

COST Action CA18102

The European Aquatic Animal Tracking Network



RULES OF PROCEDURES
of the STSM/ITC Grants Committee

1.1. Call for applications for ITC-Conference Grants

Purpose of ITC Conference Grants

ITC Conference Grants are aimed at supporting ECI and PhD students from Participating ITC (Inclusiveness Target Country) to attend international science and technology related conferences on the topic of the Action that are not organised by the COST Action.

Eligibility criteria

1. Any e-COST user who is a PhD student or an Early Career Investigator (ECI) and is affiliated with an institution located in an ITC country participating in the Action can submit an application request for an ITC Conference Grant.
2. Ideally, the application should be submitted at least 45 days before the conference start date. The applicant must be engaged in an official research programme as a PhD Student or postdoctoral fellow or work as a researcher in an institution located in an ITC (Inclusiveness Target Country). The ITCs are as follows: Albania, Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Moldova, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, Republic of North Macedonia, Republic of Serbia and Turkey.
3. The applicant must make an oral/poster presentation at the conference in question and must be listed in the official event/conference programme. The main subject of the oral presentation / poster presentation / speech at the approved conference must be on the topic of the Action and must acknowledge COST (see COST Vademecum Section 10, page 38).

The participation of each applicant must be pre-approved by the STSM/ITC-CG Committee. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

The submission for ITC CG should be made AFTER the abstract has been approved by the conference organizers.

Financial support

A Conference Grant is a fixed financial contribution in the form of a reimbursement, which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the delegated person(s). Conference Grants do not necessarily cover all of the expenses related to participating in a given conference. A Conference Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee. The calculation of the financial contribution for each Conference Grant must respect the following criteria: Up to a maximum of EUR 2 500 in total can be afforded to each successful applicant; Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses. Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the selected Grantee. In addition when meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the amount for subsistence afforded to each eligible participant must be deducted from the Grant. Documentary evidence of the conference fee

amount must be provided by the applicant and in kind, must be archived by the Grant Holder along with the relevant administrative documents.

Application deadline

The applications will be evaluated on a first-come-first-served basis until the funding will be available or until **15 March 2020**.

Please double check to which Grant Period the conference belongs to. If a conference takes place between May (current year) and April (the next year), it belongs to given Grant Period in that year and should be applied in the ITC CG call announced specifically for the given Grant Period.

How to apply

Applicant creates a Conference Grant request. In order to better handle requests we ask possible applicants to express their interest by sending letter of interest by e-mail to ITC CG coordinator on email: marijasmederevac@imsi.bg.ac.rs. A copy (Cc:) should be sent to STSM/ITC-CG Committee Chair: etn-stsm@lifewatch.be. Subject of the e-mail should be COST CA18102 EU tracking – ITC-CG interest. After receiving of the mail approved by the STSM/ITC-CG Committee (approval of the participation) each applicant encodes an ITC CG application by logging into e-COST and clicking on the ITC-CG tab.

To submit a new application, the applicant presses the button 'Create Conference Grant Request'.

<https://www.cost.eu/wp-content/uploads/2018/11/Inclusiveness-Target-Countries-Conference-Grants-userguide-V2-003-Oct-2018-1.pdf>

The required supporting documents are requested in order to provide sufficient information for evaluation:

1. Filled appropriately conference grant request online
2. CV of the applicant
3. Signed decision of the Scientific Council, or the decision of the appropriate body of the Organization in which the candidate is employed for participation at the conference and presentation of the work under the COST action logo;
4. Certificate of acceptance of the manuscript/abstract at a scientific conference or invitation letter
5. Copy of the program of the meeting where applicants name cited;
6. Abstract that will be presented at the conference;
7. Confirmation of the amount of the fee;
8. Calculation of travel expenses;
9. Signed and certified statement by the Head of the Organization of the Applicant that the requested funds are not provided from other funds, including the budget funds.

If needed for the process of evaluation, additional explanations and documents may be asked from the applicants, especially in view of setting the grant amount (such as registration fee certificate, travel arrangements and tickets etc.).

