

INCIPIT FAQ

1Q) What does it mean that the gross salary for a Fellow is 2.611,11 Euro?

1A) The amount of 2611,11 Euro is the total cost for CNR and EU for each INCIPIT Fellow. This amount is reported in Fellow's payslip down to the left.

2Q) Why is it reported both on the contract and on the top of the payslip a gross amount of 2.143,50 Euro?

2A) The gross PhD salary is 2.143,50 Euro. This amount doesn't take into consideration all the charges that CNR pays for the salary but only a part; the total amount being 2611,11 Euro.

3Q) May I know which are the taxes or charges (*oneri*) that CNR and I have to pay?

3A) The charges due, according to the INCIPIT PhD type of contract (*Assegno di Ricerca*) are only those for INPS, that is to say for social security. No IRPEF has been envisaged.

4Q) What can I do to be sure that all these charges are paid by CNR?

4A) You can register your private account on the INPS website to control all the charges or ask to the administration contact person of your Institute the "*Mandato di Pagamento*" they monthly do. Since it is not the payslip but a specific administration document is normally given to workers only upon request.

5Q) How can I have access to INPS?

5A) Enrolling to INPS *Gestione Separata* is doable via the INPS website. In order to access your personal page, you need a PIN code. You can apply for it online, on the INPS website. The code is split into two parts, the first one is sent by e-mail or SMS, the second one by certified post at your home address. You can also do in person, going to the closest INPS office. Please note that delegating someone else to apply on your behalf is not possible.

6Q) Where may I find the mobility allowance, envisaged in the DoW?

6A) Mobility allowance is part of PhD salary and is given to all PhD fellows of INCIPIT project. At page 30 of the DoW it is clearly written that the gross salary of an INCIPIT PhD consists of
1.855 Euro (as living allowance given by REA) +,
242 Euro (integration of CNR for living allowance)
500 Euro (as mobility allowance of CNR) =.
2.597 Euro (gross). In your payslip the gross amount of 2611,11 Euro is reported down to the left.

7Q) The mobility allowance is aimed at paying by myself all the travel expenses to attend conferences and seminars?

7A) No, the mobility allowance is a fixed amount given to MSCA fellows moving to another country. It is aimed at covering expenses for meals, travel for going to the Host Organisation' Country and coming back home and so on.

8Q) If I want to attend a specific course or international training, may I? To whom I have to refer to?

8A) Each research project within INCIPIT CO-FUND has some training courses envisaged for fellows and paid by INCIPIT. If other training courses, seminars or international workshops can be useful for specific research projects or for the PhD career they can be attended according to the programme, once agreed with the supervisor.

9Q) What does it mean "family allowance"? May I have it?

9A) Only those fellows who have economically dependent family members (children and so on), can have family allowance. According to the INCIPIT programme, the family allowance is 2000 Euro (one single payment) and it is paid by CNR institute of reference.

10Q) Are there INCIPIT training courses in Italian language?

10A) No, all the INCIPIT training seminars and activities are in English language.

11Q) I had some problems with Italian web sites and platforms because I don't understand Italian language.

11A) Most of platforms have the English version. It may happen that the English version is not for all the pages or that some procedures are written in Italian language. In these case, you can ask for supervisor support. When the procedures are important for PhD fellows, such as those for security in the labs, translation and support of the supervisor is mandatory.

12Q) Who can help me with medical insurance or other bureaucratic issues?

12A) Supervisors and administrative staff of the CNR institute of reference are the person in charge of providing this kind of support.

13Q) Why they say I have not research costs granted?

13A) The research costs are provided by each CNR institute and they are aimed at implementing the research projects of PhD fellows. They are not available directly to the PhD students. The amount may vary according to the different research activities to be implemented.

14Q) What I have to do in case I submit a paper?

14A) You have to ensure visibility and recognition of received EU funding (H2020 – MSCA) in communications, publications and patent applications as well as visibility and recognition of other partners funding or contributing to your PhD programme (CNR Institute, Doctorate School).

15Q) University mailing systems are in Italian.

15A) Mails are in English.

As before, some platforms may use Italian language but this does not affect the quality of research or the content of the communication.

16Q) As Fellows, are we represented in managing or consulting boards?

16A) The Supervisory Board envisages 2 representatives of the recruited PhD Fellows (one for each doctoral cycle).

17Q) I have just arrived and I know only my supervisor....

17A) There is the Fellows INCIPIT Network.

Ask to Priyanka Gokulnath (mail to: priyanka.gokulnath@gmail.com), the first representative of PhD Fellows in the INCIPIT Supervisory Board to involve you in the fellows' network.

*For any other information, please contact:
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