# **USER PERSONAL DATA SHEET**

# **AHEAD Trans-national Access BABE @ CNR-IOM**

**General Data for Accountancy purposes**

|  |  |
| --- | --- |
| Surname |  |
| Name |  |
| Date of Birth | dd/mm/yyyy |
| Place of Birth/Country |  |
| Gender | male/female |
| Fiscal Residence (ZIP code included) |  |
| Home Address (ZIP code included) |  |
| Nationality |  |
| National TAX Registration number |  |
| Italian Fiscal Code, if any |  |
| Telephone |  |
| Fax |  |
| E-Mail |  |

Bank Details Mandatory for Reimbursement Purposes(otherwise skip)

|  |  |
| --- | --- |
| Bank Name |  |
| Bank Branch |  |
| Address |  |
| Account holder |  |
| Account Number |  |
| IBAN/BBAN Code |  |
| SWIFT Code |  |

***Please note that a EURO bank account is recommended otherwise all bank fees are charged to the account holder.***

Data for Virtual User Office and Periodic Reporting purposes

|  |  |
| --- | --- |
| Education |  |
| Degree /PhD in |  | Date | dd/mm/yyyy |
| Obtained in University |  |
| Current Position |  |
| Current Affiliation |  |
| Scientific Sector |  |

**Institution type (please choose)**

◻ Private Research Institute (Foreign Country)

◻ Public Research Institute (Foreign Country)

◻ Private Research Institute (Italian)

◻ Public Research Institute (Italian)

◻ Private University (Foreign Country)

◻ Public University (Foreign Country)

◻ Private University (Italian)

◻ Public University (Italian)

◻ SME (Foreign Country)

◻ SME (Italian)

◻ Other Industrial and/or profit Private organization (Foreign Country)

◻ Other Industrial and/or profit Private organization (Italian)

Period of Access

|  |  |
| --- | --- |
| Starting Date | dd/mm/yyyy |
| End Date  | dd/mm/yyyy |

### **Before accessing CNR-IOM premises**

Please be informed that in order to access CNR-IOM premises, it is **MANDATORY** for all users to provide a declaration by their employer administration attesting that all employees are covered by a full Civil Liability and working accident insurance policy.

This declaration must clearly state legal name of insurance company, number and expiry date of both insurance policies.

In case a user is not covered by any insurance, s/he must open an insurance policy.

Users are recommended to have a health insurance policy, whether private or issued by a Health organization/institution in their country of origin.

Below listed documents are to be returned A.S.A.P. and in no case later than 7 days prior to the starting date of the access session via email to **useroffice-ahead@iom.cnr.it**:

1. Insurance coverage declaration by employer administration
2. User personal data sheet
3. PDF copy of a valid identification document

--------------------------------------------------------------------------------------------------------------------------**AHEAD 2020 useroffice @ CNR-IOM**

Email useroffice-ahead@iom.cnr.it