

## COST Vademecum

1. Travel and Subsistence
2. Support for Meetings, Workshops and Conferences
3. Short-Term Scientific Missions (STSM)
4. Training Schools
5. General Action Support Grant (GASG)
6. COST Grant System (CGS)
7. Publications
8. Honoraria
9. Subsidies
10. Strategic Workshops/Conferences
11. Non-COST countries/Near Neighbours
12. Conference Grant for Early Stage Researchers
13. Exceptions

Update history

05/01/2009 Version date





## 1. Travel and Subsistence

1.1. Introduction

1.2. Meeting Types

1.3. Meeting Location

1.4. Eligible Participants

1.5. Participants Entitled to Reimbursement

1.6. Eligible Costs - Reimbursement Rules

1.7. Procedures and Deadlines

1.8. Travel Reimbursement Form (specimen)

1.9. Summary of Reimbursement Rules

Update history

- 29/06/2007 Update of the Travel Reimbursement forms
- 26/07/2007 Update of the Travel Reimbursement forms (Travel by Car)
- 10/04/2008 Accommodation fixed rate increased to EUR 120/night  
(ESF CD decision 07 April 2008)
- 21/05/2008 Visa/parking fees
- 01/09/2008 Revision of reimbursement rules/form

## 1.1. Introduction

For meeting participants, a distinction is made between **participants**, **eligible participants** and persons **entitled to reimbursement**.

The participants are all of the people who attend a COST meeting. Among the **eligible participants** (see 1.4), a certain number will be selected by the Chair of the Action on behalf of its Management Committee (MC) as **entitled to reimbursement** (see 1.5).

The rates of reimbursement are strictly limited to the maxima laid down in the rules for reimbursement (see 1.6) and are subject to the availability of funds.

## 1.2. Meeting Types

COST Office can support travel and subsistence for the participation to the following meeting types:

- **Management Committee (MC) meetings**

Normally 2 per year.

- **Core Group meetings**

Smaller group typically composed of Chair, Vice-Chairs, and Working Group Leaders.

- **Working Group (WG) meetings**

Management Committees subdivides the scientific work of the Action among a limited number of Working Groups according to the size and objectives of the Action. Working Groups may meet on the day before (or the day after) a Management Committee meeting (which may reduce expenses within the Action budget) or, if necessary, at another time.

- **Workshops/Conferences**

It is not the policy of COST to reimburse the travel expenses of all participants in a Workshop or Conference and the reimbursement is normally restricted to the members of the COST MC or WG subject to the available funds. The reimbursement of the participants should reflect a good balance from the various signatory countries. Invited non-COST keynote speakers and session-chairs are eligible for reimbursement.

- **Domain Committee (DC) meeting**

Normally up to 3 per year.

- **Ad hoc Groups**

Normally up to 2 per year.

Other COST relevant meeting (e.g. evaluation panels, editorial meetings, strategic meetings).

### **1.3. Meeting Location**

Meetings/Workshops/Conferences should be organised by a Management Committee (MC) in any COST Country that has accepted the MoU of the Action. Workshops and Conferences should be open, in general, to the whole scientific community. Exceptions are subject to prior approval from the COST Office.

### **1.4. Eligible Participants**

#### **1.4.1. Management Committee (MC) Members**

Subject to the available budget, COST can reimburse up to 2 MC members per country and the Chair of the Action.

In addition, countries that intend to participate in the Action, can nominate MC candidates who are also eligible for reimbursement.

#### **1.4.2. Working Group (WG) Members**

Working Groups usually consist of a small number of researchers selected by the MC or by a procedure decided by the MC.

WG members may be MC members or other researchers from a participating country contributing to the achievement of the objectives of the Action.

Members of Action Working Groups are eligible for reimbursement.

#### **1.4.3. External Experts and Invited Speakers**

It may be necessary to invite external experts to a COST meeting to address a topic where their expertise would contribute to the objectives of COST. These experts can be reimbursed if invited by the MC, DC or the COST -Office.

