

**PUBLIC NOTICE****for access to social welfare benefits for SISSA employees, students and research staff**

It is hereby announced that the deadline is now open for submitting applications for the payment of welfare contributions for expenses incurred during the 2025 calendar year (01.01.2025 – 31.12.2025), pursuant to Article 10 of the *Regulations on social welfare benefits for technical and administrative staff, teaching staff and researchers, students and research fellows of SISSA*, issued by Director's Decree no. 662/2022 of 04.10.2022 (hereinafter referred to as the "Regulations").

Research staff includes holders of Research Fellowships, Research Contracts, Research Appointments and Post-doctoral Appointments.

In this Notice, masculine terms refer to persons of all genders and identities.

**1 – ELIGIBLE APPLICANTS**

1. The following persons are eligible to apply for the welfare contribution: technical and administrative staff, teaching staff and researchers, students, and research staff of SISSA, without prejudice to the exception expressly provided for under point 5 below in the event of the death of the employee, student or research staff member.
2. In the case of technical and administrative staff, teaching staff, researchers and research staff, the applicant must have carried out at least nine months of effective service during the calendar year to which the contribution refers, and the expense must have been incurred during the period of service.
3. In the case of students, the applicant must have been enrolled in SISSA PhD programmes on the date the expense to which the contribution refers was incurred.

**2 – FINANCIAL COVERAGE AND PAYMENT**

1. A total allocation of € 67,585.23, inclusive of charges borne by the Institution as required by current legislation, is provided for the payment of the contributions referred to in Article 9, paragraph 3, items IV to VI of the Regulations.
2. The financial coverage for each type of eligible expense is allocated as follows:

a. healthcare and medical assistance expenses (Article 6 of the Regulations): € 41,902.84

b. healthcare and medical assistance expenses incurred by students for



themselves (Article 6-bis of the Regulations): € 20,951.42  
c. textbook purchase expenses (Article 7 of the Regulations): € 2,365.48  
d. funeral expenses (Article 8 of the Regulations): € 2,365.48

3. The final deadline for the completion of the contribution payment procedure is set at 28 February 2026.

### 3 – PAYMENT CRITERIA

1. For the purpose of granting the contribution, the ISEE value, where required, as stated in the declaration attached to the application and valid until 31.12.2025, determines inclusion in one of the following brackets:

ISEE bracket	ISEE value	Percentage 2025
I	up to €15,000.00	80%
II	€15,000.01 – €25,000.00	70%
III	€25,000.01 – €30,000.00	60%
IV	€30,000.01 – €35,000.00	50%
V	€35,000.01 – €40,000.00	40%
VI	over €40,000.00	no contribution

For each type of contribution, without prejudice to the maximum payable amount specified in the following articles, the percentage is applied to the total amount determined by the submitted documentation (invoice/receipt) and provided for under this Notice.

2. Should the allocation for a specific type of intervention prove insufficient to cover all eligible applications, priority shall be given to applicants who have not benefited from the same contribution in the previous two years, with precedence given to the applicant with the lower ISEE value. In the event of equal ISEE values, priority shall be given to the larger household.

### 4 – APPLICATION PROCEDURE AND DEADLINE

1. The application form (Annex A) must be completed in the relevant sections and accompanied by:
  - a) an Ordinary ISEE declaration or PhD ISEE declaration, referring to the applicant's economic situation and that of the household, valid until 31.12.2025 and free from discrepancies (as possibly reported by INPS). Staff not fiscally resident in Italy must submit an ISEE Simulation obtainable through CAF offices; for further information, please contact the HR Management and Development Office at [welfare@sissa.it](mailto:welfare@sissa.it);
  - b) the documentation required for each type of contribution, as specified in the following articles, proving payment;

c) a photocopy of a valid identity document of the applicant (only if the application is submitted by a household member in the case regulated under point 8 below).

