



Brussels,  
31 March 2009

### **Information Note: Reimbursement of translation costs**

As mentioned in the 2009 Calls for Proposals<sup>1</sup> (Annual, Multi-annual and EERP), the Commission will reimburse the translation costs resulting from the translation into English of a proposal submitted in response to one of the Calls, for up to an amount of €2500 per proposal, provided that the proposal has been submitted before the deadline specified in the relevant call text in an official Community language.

In order to be reimbursed, the applicant must provide evidence that the translation has been performed by a registered translation services company or individual.

Accordingly, the applicant (entity or Member State) shall provide a copy of the official letter requesting the translation, which must include the following elements:

- Full name and address of the applicant
- Proposal reference number (i.e. the 32 digit reference code generated by reference code which is automatically generated by the TENtec eSub tool upon submitting a proposal)
- Exact title of the proposal

In addition, the applicant shall provide the original of the official invoice for the translation issued by the registered translation services company or individual, with its official registration number.

The English translations of the documents should be sent by email to the mailbox specified for the submission of proposals in the relevant call text before 29 May 2009 at 17:00.00.

The evidence (i.e. copy of the letter requesting translation and the original of the official invoice) shall be sent to the following address before 31 August 2009:

TEN-T EA  
Square Frère-Orban 10  
B-1049 Brussels

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<sup>1</sup> OJ C of 31.03.2009