The number of invited experts from non-participating countries should normally not exceed 5 per meeting.

The reimbursement of keynote speakers and session chairs from a non-COST country is normally limited to 4. Their C.V. and participation in the programme has to be sent to the COST Office.

#### 1.4.4. Domain Committee (DC), Ad Hoc Groups and Liaison Members

One representative per COST Country is eligible for reimbursement for attendance at DC plenary meetings. -

Similar support will also be provided for members of approved ad hoc groups and for other approved activities e.g. Liaison Members for other DCs, ESF Committees, meetings of other organisations and similar activities.

#### 1.4.5. Panel Members and Rapporteurs

Panel members (such as for evaluation panels) and rapporteurs (such as Action rapporteurs officially nominated by the DC) invited by the COST Office are eligible for reimbursement.

#### 1.4.6. Substitutes

It may happen that persons who have been declared as entitled to reimbursement cannot subsequently attend the meeting. In that case, the person can be replaced with the approval of the MC/DC Chair and/or the COST Office.

#### 1.4.7. Other

In exceptional cases, the COST Office reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee (MC) of an Action or by a Domain Committee (DC) to further the interests and aims of COST. This may include participation in special scientific meetings, relevant policy making events and synergy creating activities.

### 1.5. Participants Entitled to Reimbursement

Among the **eligible participants** (see 1.4), a certain number will be selected by the Chair of the Action on behalf of its Management Committee (MC) as **entitled to reimbursement**. This entitlement means that COST will reimburse the travel, meals and accommodation necessary to attend a COST event.

The Chair has the final responsibility for approving the list of participants entitled to be reimbursed. The Chair can delegate this approval task to another MC member (i.e. when the MC member is a local organiser or a member of the MC core group)

## 1.6. Eligible Costs - Reimbursement Rules

### 1.6.1. Introduction

Participants in COST meetings should arrive/depart as close as possible to the beginning/end date of the meeting. If participants have non-COST activities either before or after the meeting, they should indicate the dates and times of departure from and return to their home as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received or is not entitled to any similar reimbursement or allowance from a third party.

For audit purposes, the COST Office may contact the home institution of a participant regarding double payments.

### 1.6.2. Accommodation

The flat reimbursement rate is **EUR 120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended (as evidenced by the signed attendance list) meeting days + 1.

Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation, and an approval from the COST Office.

The local organiser may make a block reservation if more economical.

### 1.6.3. Meals

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **EUR 20 each**. Meals provided by a separate COST meeting support will not be paid.

### 1.6.4. Travel Expenses

### 1.6.4.1. Introduction

Expenses are funded on the principle of the most economical overall expenditure.

### 1.6.4.2. Travel by Plane, Train or Long Distance Bus (coach)

- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of originals or legible photocopies of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding EUR 1 200 require prior approval from the COST Office.**
- Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleepers (instead of hotel) are eligible expenses.

### 1.6.4.3. Travel by Private or Hire Car

- The use of a private or hire car is reimbursed on the basis of **EUR 0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **EUR 0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2 000 km total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps, etc.).

#### 1.6.4.4. Local Transport

For local transport expenses receipts are not required under a total of **EUR 25** (out & return). If the total amount for the entire trip exceeds **EUR 25**, copies of all justifications and receipts have to be added to the reimbursement form.

#### 1.6.4.5. Taxi

Taxi fares are limited to **EUR 40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval from the COST Office.

#### 1.6.5. Remarks

For the reimbursement of travel costs, originals or legible photocopies of **transport tickets** must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full routing** (showing departure/arrival dates and times).

Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.).

Participants must be registered prior to the meeting in the COST Database:

<http://www.cost.esf.org/e-cost>

If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant.

Originals or legible photocopies of all travel documents must be kept by the expert for five years after the meeting.

Reimbursement is in **euro**.

