



## TRANSVAC Academy:

### Registration, Admissions and Travel Grant Scholarship Terms & Conditions

Version 3: Oct. 30<sup>th</sup> 2024

TRANSVAC Academy comprises the European Vaccine Initiative (EVI) as program coordinator and the course organiser institutions (as of July 2024: Vaccine Formulation Institute (VFI), University of Natural Resources and Life Sciences (BOKU), Biomedical Primate Research Centre, and French Alternative Energies and Atomic Energy Commission (CEA)). To best provide training in vaccinology subjects to the scientific community, the following terms and conditions will apply to the admission, attendance, and awarding of scholarships for official TRANSVAC Academy events. All scholarships are generously sponsored by [CEPI](#), the Coalition for Epidemic Preparedness Innovations. CEPI is not liable for any actions of TRANSVAC Academy.

#### 1. Applications

1.1. Applications for admission and scholarship awards must be made to the TRANSVAC Academy:

- a) Using the online application system as described on [TRANSVAC website](#).
- b) Address how the applicant meets each eligibility criterion for that Award or explain why a certain eligibility criterion should not apply.

1.2. Applicants may apply for standard admission or for CEPI-funded scholarships. Scholarships include waived registration fees and/or travel grants. Applicants that wish to be considered for Scholarships must work and reside in a Low- and Middle-Income Country (LMIC)- [see OECD List](#).

1.2.1 Applicants who do not reside in LMICs may be considered under extenuating circumstances (*e.g.* an applicant originating from a LMIC but is temporary working or studying in a non-LMIC country), but current LMIC residents will be given priority.

1.3 All applicants who do not meet the criteria outlined in section 1.2 will still be considered for admission but are not eligible for CEPI-funded TRANSVAC Academy Scholarships.

1.4 Applicants are eligible to attend and receive scholarships to multiple different TRANSVAC Academy training courses.

1.5. All applications must be submitted by the advised closing date and time.



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## 2. Assessment

2.1. TRANSVAC Academy scholarship awards decisions are made through an objective review process by EVI as the coordinator of TRANSVAC Academy with the respective organisers of each course. Together, these entities will assess and grant the scholarship awards at their sole discretion. General admissions decisions are made at the sole discretion of the course organiser.

2.2. All admissions and scholarship awards are assessed based on the merit of the application and the information within it.

2.3. TRANSVAC Academy may reject any application at any time during the assessment process for reasons including but not limited to:

- a) The application is not competitive.
- b) The application is incomplete, incorrect or misleading.
- c) The application does not comply with eligibility criteria.
- d) The applicant has failed to uphold an obligation to participate in previous TRANSVAC Academy events.

2.4. TRANSVAC Academy is under no obligation to offer any admission or scholarship award and may withdraw any admission or scholarship award at any time at its sole discretion, including but not limited to the following reasons:

- a) Applicant does not comply with these terms and conditions.
- b) Applicant is guilty of serious misconduct or provides misleading application information.
- c) Applicant dies, becomes incapacitated, or experiences a material change in circumstances/information post-application submission.

2.5. All decisions regarding any aspect of the TRANSVAC Academy admissions or scholarship awards or these terms and conditions are made at the sole discretion of TRANSVAC Academy and are final.

2.6. Requests to amend the terms or defer an admission or scholarship award may be considered on a case-by-case and determined at TRANSVAC Academy's sole discretion. Such requests must be in writing to the TRANSVAC Academy and detailed with reasons for the request.

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## 3. Acceptance of an Award



3.1. To accept an admission or scholarship award, recipients must:

- a) Accept the admission or scholarship award in writing and pay any required registration fees (if applicable) by the provided deadline(s). Failure to do so may result in revocation of admission and the spot will be offered to applicants on the wait list.
- b) Agree to comply with these terms and conditions.

3.2. Admissions and scholarships are only valid for the designated applicant and training event, and are not transferrable unless explicitly approved in writing by the training organizer and the coordinator.

