Letter from the Italian/foreign university or cultural institution inviting the applicant to stay in Italy/abroad |
| **Annex 3:** | Acceptance letter of the invitation from the candidate |
| **Annex 4:** | Curriculum vitae |
| **Annex 5:** | Copy of a valid identity document |
| **Annex 6:** | Information on the processing of personal data, signed for acceptance (see below) |
| **Annex 7:** | Form containing the personal data and bank details of the beneficiary, to be completed and sent exclusively in Word format. Documents saved in other formats will not be accepted (see below) |
| **Annex 8:** | Certificate of stay issued by the host institution |
| **Annex 9:** | Final report on the activities carried out |
| **Annex 10:** | Travel documents, such as flight tickets and boarding passes |

**How is the contribution disbursed?**

The contributions will be disbursed via bank transfer to the beneficiary's account.

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

The beneficiaries of the contribution must submit a report on the activities carried out during the mission to the Office (IIC or Representation) where they submitted their application.

**ANNEX 1**

**SUBSTITUTE CERTIFICATION STATEMENT**

(Art. 46 of D.P.R. December 28, 2000, n. 445)

The undersigned ……………………………………………………………………. , born in ………………………………………

on ....…/…../….……, residing in ………………………………………………………………………………………………… ………………………………………………………………………….. (write the full residential address).

**DECLARES**

* to be a citizen of ………………………………….;
* to be a researcher, a teacher, an expert, a cultural personality, or a cultural operator;
* to have been invited to spend a period of study or research at the following university or cultural institution ……………………………………………………………………………………………………………………... based in ………………………………………….. ;
* that this period will take place from … / … / …… to … / … / …… and is quantifiable in (insert number) \_\_\_\_ days of actual activity;
* that this stay is aimed at achieving the following goals:

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

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

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

**ANNEX 6**

***Information on the protection of individuals with regard to the processing of personal data***

***General Data Protection Regulation (EU) 2016/679, Article 13***

The processing of personal data requested for the submission of the contribution application under Cap. 2619/7, as well as any optional data provided by the applicant, will be based on the principles of lawfulness, fairness, and transparency to safeguard the rights and fundamental freedoms of individuals.

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

1. The data controller is the MAECI (Ministry of Foreign Affairs and International Cooperation), which operates in this specific case through the Unit for the Coordination of the IICs (Italian Cultural Institutes) of the Directorate General for Public and Cultural Diplomacy (postal address: MAECI - DGDP, Piazzale della Farnesina 1, 00135 Rome; phone: 0636915059; email: dgdp.unic@esteri.it; PEC: dgdp.unic@cert.esteri.it).
2. For any questions or complaints regarding privacy, the applicant can contact the Data Protection Officer (DPO) of the MAECI (MAECI - DPO, Piazzale della Farnesina 1, 00135 Rome; phone: 0039 0636911 (switchboard); email: rpd@esteri.it; PEC: rpd@cert.esteri.it).
3. The processing of the requested data is necessary to participate in the current procedure.
4. The provision of the aforementioned data is based on consent, but the refusal to provide it will render the application inadmissible.
5. Data processing will be performed in a mixed mode (manual and automated) by personnel specifically appointed by the DGDP and the leadership of the MAECI.
6. Personal data will be communicated to the MAECI's control bodies and to those entitled to access documentation pursuant to Article 22 of Law 241/1990 and its amendments. The personal and professional data of the selected candidate will be published on the MAECI's official website.
7. The data of applicants who are not beneficiaries of contributions will be kept for 15 years, unless there are ongoing disputes, starting from the date of completion of the procedure, while, for legal certainty, the data of the selected candidate will be stored indefinitely.
8. Interested parties may request access to their personal data and its rectification. In accordance with applicable law and without prejudice to any consequences for participation in this public procedure, they may also request the deletion of such data, as well as the limitation of processing or opposition to processing. In these cases, the interested parties must submit a specific request to the Unit mentioned in point 1, informing the DPO of the MAECI for their awareness.
9. If individuals believe their privacy rights have been violated, they may file a complaint with the DPO of the MAECI. If they are not satisfied with the response, they may contact the Italian Data Protection Authority (address: Piazza Venezia 11, 00187 Rome, phone: 0039 06696771 (switchboard), email: garante@gpdp.it, PEC: protocollo@pec.gpdp.it).

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

**ANNEXE 7**

**PERSONAL DATA**

* + FIRST NAME: ………………………………………………………………….
  + LAST NAME: …………………………………………………………………..
  + PLACE OF BIRTH: …………………………………………………………….
  + DATE OF BIRTH: ……………………………………………………………...
  + RESIDENTIAL ADDRESS: ………………………………………...................
  + TAX CODE (IF ITALIAN CITIZEN): …………………………………………

**BANK DETAILS**

* + Account holder: ………………………………………………………….
  + IBAN: ……………………………………………………………………
  + BIC/SWIFT:……………………………………………………………...
  + BanK: …………………………………………………………………….