The following are some examples of **items not eligible for reimbursement**:

- Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
- Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
- Other costs such as telephone calls etc. cannot be reimbursed.

Any other arrangements may be considered in exceptional cases subject to prior approval from the

COST Office.

## **1.7. Procedures and Deadlines**

All requests for organisation of meetings and financing of activities must be sent via the relevant Committee to the Science Officer of the Action well in advance of the proposed activity, as specified below.

- **Small meeting requests:**

Up to 5 delegates/experts – normally minimum 3 weeks before the proposed meeting

- **Larger meeting requests (such as MC, DC, workshops etc.):**

Normally minimum 4 weeks before the proposed meeting

- **Workshop/Conference/Meeting financial support subsidy requests:**

Normally minimum 2 months before the proposed Workshop/Conference/ Meeting

The COST-Office endeavours to reply to a request presented in accordance with the existing rules within 10 working days.

## 1.8. Travel Reimbursement Form (specimen)



### TRAVEL REIMBURSEMENT REQUEST

## 1.9. Summary of Reimbursement Rules

Meeting ID:							
Action Number (or equivalent):			Science Officer:				
Admin Officer:		E-mail:		Tel:		Fax: +32 (0) 2 533 3890	
<b>2. PARTICIPANT</b> – if not yet registered in the COST database, please register prior to the meeting at <a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a>							
FAMILY NAME:			FIRST NAME:				
DATE OF BIRTH:			COUNTRY:				
E-MAIL:			TEL:				
<b>3. BANK DETAILS</b> – In order to have money transferred you must first be registered with your full IBAN and SWIFT/BIC code at <a href="http://www.cost.esf.org/e-cost">www.cost.esf.org/e-cost</a>							
NAME OF ACCOUNT HOLDER:							
NAME OF THE BANK:							
<b>4. ACCOMMODATION and MEALS</b>							
Travel START (door-to-door)		Date:		Time:			
Travel END (door-to-door)		Date:		Time:			
<b>4a. HOTEL</b> Total number of hotel nights (fixed rate of €120/night) - no receipt required		Number:		Total (€):			
<b>4b. MEALS</b> - entered by the COST Office (fixed rate of €20/meal) - no receipt required.							
<b>5. TRAVEL EXPENSES</b>							
<b>5a. PLANE, TRAIN, Long Distance BUS, etc.</b>	From	To	To (Return)	Amount	Currency	€	
Continue on a separate sheet if required							
<b>5b. CAR</b> (including rented car)		From:		To:		To (return):	
Proof of distance attached <input type="checkbox"/>				Km (both ways):			
Name of any additional COST passenger:							
Reimbursement fixed rate €0,20/km or €0,30/km with additional passenger				Total (€):			
<b>5c. LOCAL TRANSPORT</b> For local transport expenses no receipts are required under a total of €25 (out & return). Above €25 (in total for the entire trip) add detailed justification & receipts.							
<b>5d. TAXI</b> – Taxi fares are only reimbursed where no reasonable public transport is available and are limited to €40 in total for the entire trip. Receipts are always required.				Amount		Currency	€
<b>6. OTHER / REMARKS:</b>							
I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware that my home institution may be informed about this payment. I have read the rules for travel reimbursement request and agree to them.							
Date:			Participant's signature:				

FOR COST OFFICE USE

Form and documents checked and approved Date:

A.O.:



## Rules for reimbursement of expenses for experts eligible for reimbursement version 2.0

*Please read carefully before completing the form.*

Participants in COST meetings should arrive and depart as close as possible to the beginning and to the end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure and return to their home as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute or organisation or person for the same trip.

### **IMPORTANT**

- If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant;
- Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.);
- For the reimbursement of travel costs, originals or legible photocopies of **transport tickets must be provided with the claim form**. They must clearly indicate **the amount paid** and the **full routing** (showing departure/arrival dates and times);
- Originals or legible photocopies of all travel documents must be kept by the expert for five years after the meeting;
- Reimbursement is in **euro**;
- The following are some examples of **items not eligible for reimbursement**:
  - Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
  - Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
  - Other costs such as telephone calls etc. cannot be reimbursed;
- Any other arrangements may be considered in exceptional cases subject to prior approval by the COST Office.