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#### 4. Payment

4.1. Transfer of Funds: Travel scholarships will be provided by bank transfer within 30 days after the Training Event is completed and the Travel Reimbursement Form received and accepted. Advance payment of travel awards by TRANSVAC Academy may be considered in exceptional circumstances on a case-by-case basis.

4.2. Exchange Rates: EVI will reimburse travel expenses in Euros. If a travel claim contains receipts in other currencies than Euros, the exchange rate of the day of payment according to [www.xe.com](http://www.xe.com) will be applied.

4.3. Eligible Costs: Eligible costs are limited to transportation from the awardees' home city to the training site(s) and back, including flight and ground transportation, and lodging during the training period. A meal allowance is included based on the official daily rates set by the [German finance ministry](#). Expenses may only be reimbursed up to the maximum amount listed in the scholarship award letter and must comply with the following principles:

- a) Effort should be made to keep travel costs economic. Only economy-class tickets will be considered for reimbursement, and the cheapest reasonable option should be selected.
- b) Public ground transportation should be utilized when available (e.g., busses and shuttles rather than taxis).
- c) Hotel accommodations should be standard single rooms and should not cost more than the average market price in the destination. If in doubt, hotel recommendations can be provided by TRANSVAC Academy.
- d) Any expense types not listed as reimbursable on the Travel Reimbursement Form will be considered personal non-reimbursable expenses. Examples of ineligible expenses include
  - Costs for missed flights due to personal reasons



- Costs in connection with visa issuance
  - Personal meal expenses
  - Any excessive cost items
  - Costs related to fines, fees, or supplemental purchases (e.g., hotel mini bar or breakfast) are not reimbursable.
- e) A receipt is required for each cost item (not including meal costs). Only proper receipts/invoices can be accepted for the reimbursement of costs.
- f) All deviations from this Policy will be considered “Extraordinary Expense Exceptions” and will only be considered for reimbursement if Trainee receives advance approval in writing by EVI.

4.4: Travel Reimbursement Form: Travel Reimbursement forms should be submitted within 2 weeks of the completion of a training, along with copies of receipts/invoices for reimbursable expenses with the exception of meal costs, which are provided based on a specified standard daily rate as described in section 4.3. Reimbursement of approved travel costs will then be provided by bank transfer within 30 days of the receipt and approval of the Travel Reimbursement Form. In the event that the trainee did not attend the training, Travel Reimbursement may be denied at the discretion of TRANSVAC Academy.

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## 5. Obligations of Recipients

5.1. Admitted trainees and scholarship awardees must:

- a) Attend the relevant training and participate in all training activities.
- b) Immediately inform TRANSVAC Academy in the event of an unforeseen development which prohibits attendance, to allow the training spot can be reallocated. Failure to do so will affect consideration for future TRANSVAC Academy events.
- c) Provide feedback in a survey following the training event as requested by the TRANSVAC Academy organisers.

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## 6. Correspondence

6.1. All correspondence regarding applications and outcomes should be directed to the TRANSVAC Academy e-mail: [transvacinfo@euvaccine.eu](mailto:transvacinfo@euvaccine.eu)

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## 7 Privacy

7.1. Applicants agree to the sharing of their name and contact information with training organizers and CEPI. Trainees agree to the use of their photograph for dissemination and use by the training sponsors, and that anonymised information may be aggregated to provide statistics on training applicants. Applicants consent to this use in compliance with the EU General Data Protection Regulation (GDPR).

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## 8. Governing Law

8.1. This Agreement is governed by the laws of Germany, and each party submits to the jurisdiction of the courts in that State. This Terms and Conditions may be updated at the discretion of TRANSVAC Academy sole discretion without further notice.

## 9. History of Changes

Version	Date	Summary of Changes
2	15.08.2024	Updated clause 2.1 to clarify admission procedure for non-scholarship applicants