

**CONTRIBUTIONS FOR VISITS BY RESEARCHERS, TEACHERS, EXPERTS,  
CULTURAL PERSONALITIES AND CULTURAL OPERATORS  
Financial Year 2026**

**ITALIAN AND FOREIGN APPLICANTS**

**Who can apply for the grant?**

Researchers, teachers, experts, personalities and cultural operators:

- a) Italians and foreigners resident in Italy for at least two years invited to foreign universities or cultural institutions for study or research;
- b) foreigners and Italians residing abroad invited to Italian universities or cultural institutions for study or research;

**How much is the contribution?**

*Applicants may submit a request to this Embassy* to request a financial contribution to partially cover travel and accommodation expenses, provided as a lump sum of up to €1,500 and €3,000 depending on the destination and for a maximum period of 10 days of activity. The contribution will not be paid beyond the tenth day of stay.

The contribution consists of a comprehensive daily flat rate, of which €250 per day for stays of up to 5 days and €50 per day from the sixth to the tenth day of stay abroad or in Italy, for a maximum value of €1,500 per mission.

To encourage cooperation with strategic but geographically distant areas, such as countries in Asia, Africa (excluding the MENA region), and the Americas, a contribution of €350 per day is provided for stays of up to five days and €250 per day from the sixth to the tenth day, up to a maximum of €3,000 per beneficiary for missions in these countries. The Administration reserves the right to modify the list of these areas.

Within the fixed fee limit set by the call for applications, foreign missions undertaken by Italian candidates may include activities in multiple countries. Please note that the invitation abroad cannot be tied to the provision of a grant by the Ministry of Foreign Affairs and International Cooperation. Furthermore, reimbursements are not permitted for travel other than economy class.

For counting purposes, only days in which cultural and/or research activities were actually carried out should be included.

Please note that grants will be awarded, in any case, until the funds available in the assigned chapter are exhausted.

## Who should I send the application to?

Interested parties, both Italian and foreign, may submit their application to the Italian Embassy ([segreteria.kampala@esteri.it](mailto:segreteria.kampala@esteri.it)).

Please note that only grant applications from those who have received an official invitation from a university or cultural institution will be accepted, with preference given to invitations received under bilateral Cultural Cooperation Agreements and Executive Programs.

For Italian applicants or those residing in Italy, the invitation must come from a foreign university or cultural institution. Conversely, for foreign applicants or Italians residing abroad, the invitation must be issued by an Italian institution.

## What documents must the application include?

The application must include the following documents:

<b>Annex 1</b>	Self-certification declaration (see below)
<b>Annex 2</b>	Letter from the Italian/foreign university or cultural institution that invited you to stay in Italy/abroad
<b>Annex 3</b>	Letter of acceptance of the invitation from the candidate
<b>Annex 4</b>	Applicant's CV
<b>Annex 5</b>	Copy of a valid identity document
<b>Annex 6</b>	Information on the processing of personal data signed for acceptance (see below)
<b>Annex 7</b>	Form containing the beneficiary's personal information and bank details, to be completed and submitted exclusively in Word format. Documents saved in other formats will not be accepted (see below).
<b>All.8</b>	Certificate of stay issued by the host institution
<b>Annex 9</b>	Final report on the activities carried out
<b>Annex 10</b>	Travel documents, such as airline tickets and boarding passes

## How is the contribution paid?

Contributions will be paid via bank transfer to the interested party's bank account.

## Is it necessary to write a final report?

Grant recipients must submit a report on their work during the mission to the Office (IIC or Representation) to which they submitted their application.

**ATTACHMENT 1**

**SUBSTITUTE DECLARATION OF CERTIFICATION**

(Art. 46 of Presidential Decree 28 December 2000, n. 445)

The undersigned ..... , born in .....  
The ...../...../....., resident in .....  
..... (indicate the complete residential address).

**DECLARES**

- to be a citizen of .....
- to be a researcher, a teacher, an expert, a cultural personality or a cultural operator;
- to have been invited to spend a period of study or research at the following university or cultural institution ..... located in ..... ;
- that this period will take place from ... / ... / ..... to ... / ... / ..... and is quantifiable as (insert number) \_\_\_\_ days of actual activity.
- that this stay is aimed at achieving the following goals:  
.....  
.....  
.....  
.....
- to be the holder of the following current account to be used for the disbursement of the contribution:
  - Account holder: .....
  - Account number: .....
  - Bank: .....
  - SWIFT/BIC code: .....

*Place and date*

*Signature of the declarant*

.....

.....

**ANNEX 6**

***Information on the protection of natural persons with regard to the processing of personal data  
General Data Protection Regulation (EU) 2016/679, art. 13***

The processing of personal data requested for the submission of the grant application pursuant to Chapter 2619/7, as well as any data optionally added by the interested party, will be based on the principles of lawfulness, fairness, and transparency to protect the fundamental rights and freedoms of natural persons.

To this end, in accordance with Article 13 of the General Data Protection Regulation (EU) 2016/679, the following information is provided:

1. The data controller is the MAECI which operates, in this specific case, through the IIC Coordination Unit of the Directorate General for Growth and Export Promotion (postal address: MAECI - DGCE, Piazzale della Farnesina 1, 00135 Rome; tel. 0636915059; email: dgce06@esteri.it ; certified email: dgce06@cert.esteri.it ).
2. For questions or complaints regarding privacy, the interested party can contact the Data Protection Officer (DPO) of the MAECI (MAECI - DPO, Piazzale della Farnesina 1, 00135 Rome; tel. 0039 0636911 (switchboard); email: rpd@esteri.it ; certified email: rpd@cert.esteri.it ).
3. Processing of the requested data is necessary to participate in this procedure.
4. Providing the aforementioned data is based on consent, but any refusal to provide it will render the expression of interest inadmissible.
5. Data processing will be carried out using a combination of manual and automated methods by specifically appointed personnel from the DGCE and by senior management at the Ministry of Foreign Affairs and International Cooperation (MAECI).
6. Personal data will be communicated to the MAECI's supervisory bodies and to those entitled to access documents pursuant to Article 22 of Law 241/1990 and subsequent amendments. The personal and professional data of the selected candidate will be published on the MAECI's institutional website.
7. The data of applicants who are not beneficiaries of grants will be retained for 15 years, barring ongoing disputes, from the date of conclusion of the procedure. For reasons of legal certainty, the data of the selected candidate will be retained indefinitely.
8. Interested parties may request access to their personal data and its rectification. Pursuant to applicable law and without prejudice to any consequences for participation in this public procedure, they may also request the deletion of such data, as well as the restriction of processing or objection to its processing. In these cases, interested parties must submit a specific request to the Unit indicated in point 1, informing the MAECI DPO for information.
9. If you believe your privacy rights have been violated, you can file a complaint with the DPO of the Ministry of Foreign Affairs and International Cooperation (MAECI). If you are not satisfied with the response, you can contact the Italian Data Protection Authority (address: Piazza Venezia 11, 00187 Rome, tel. 0039 06696771 (switchboard), email: garante@gpdp.it , certified email: [protocollo@pec.gpdp.it](mailto:protocollo@pec.gpdp.it)).

*Place and date*

*Signature for acknowledgement and acceptance  
of the processing of your data*

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**ANNEX 7**

**PERSONAL DATA**

- NAME: .....
- SURNAME: .....
- PLACE OF BIRTH: .....
- DATE OF BIRTH: .....
- RESIDENCE ADDRESS: .....
- TAX CODE (IF ITALIAN CITIZEN): .....

**BANK DETAILS**

- Account holder: .....
- IBAN: .....
- BIC/SWIFT:.....
- Bank: .....