Career Development Award

Use of Funds Guidelines

July 2024

Reasonable travel, accommodation, subsistence and other expenses incurred by awardees in the execution of activities directly related to the grant will be reimbursed.

Reasonable expenses are defined as those that are cost effective weighed against the purpose of the activity.

It is not possible to set out rules for every situation and so you are required to exercise judgment to ensure that all claims made are within the spirit of the guidelines.

A breakdown of all costs incurred on the award will be required to be provided by the Host Institute. Please note Host Institutes may have their own guidelines that awardees must also abide by.

Guiding Principles for costs relating to:

<u>Travel</u>

- Travel should be by the most economical means and Fighting Blindness expressly encourages that public transport be used whenever possible*, when this is the cheapest option. Tickets for public transport should be booked in advance where possible and should be standard class or economy class only. * Fighting Blindness acknowledges that this may not always be possible due to health reasons.

- Flights should be economy class only.

- Taxi's may be used but are the least preferred method of transport. Taxi's should be shared where possible and incur no additional fees i.e. waiting time charges or tips.

- In situations where conferences/meetings in Ireland are not accessible by means of public transport, awardees may use their own vehicle to travel to and from the conference/meeting. A standard motor travel rate of €0.35 cent per kilometre is permitted in instances where this is necessary. Higher mileage rates permitted by the Research Institution will not be covered by Fighting Blindness. The motor travel rate paid is deemed to cover all expenses incurred in running the car e.g. insurance, tax, running costs etc.

Accommodation

- The cost of accommodation should be reasonable and in line with the duration of the event. For travel to conferences/meetings, applicants must endeavour to book accommodation not exceeding a 4 star rating. For accommodation in Ireland, a rate not exceeding €140 per night (B&B; standard room) should be sought.

- For international accommodation rates will vary depending on the city and country, therefore, it is difficult to give a guiding rate. However, accommodation rates that are reasonable and in line with the average daily hotel rate for the specific location should be sought. Accommodation costs for travelling partners will not be covered.

- Facilities and services which are not provided free of charge by the hotel are not permitted (e.g. wi-fi costs, breakfast (if not included in room price and over €10), room service, newspapers etc).

Subsistence

- Breakfast, lunch and dinner costs to a value of €10, €12, and €25 per person respectively would be deemed reasonable.

- An added tip or discretionary service charge of up to 15% on bills is deemed reasonable in countries where such charges are expected and are standard practice.

Holding events

- Costs such as room rental, AV costs, tea and coffee costs, lunch costs will be reimbursed where deemed reasonable.
- Where possible, room hire for any events should ideally be in locations that are free of charge. However, Fighting Blindness acknowledge that depending on the type of event and location that this is not always possible.

Alcohol

- Fighting Blindness do not fund alcohol for any events or meals or any form of entertainment.