[Place], [Date]

I, the undersigned [Title] [First Name] [Last Name], Staff Member of the [Name of your home institution] since [date of incorporation], apply for a secondment to:

[Host Institution name],

from [Start date] until [End date]

for the purposes of carrying out the mobility activities in the context of the H2020-MSCA-RISE project REFVAIL (GA: 823998).

**Short plan of activities** (c. 300 words) [This section can be filled in in Spanish, French, Portuguese or English]

Please indicate: 1. Research activities in libraries, archives or other. 2. Conferences, seminars and workshops attended or organized by the seconded researcher 3. Dissemination activities 4. Training activities (courses, etc.) 5. Expected results and publications.

I attach to the present letter

 - my CV,

- an appointment letter indicating that I am a member of the staff of my home institution

I commit myself to:

* respect the provisions and provide to the Universidad Autónoma de Madrid all the supporting documentation necessary to enable it to fulfil its obligations arising from the Grant Agreement;
* devote myself full-time to the mobility activities during the secondment period;
* maintain any confidentiality requirement on the work developed during the secondment;
* ensure visibility of EU funding in communications or publications and in applications for the protection of results in accordance with the provisions of the Grant Agreement and the Consortium Agreement. All results, publications, communications, talks or patent applications will include the following acknowledgement: *This project has received funding from the European Union’s Horizon 2020 research and innovation programme under the Marie Skłodowska-Curie grant agreement No* *823998.*
* provide a detailed report of scientific activities at the end of the secondment.
* Fill-in the follow-up questionnaire of the European Commission.

I declare that:

* I have been informed that I will be considered a Marie Curie fellow;
* The total length of the secondment period performed by me (including previous possible secondments) is no longer than 12 months.

[Name]

[Signature]

**Approval of secondment**

Host Institution Coordinator [Name, Date, signature]:

WP Leader [Name, Date, signature]: