

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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