

Checklist of documentation after a mission

CESEM Multi-annual Funding 2025–2029

This document aims to support researchers of **CESEM – Centre for the Study of Music** in complying with **scientific and financial reporting obligations** related to missions carried out under the CESEM multiannual funding framework (2025–2029), in accordance with the [**FCT Normas de execução financeira do Financiamento Plurianual de Unidades de I&D**](#).

It applies to **national and international missions**, including participation in scientific events, fieldwork, visits to archives/libraries, scientific meetings, interviews, or other activities relevant to research.

1. Type of mission

Please indicate the type of mission carried out:

- Mission with presentation** (oral presentation, poster, panel, keynote, etc.)
- Mission without presentation** (e.g. fieldwork, scientific meetings, archive/library research, interviews)

2. Mandatory documentation to be submitted after the mission

A. Missions with presentation

- Boarding passes / travel documents** (all legs of the journey)
- Certificate of participation** in the event
- Event programme**, indicating the presentation
- Presented communication** (including funding acknowledgement – see section 3)
- Presentation used** (PowerPoint / PDF)
- Any other relevant documentation**, if applicable

B. Missions without presentation

- Boarding passes / travel documents** (all legs of the journey)
- Mission report** (approx. 1 page), including:

- mission context;
- activities carried out;
- results / contribution to research;
- relevance to CESEM's scientific objectives.

Attendance sheets, invitations, meeting calls or minutes (when applicable)

Statement from the visited institution(s) (e.g. archives, libraries, research centres)

Any other relevant documentation, if applicable

3. Funding acknowledgement and affiliation (mandatory)

 **Acknowledgement of CESEM funding is mandatory in all cases**, namely:

- In all scientific communications
- In materials presented at the event (e.g. PowerPoint presentations, posters)
- In outputs resulting from the mission (articles, book chapters, reports, etc.)

The following must be included:

- Explicit reference to **CESEM** and **IN2PAST**
- Reference to the **funding source and DOI**

→ [**CESEM affiliation and information standards**](#)

Failure to comply with information and visibility rules may result in the **ineligibility of expenses associated with the mission**.

For further information, please contact the **Science Management Team**:

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[last update 14 January 2026]