

## Inclusiveness Target Countries (ITC) Conference Grant

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### Call for ITC Conference Grants occurring between the 1<sup>st</sup> April 2017 and 30<sup>th</sup> April 2018

#### Background

Conference Grants are aimed at supporting PhD students and ECI researchers from Participating ITC to attend international science and technology related conferences not specifically organised by the COST Action. An ECI is a researcher within 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

COST Inclusiveness Target Countries (ITC) are: Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey.

#### Conference grants eligibility

The following eligibility criteria applies:

1. Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an ITC.
2. 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.
3. The participation of each applicant must be pre-approved by the Action MC. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

#### Application process

##### 1. The applicant creates a Conference Grant (CG) request:

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. The application must 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.

The applicant encodes a CG application by logging into e-COST and clicking on the ITC Conference Grants tab. The tab 'ITC Conference Grants' will not be available in the following cases:

- If the applicant's e-COST profile is incomplete, they will first have to fill in the missing information (affiliation, education details, CV)
- If the primary affiliation of the applicant is not in an ITC country
- If the Education details of the applicant do not demonstrate that (s)he is a PhD student

or an ECI

The application form contains the following sections:

- Applicant details
- Conference Grant details (the attendance at the conference must start and end during the same Grant Period (GP). If a GP is not active, the applicant will not be able to submit an application.
- Bank details
- Financial support
- Supporting documents

Any already submitted applications are available for consultation in the applicant's e-COST profile. To submit a new application, the applicant presses the button 'Create Conference Grant Request'.

The request can be saved only if all fields have been completed on the page, otherwise the information is lost. After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application.

## **2. MC Chair approves/rejects the application**

The evaluation of each received Conference Grant application is performed by the MC Chair. The evaluation criteria are outlined below.

The selection of successful applicants will be carried out in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives.

The MC Chair will receive and screen the applications for eligibility and score eligible applications considering the following selection criteria:

- Is the abstract or poster of high quality?
- To what extent does it project the concept of "Raman4Clinics"?
- Is the abstract/oral presentation cross-sectoral and/or interdisciplinary?
- How can the event help the career of the applicant?
- What is the benefit for the current research of the early-stage researcher?
- What is the benefit for the COST Action BM1401 "Raman4Clinics"?
- What are the networking reasons for attending the international conference?

The outcome of the assessment can take up to a maximum of 4 weeks.

### **Financial support for Conference Grants**

A Conference Grant is a fixed financial contribution 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 adhere to the

following criteria:

- Up to a maximum of EUR 2,500 in total can be awarded to each successful applicant;
- Up to a maximum of EUR 160 per day can be allocated 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.

### **Approving Conference Grants For Payment**

The Grantee has 30 calendar days from the end date of the Conference in question to submit a scientific report to the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) and the Action's Grant Holder.

Payment of the Grant is subject to the submitted scientific report being approved by the Action Chair (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.