

Funded User shipments for run 202102

Due to the pandemic situation European XFEL decided to support users by funding part of the shipping costs related to approved user experiments instead of/in combination with travel cost funding (see user Note: [“User Travel Regulations”](#)). This will be done in order to partly mitigate the impact of the travel restrictions on on-site participation in experiments. The shipping reimbursement framework described in this document is temporary. The User Office will assess it after the end of run 202102.

How to apply for shipment funding and some general limitations

The Main Proposer needs to contact User Office, preferably per email (useroffice@xfel.eu), to request shipment funding (this can be done at the same time as the request for [travel funding](#)).

In total, per experiment, a maximum of 6 users, or 6 shipments, or a combination of both can be funded (e.g. 2 users' travels + 4 shipments). From the Main Proposer we would need to know how many users, or shipments, or combination of both should be funded for the proposal within the given limit.

User Office will consider it as 1 single shipment if the same item is sent to us and back. For example if a sample is sent to us and the same sample (or sample dewar) is returned after the beamtime - this will count as 1 shipment.

User Office needs to know at the stage of incoming shipment if the return should be funded as well, even if the return shipment is still uncertain at the time of incoming shipment. This information should be provided by the experiment team member in charge for the practical arrangements for the shipment (see “Arrangements for single shipments” below). Funding for shipping (incoming or return) without prior approval by User Office will not be accepted.

Eligibility

Up to six shipments can be funded per scheduled beamtime (depending on funded user travel and eligibility).

Eligible are shipments coming from/returning to institutions located in [shareholders and associate countries of European XFEL](#). The date of signature of the Convention concerning the Construction and Operation of the European X-Ray Free-Electron Laser Facility marks the start of user funding eligibility.

Shipments within the Hamburg/Schenefeld area are *not* eligible for funding.

Arrangements for single shipments

Funded user shipments still need to follow the rules for user shipments in general. We are currently updating our rules, please contact User Office directly for instructions and information. European XFEL will provide funding for shipments but not provide support for practical arrangements. For each funded user shipment, the experiment team member in

charge of the shipment should contact the User Office per email with shipment details as well as:

- Estimate of the shipping cost for the shipment (incoming and returning – if applicable)
- Will there be return shipment? Where will it be shipped to?

If a return shipment is planned Users should prepare the packaging and documentation for it. Before they leave the site they should leave return shipments at the European XFEL warehouse or, if agreed, with the local or lab contact. Return shipments are only funded if return is announced beforehand.

- *Warehouse opening times: Mon-Thu: 7:00-16:30; Fri: 7:00-15:30*

Reimbursable expenses

Reimbursable are transportation costs up to the limit of the estimated cost for user shipments and within the limit of usual travel costs of a funded user. For non-EU shipments, reimbursement of customs and VAT costs could be done if it is still within the funding limit.

How to claim the occurred shipping costs

User institutes need to provide an invoice for the occurred shipping costs in order to receive reimbursement. Copies of cost receipts (e.g. transportation invoice from courier) need to be attached in copy as proof for the occurred costs.

User Office will not accept invoices provided later than 4 months after the last shift of the experiment.

All invoices for funded shipments must have the following reference on them:
UORun202102

The invoice address is as follows:
European X-Ray Free-Electron Laser Facility GmbH
Finance
Holzkoppel 4
22869 Schenefeld
Germany

Invoices can be sent per post, or electronically to invoice@xfel.eu, this email address is for invoices only, for correspondence useroffice@xfel.eu can be used.

All payments will be processed per bank transfer provided that full bank details have been supplied. European XFEL is responsible for any bank charges incurred in relation to such transfers.

Cash payment is not possible.

Checklist for funded user shipments:

Before beamtime

- Within the given limit the Main Proposer provides information how many users/shipments are funded for the proposal
- Shipment details, shipment cost estimate and return shipment information are sent to the User Office by email for each funded user shipment by the user who is making the shipment
- User Office approves shipment information and cost estimate or informs user about limitations
- User prepares shipment and sends tracking information to User Office
- Shipment is made to EuXFEL

After beamtime

- Return shipments are only funded if the return is announced beforehand. If funded return shipment is announced:
 - Users prepare packaging + documentation
 - Users leave return shipments at the EuXFEL warehouse (before they leave the site) or, if agreed, with local/lab contact
 - Warehouse opening times: Mon-Thu: 7:00-16:30; Fri: 7:00-15:30
- The funded user's institute sends an invoice with copies of cost receipts for occurred costs with the reference "UORun202102", not later than 4 months after the last shift of the experiment
- Invoice is checked
- Payment is made to the funded user's institute