Evaluation and selection of applicants

The Action Chair (or Vice-Chair) appointed STSM/ITC-CG Committee to perform evaluation of this task on their behalf. The evaluation criteria defined in previous lines should be communicated to all potential applicants. The selection of successful applicants must be done so in consideration of the scientific scope of the proposed participation and how it will support the Action in achieving its scientific objectives.

The three evaluators will score the application independently and report their score and proposal to the Committee Chair.

The Conference Grants Coordinator:

1. review the application and determine if everything is according to rules of procedure
2. reports STSM/ITC-CG Committee members and Core Group about applications and together they initiate the process of acceptance or rejection accordingly, they determine the Grant Amount according to ITC conference grants-Financial support instructions.
3. after realisation of the conference the ITC-CG Coordinator collect report and other supporting documentation and report shortly **Core Group to proceed with the reimbursement**
4. monitor the number of applications from each gender group and ensure the gender equality is respected throughout the procedure.

Based on the outcome of the evaluation and the proposal of the STSM/ITC-CG Committee, the CORE Group of ETN will approve the application and the grant amount.

ITC conference grants – Financial support

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Approving ITC conference grants for payment

1 day and 15 days after the end of the participation in the conference, the grantee receives a reminder to upload the scientific report. The deadline to submit the last supporting document is 30 days from the end of the participation in the conference. The submission of the report is mandatory or the Grant is cancelled. Late submission, beyond the deadline, can also lead to the cancellation of the Grant. A scientific report template is available on the Supporting documents page or on-line here:

http://www.cost.eu/ITC_conference_grant_report_template.

The grantee must complete this template and save it in pdf before uploading it in e-COST.

The grant amount awarded will take in consideration the grant requested by the applicant and reasonable costs for travelling and accommodation for the location of the host.

REQUIRED REPORTING DOCUMENTATION

1. REPORT, signed and authenticated (enriched with photos from the conference where participation of the applicant and its work with COST logo are visible)
2. Copy for payment of registration fee
3. Photo of the applicant beside poster or short video of the oral presentation where COST logo is visible*.
4. Copy of the final conference programme where presentation/poster with applicants name as a first author is cited

Payment of the Grant is subject to the submitted Conference Grant scientific report being approved by the Action Chair and STSM/ITC Committee (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution). Written approval of the submitted scientific report must be sent to the Grant Holder for archiving purposes As mentioned in Section 2.3, should the Action Chair apply for a Conference Grant, the mandate for approval or rejection of the request via e-mail is transferred to the Vice-Chair, as well as the approval of the Conference Grant scientific report. The written approvals shall be sent to the Grant Holder for archiving purposes.

*Whenever COST Actions pays/refunds, the COST corporate logo, the EU emblem with accompanying text, the COST Action logo (if applicable) and the name, acronym and reference number of the COST Action needs to be visible on all relevant materials which are on display or are being distributed at the event in question. Please refer to the visual identity guidelines in the COST brand book (pages 14-18 and 73-76). The use of the COST corporate logo (on, for example posters, brochures, newsletters, infographics, etc.) are to be solely used for supporting approved COST Action activities and may not be used for individual representation and / or collective activities that do not pursue the networking objectives of the Action in question.

Approval procedure

The applications are collected by the Action at predefined deadlines, for review and evaluation. The initial list of potential grantees will be prepared based on:

- a binary decision on the eligibility of the applicant, based on the above given criteria and other COST rules if applicable; the evaluation criteria – benefits of the conference attendance: compatibility with COST The European Aquatic Animal Tracking Network
- added-value for the applicant, home institution and for COST Action with consideration of the scientific scope of the proposed mission and how the mission can support COST The European Aquatic Animal Tracking Network in achieving its scientific objectives.

The initial list of potential grantees is then reviewed by the STSM/ITC-CG Committee who finally approves the final list of grantees to be reimbursed at that cut-off deadline, and sets the level of the Grant that can be awarded. The amount of the awarded grant can never be higher than what the applicant requested. The grants will be limited to max. 2000 EUR.

Scientific report should be submitted at latest 30 days after the end date of the conference, and is the precondition for the grant payment.