

## FACT-FINDING MISSIONS CHECK LIST

Item	Documents	Time	Procedures
<b>1. Travel</b>			
Planning	Agree the final Working Plan	1 month in advance	Emails to: <ul style="list-style-type: none"> <li>Gustavo Perez - UAB (<a href="mailto:gustavo.perez@uab.cat">gustavo.perez@uab.cat</a>)</li> <li>Nicola Tucci – INNOLABS (<a href="mailto:nicola@inno-labs.eu">nicola@inno-labs.eu</a>)</li> <li>Gianluca Palomba – CSPI (<a href="mailto:gianluca.palomba@csimprese.it">gianluca.palomba@csimprese.it</a>)</li> </ul>
Purchase flight tickets	Partners should include a list of all the common documents required to proceed with VISA or other bureaucracy issues requested to initiate the fact-finding mission	1 month in advance	Provide a copy of all documents to EU partner in charge of buying the tickets. Stefano Andolfi – CSPI ( <a href="mailto:stefano.andolfi@csimprese.it">stefano.andolfi@csimprese.it</a> )
<b>2. Stay</b>			
Payment	Request the invoice that should include the UAB or CSPI data (depending from the founder)	Before departing	Send invoice to Stefano Andolfi – CSPI ( <a href="mailto:stefano.andolfi@csimprese.it">stefano.andolfi@csimprese.it</a> )
Remaining per diem	To sign a document that will be provided by the hosting institution	Before departing	To sign a document: Stefano Andolfi – CSPI ( <a href="mailto:stefano.andolfi@csimprese.it">stefano.andolfi@csimprese.it</a> )
<b>3. Activities</b>			
Meetings	Agree meetings with the hosting coordinator and review the scheduled plan of activities	At arrival	Contact with Gustavo Perez - UAB ( <a href="mailto:gustavo.perez@uab.cat">gustavo.perez@uab.cat</a> ) Nicola Tucci –INNOLABS ( <a href="mailto:nicola@inno-labs.eu">nicola@inno-labs.eu</a> )
Report from the outputs of the fact-finding mission	Send report using the NEX-LABS official template	1 month after the mission	Contact with Gustavo Perez - UAB ( <a href="mailto:gustavo.perez@uab.cat">gustavo.perez@uab.cat</a> ) Nicola Tucci –INNOLABS ( <a href="mailto:nicola@inno-labs.eu">nicola@inno-labs.eu</a> ) Gianluca Palomba – CSPI ( <a href="mailto:gianluca.palomba@csimprese.it">gianluca.palomba@csimprese.it</a> )
Original invoices of expenditures	Boarding pass, invoices, confirmation of attendance and participation at the scheduled brokerage or conference events	Max 1 month after the mission	Contact with Stefano Andolfi – CSPI ( <a href="mailto:stefano.andolfi@csimprese.it">stefano.andolfi@csimprese.it</a> )