2. The application form and all documentation must be submitted exclusively in PDF format to [welfare@sisssa.it](mailto:welfare@sisssa.it) from the applicant's institutional email address (.....@sisssa.it) **no later than 16 January 2026**. Applicants are requested to indicate "**Welfare 2025**" in the subject line.
3. If the application is submitted by a household member in the case regulated under point 8 below, the documentation may be sent from a different email address, provided it is accompanied by the identity document referred to in paragraph 1(c).
4. No reimbursement shall be granted for expenses already reimbursed by another public body or organisation.
5. Multiple applications for the same expenses, even if submitted by different applicants, are not permitted.
6. In the event of incomplete applications, missing mandatory documentation, or ISEE declarations containing discrepancies, the corresponding contributions shall not be paid.

## **5 – HEALTHCARE AND MEDICAL ASSISTANCE EXPENSES FOR THE APPLICANT AND HOUSEHOLD MEMBERS**

1. Contributions are paid for healthcare and medical assistance expenses incurred during 2025 in relation to the applicant and their household, as indicated in the submitted ISEE declaration.
2. The applicant must submit photocopies of invoices and/or tax receipts for the expenses referred to in paragraph 1, clearly indicating the beneficiary of the service.
3. The submission of original documents may be requested at a later stage.
4. The maximum gross annual amount payable per eligible employee is € 1,100.00.

## **6 – HEALTHCARE AND MEDICAL ASSISTANCE EXPENSES FOR STUDENTS**

1. The gross contribution is paid for healthcare and medical assistance expenses incurred by the student for themselves during 2025, subject to submission of a PhD ISEE declaration.
2. The applicant must submit photocopies of invoices and/or tax receipts clearly indicating the beneficiary of the service.
3. Original documents may be requested at a later stage.
4. The maximum gross annual amount payable per eligible student is € 1,100.00.

## 7 – TEXTBOOK PURCHASE EXPENSES

1. The gross contribution is paid to staff who incurred, during 2025, expenses for textbooks related to lower secondary school and higher levels of education outside SISSA, for themselves and/or members of their household, as indicated in the submitted ISEE declaration.
2. To apply for the contribution, staff must submit:
  - copies of invoices, tax receipts or receipts indicating the purchased textbooks;
  - a self-certification specifying to whom the expense refers (the applicant or a household member), the level of education and the educational institution attended.
3. The maximum gross annual amount payable per eligible applicant is € 100.00.

## 8 – FUNERAL EXPENSES

1. The gross contribution is paid for funeral expenses incurred in the event of the death, during the 2025 calendar year, of the spouse or cohabiting partner, first-degree descendants (children), first-degree ascendants (parents), or another household member as indicated in the ISEE declaration.
2. In the event of the death of an employee, student or research staff member during 2025, the following persons are eligible to apply:
  - a) spouse or cohabiting partner;
  - b) children;
  - c) first-degree ascendants (parents);
  - d) other household members as indicated in the ISEE declaration.
3. The eligible applicant must submit copies of invoices, tax receipts or receipts clearly indicating the deceased person.
4. The maximum gross annual amount payable per eligible applicant is € 500.00.

## 9 – FINAL PROVISIONS

1. Pursuant to Article 10, paragraph 2 of the Regulations, in the event of false declarations, any benefits already granted shall be revoked, with the obligation to reimburse the amounts received, and the applicant shall be excluded from the list of beneficiaries for a period of three years, including the year in which the contribution was granted, without prejudice to any further liability under current legislation.
2. The Administration shall carry out the required checks to verify the accuracy of the declared information.
3. This Notice shall be published on SISSA's Official Notice Board from the date of protocol until 16 January 2026.

4. For all matters not expressly provided for in this Notice, the provisions of the Regulations shall apply.
5. For further information or clarification regarding the procedure, please contact the HR Management and Development Office by email at [welfare@sissa.it](mailto:welfare@sissa.it).

THE DEPUTY SECRETARY GENERAL  
Dr Paola Crechici  
(Italian version signed digitally)

Annex A: Contribution Application Form

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