



Ministero degli Affari Esteri
e della Cooperazione Internazionale

Direzione Generale per la
Promozione del Sistema Paese

Ufficio VIII

CONTRIBUTIONS FOR VISITS OF RESEARCHERS, TEACHERS, EXPERTS, PERSONALITIES AND CULTURAL OPERATORS, TO BE ALLOCATED TO BUDGET CHAP. 2619/7. INSTRUCTIONS.

APPLICATION PROCEDURE FOR FOREIGN APPLICANTS

Who can apply for the contribution?

Foreign researchers, teachers, experts, personalities and cultural operators who are invited to spend a period of stay at Italian universities or cultural institutions for study or research reasons can request a financial contribution from the MAECI. The contribution consists in the partial coverage of the living expenses and is paid in flat rate.

Who should I send the application to?

Foreign citizens who intend to avail themselves of the contribution shall forward a request to the relevant Italian Cultural Institute of their country of residence. If there is no Italian Cultural Institute in the State where the applicant resides, the application must be sent to the relevant Italian diplomatic-consular mission.

Which documents must include the application?

The request for a contribution can be sent before or after carrying out the mission. The application must include the following documents:

Annex 1 - Substitute certification declaration (see below)

Annex 2 - Letter of invitation from the Italian university or the cultural institution

Annex 3 - Letter of acceptance of the invitation

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 Italian version)

Annex 7 - Any additional useful documentation

What is the procedure for approval of the application?

The Office abroad (Cultural institute/Diplomatic-consular mission) that received the request expresses a favorable or contrary opinion in relation to the request:

· applications that have received a favorable opinion are sent to Office VIII of the MAECI DGSP department

· applications that have received a negative opinion are rejected and the applicant is informed of the decision.

The Office VIII of the DGSP Department evaluates the requests received from the offices abroad:

· if the Department agrees with the assessment expressed by the offices informs the office of the approval of the application and the office abroad will inform the applicant;

· if the Department does not agree with the assessment expressed by the office abroad, informs the office of the rejection of the application and the office abroad will inform the applicant.

What is the amount of the contribution?

The contribution corresponds to a lump sum and all-inclusive amount, calculated as follows:

- for the first six days, 120 euros per day;
- for the seventh and eighth day, 93 euros per day.

There is no funding beyond the eighth day. The amount payable to a single beneficiary cannot exceed 906 euros. For the purpose of days counting in relation to calculating the contribution, only the days of actual performance of cultural or research activities are to be included. In light of the availability of funds on Chap. 2619/7, Office VIII of the DGSP may decide to provide contributions for a lower number of days than those requested in the application.

How is the contribution paid?

Unlike in the past, contributions to foreign beneficiaries will be disbursed by Office VIII of this Directorate General through the offices abroad that received the application, by bank transfer.

Is it necessary to draw up a final report?

Yes, foreign citizens who are beneficiaries of the contribution will have to send to the office abroad to which they have sent their application a report on the activity carried out in Italy. The report must be sent within thirty days after the termination of the mission. The office abroad will send the reports received to Office VIII of the DGSP.

SELF-CERTIFICATION
(Art. 46 D.P.R. 445/2000 / Art. 46 of Presidential Decree 445/2000)

Il/La sottoscritto/a _____
I the undersigned (Cognome/Surname) (Nome/Given Names)

nato/a _____ (_____) il _____
(comune di nascita; se nato all'estero, specificare lo Stato) (prov.)
Place of birth (town in Italy or, if born abroad, town and country) date of birth

residente a _____ (_____)
(comune di residenza) (prov.)
residing at the following address

indirizzo _____ CAP _____
Full Post Code

avvalendosi del disposto di cui all'art. 46 del D.P.R. 445/2000 e, consapevole delle sanzioni penali richiamate dall'art. 76 del D.P.R. 28.12.2000 nr. 445 in caso di dichiarazioni non veritiere e falsità negli atti
in pursuance of article 46 of Presidential Decree no. 445/2000, and being aware of the penalties in case of false declarations as per art. 76 of the Presidential Decree 445/2000

DICHIARA / HEREBY DECLARE

- to be a citizen
- to be a researcher, teacher, expert, cultural personality or cultural operator
- to have been invited to spend a period of study or research at the following Italian university or cultural institution based in
- that this period will take place from ... / . . / to ... / ... /
- that this period will be aimed at achieving the following purposes:
.....
.....
.....
.....
- that the contribution may be disbursed to the following bank account details
Current account holder:
 IBAN:
 Bank:

Luogo e data / Place and Date

Firma del dichiarante / Signature of person signing and consenting to process personal data

All information provided will be treated according to the Italian Law 196/2003 and the EU Regulation 2016/679.