

Dear colleague, welcome on board!

Services and tasks of the Research Support Unit

You can ask for our support for the following issues:

- Organizing business travels in Italy and abroad;
- Attending conference, workshop or project meetings;
- Hosting guests and settling the due arrangements related to their stay;
- Organizing and advertising seminars and meetings;
- Starting new collaborations with third people and suppliers;
- Providing basic assistance and information about the activities carried out by FBK Units.

FBK Science and Technology Hub – via Sommarive, 18 (Povo)

If you are working in one of the Scientific and Technological Units in Povo, you can ask for our assistance by sending an email to help-segr@fbk.eu and a member of our team will come back to you.

Please find as follow our contacts:

- Michela Chistè T 0461 314 013
- Veronica Giordani T 0461 314 555
- Patrizia Ianes T 0461 314 352
- Cinzia Zaffoni T 0461 314 957
- Olga Paris T 0461 314 603
- Call Center T 0461 314 016

Our offices are located on the Second floor in North Building the way which leads to Human resources service.

Humanities Hub – via S.Croce, 77 (Trento)

If you are working downtown in the Humanities Hub of S.Croce street, you can ask for our assistance by sending an email to info-studistorici@fbk.eu or info-scienzereligiose@fbk.eu and one of us will reply you shortly.

Our contacts:

- Moira Osti (coordinator) T 0461 314 620 | CERPIC/BEN contact person
- Elisabetta Lopane / Antonella Vecchio T 0461 314 215/265 | ISIG contact person
- Isabella Masè / Clara Zeni T 0461 314 238/232 | ISR contact person
- Annarosa Stenghel T 0461 314 242 | F 0461 314240 | IRVAPP contact person

ECT* – Strada delle Tabarelle 286, Villazzano (Trento)

If you are working in ECT* in Villazzano you can ask for assistance to Tiziana Ingrassia by sending an email to ingrassia@ectstar.eu.

Wishing you an enjoyable working experience!

How to ask for “ADS Viaggi” (trip’s authorisation)

In order to request a business trip

1. On approval of the head of your research unit and **WELL IN ADVANCE BEFORE LEAVING**, fill in the trip’s request at the link <https://my.fbk.eu/app/#links> > **Inaz portale utente** > Trasferte:
 - *Nazione* – Country (ESTERO / ITALIA / ITALIA provincia Trento)
 - *Tipo trasferta*– if it’s an attendance to a conference (Convegni/ Corsi/ Trasferte)
 - *Arrivo* – Trip’s destination
 - *Motivo* –Scientific purpose of your trip (if available, please indicate the event’s name, title of your paper or presentation, web page, enclose the invitation letter, agenda)
 - *Andata + Ritorno* –Departure and return date/time of your trip
 - *SALVA* - Save
 - “Commissa” – Project from which to draw the budget; in case of European projects, please also provide a declaration stating that the trip is consistent with the project funding it)
 - *Info Viaggio* –Notes about the necessary bookings (transportation tickets, conference registration, reservations) and the means of transportation you intend to use
2. The Research Support Unit prepares the cost estimate and, if the budget is sufficient, sends it to the person who is travelling and to his/her Unit/Service and “Commissa” Responsible for approval. <https://my.fbk.eu/app/#authorization>
3. Once approved, the system matches the trip with a numeric code, so-called “ADS Viaggi”. **Only at this point you are officially authorised to travel, you are covered for your expenses and insured against possible accidents. The secretary is now authorised to proceed with the bookings.**

In order to claim for reimbursement please remember to:

4. Keep transportation tickets, boarding cards and any fiscal receipt you would like to claim reimbursement for.
BE AWARE THAT ONLY ORIGINAL FISCAL RECEIPTS BE REFUNDED! Credit card slips are not equivalent to fiscal receipts!
5. Contact the Research Support Unit (help-segr@fbk.eu) to hand her over your travel receipts after your return, and in any case within the end of the month following that of your trip.
The secretary will fill in the reimbursement form which is to be validated by yourself and submitted to administration for payment (in case of European projects, please provide the minutes of the meeting or copy of the article/presentation with explicit reference to the project).
You can check the status of your reimbursement at the following link:
<https://my.fbk.eu/app/#authorization>.

You are strongly recommended to go through the **Travel Procedure and Rules for missions and transfers of people from the Bruno Kessler Foundation**, available at the link:
<https://appalti.fbk.eu/it>