



CALL FOR APPLICATIONS FOR ITC CONFERENCE GRANTS

Purpose of ITC Conference Grants

ITC Conference Grants are aimed at supporting PhD students and Early Career Investigators (ECI) from Participating ITC (Inclusiveness Target Country) to present their work at the 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 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 9 and 10).

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 2 000 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. **Up to a maximum of EUR 500 can be claimed for the virtual conferences.** 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 in kind and 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 **15th September 2022**.

Please double check to which Grant Period the conference belongs to. If a conference takes place between November (current year) and October (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

The application process in details is as follows:

1. All applicants must carefully read the funding rules detailed in Section 9 of the *COST Vademecum*. This document is available at: <https://www.cost.eu/uploads/2021/06/Vademecum-V9-28-April-20212-1.pdf>.
2. All applicants must register for an e-COST profile at <https://e-services.cost.eu/> - adding their bank account details and CV to their profile.

The list of documents to be submitted in PDF format for the evaluation are:

1. Conference grant application form.
2. 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 and that the requested funds are not provided from other sources.
3. Certificate of acceptance of the manuscript/abstract at a scientific conference or invitation letter.
4. Abstract that will be presented at the conference.
5. Registration invoice (indicating the registration amount and applicant's name).
6. A full CV (including a list of academic publications – if applicable).

The application template is available here: www.cost.eu/virtual_mobility_grant_application. It should be printed to **pdf format**, sent to the Grant Awarding Coordinator **etn-stsm@lifewatch.be** and submitted through <https://e-services.cost.eu/activity/grants>.

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.).

The applications are collected by the Grant Awarding Coordinator for review and evaluation. The applications will be assessed against the following criteria:

- the eligibility of the applicant

- the added-value for the applicant, home institution and for The European Aquatic Animal Tracking Network COST Action with consideration of the scientific scope of the proposed mission and how the mission can support the action in achieving its scientific objectives.

Based on the outcome of the evaluation and the proposal from the Grant Awarding Coordinator, the ETN Core Group will approve the application and the grant amount. The grantee should expect to receive a response within 4 weeks after submission.

Approving ITC conference grants for payment

The deadline to submit the final report and all supporting documents is 30 days from the end of the participation at 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.

1. A scientific report to the Action MC should be submitted, detailing the outcome of the conference attendance in terms of grantee's visibility, including the establishment of new contacts for future collaborations and specific benefits for COST action. A photo from the conference, preferably showing the grantee giving a presentation, is mandatory.
2. The certificate of attendance.
3. The programme of the conference or book of abstracts / proceeding indicating the presentation (oral or poster) of the grantee.

Payment of the Grant is subject to the submitted Conference Grant scientific report being approved by the Action Chair upon proposal from the Grant Awarding Coordinator. Written approval of the submitted scientific report must be sent to the Grant Holder for archiving purposes. 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 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.