

FEMS GRANTS – How to submit a claim form?

How do I claim my grant award amount?

Awardees must submit receipts along with a completed expense claim form to be eligible for reimbursements. Additionally, if the grant supports attendance at events such as conferences, workshops, training courses, or similar activities, a submission of a certificate of attendance is also mandatory as part of the claim form.

It is the awardee's responsibility to ensure that all expenses claimed adhere to the grant's guidelines. For any expenses that are ambiguous or exceptional, obtaining pre-approval is crucial to avoid disputes regarding their eligibility. While expenses and receipts can be, and are expected to be, presented in the currency used at the time of purchase, payments will be made in euros equivalent. Reimbursement will be processed as a single bank transfer directly into an appropriate bank account. FEMS strictly does not use intermediary banks for any transactions. Please note that the claimant is liable to pay any potential bank charges associated with the payment of the grant claim.

Steps to take.

1. Complete the claim form below.
2. Collate all receipts and evidence of expenses incurred.
3. Submit both the claim form and receipts to grants@fems-microbiology.org clearly indicating your grant application ID number within the email and the grant type you are claiming for.

Is there a deadline when I need to claim my grant award amount back?

Grants must be submitted **no later than 6 weeks after the end of your event, visit or placement**. Grants not submitted within that time period will not be considered for payment.

What types of documentation and proof of expenses are required?

FEMS places a strong emphasis on the provision of adequate proof for expense claims, particularly for applications seeking the maximum grant amount. Claims lacking sufficient documentation or proof of expenses are subject to rejection by FEMS. This policy is enforced to maintain the integrity and proper utilization of grant funds. Applicants are therefore advised to carefully gather and submit all necessary supporting documents with their claims to prevent any discrepancies or funding denials, reinforcing AMI's commitment to transparency and accountability in its grant processes.

Types of documentation and proof required	
Meeting Attendance Grants	<ul style="list-style-type: none">• Registration fees for event• Costs of traveling to the event (transport and insurance)• Cost of attending event (accommodation)• Subsistence costs and personal expenses are not included
Meeting Organizer Grants	<ul style="list-style-type: none">• A one-page overview of the attendance fees waived for ECS and proof that 60% of the

	<p>grant claim was used to waive their fees (You do not need to include applicant details as part of this – only the number, fee type being waived and the total amount)</p> <ul style="list-style-type: none"> • A one-page overview of the attendance fees waived for Speakers or other invitation costs (You do not need to include speaker details as part of this – only the number, fee type being waived and the total amount) • Invoices/receipts for any hosting costs you used the Grant fee to subsidise
Research & Training Grants	<ul style="list-style-type: none"> • Costs of traveling to the location (transport and insurance) • Accommodation and subsistence costs • Costs of research project consumables
Industry Placement Grants	<ul style="list-style-type: none"> • Costs of traveling to the location (transport and insurance) • Accommodation and subsistence costs • Costs of research project consumables

FEMS GRANTS CLAIM FORM

See notes above before completing this form – which is only for FEMS Grant claims.

CLAIMANT	
Full Name	
Address	
Email	
Claimant name	
Grant ID number	
Claim description	

CLAIM	
Details of expenses (Please list each claim expense in each row below)	Amount (in EUR)
TOTAL (Please note the total here should correspond to your Grant claim amount)	

INFORMATION FOR BANK TRANSFER			
Country of bank account		Currency (if other than EUR)	
Bank name and address			
Account no:			
IBAN:			
BIC/Swift code			
ABA routing number (for payments to the US)			
BSB routing number (for payments to Australia)			
Payment			

Claimant		FEMS team	
signature / date		signature / date	