#### **4a. Accommodation**

Flat rate reimbursement is of **€120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended (as evidenced by the signed attendance list) meeting days + 1. Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation, and an approval by the COST Office.

#### **4b. Meals**

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **€20 each**. Meals provided by a separate COST meeting support will not be paid.

#### **5. Travel expenses**

Travel expenses are refunded on the principle of the most economical overall expenditure.

##### **5a. Travel by plane, train or long distance bus (coach)**

- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of originals or legible photocopies of the ticket. Business class can only be reimbursed under exceptional conditions and needs the prior approval of the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office.**
- Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

##### **5b. Travel by private or rented car**

- The use of a private or rented car is reimbursed on the basis of **€0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **€0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2'000 km total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps, etc.).

##### **5c. Local Transport**

For local transport expenses receipts are not required under a total of **€25** (out & return). If the total amount for the entire trip exceeds **€25**, copies of all justifications and receipts have to be added to the reimbursement form.

##### **5d. Taxi**

Taxi fares are limited to **€40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval by the COST Office.



## **2. Support for Meetings, Workshops and Conferences**

2.1. Introduction

2.2. Meeting Location

2.3. Eligible Costs

2.4. Conference/Workshop Proceedings

2.5. Procedure for Meeting Support Grants

2.6. Documents, Control and Audits

2.7. Application Form for Conference/Workshop Support

2.8. Sample Letter to the Beneficiary

2.9. Sample Payment Request Form

2.10. Online Template for Financial Details

Update history

18/07/2007 New item: application for conference/workshop support

25/03/2008 Amendment on Early Stage Researchers (COST doc. 212/07)

01/09/2008 Restructuring of paragraphs

## 2.1. Introduction

Normally a Workshop will have up to 80 participants and a Conference more than 80.

The Conference/Workshop should be organised in conjunction with a Management Committee meeting or other major scientific event in the field of the Action so that all members of the Committee can attend and so that eligible Management Committee or Domain Committee members are reimbursed.

Each year one of the workshops of the Action should involve Early Stage Researchers (less than PhD + 10 years) to strengthen links with each other and with experienced scientists involved in the management of the Action.

It may be necessary to organise the **final conference** of an Action after the formal end date of the Action. In this case it should be normally held within 3 months of the end date.

Normally the costs related to the organisation of a Management Committee (MC), Working Group (WG) or Domain Committee (DC) meeting are supported by the local organiser. Exceptionally, support might be granted, under the terms and conditions described henceforth.

Support is in any case subject to availability of funding.

## 2.2. Meeting Location

Meetings/Workshops/Conferences should be organised by a Management Committee (MC) in any COST Country that has accepted the MoU of the Action. Workshops and Conferences should be open, in general, to the whole scientific community and act as a showcase for the activities of the Action (involving more preparation and expenses than Working Group meetings), and this may require specific support. Exceptions are subject to prior approval from the COST Office.

## 2.3. Eligible Costs

The following costs are eligible for support from the COST Office:

- Room and technical equipment rental;
- Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report etc.;
- Phone, fax, mailing costs for announcements, letters of confirmation;
- Personnel - staff involvement - or temporary recruitment of a secretary if necessary, or services of a Congress organising agency (if the Conference/Workshop is very large);
- Local transport - e.g. bus for field trips;
- Coffee breaks and light refreshments;

- One conference meal if deducted from the daily allowance of the reimbursed participants.

**All taxes, including VAT, are non-eligible costs.**

COST support is normally only a **contribution** to the total budget. Therefore the contributions from other sources to the organisation of the Workshop/Conference should also appear on the request (e.g. registration fees, sponsorship, contribution of local organiser or others). The contribution should normally not exceed EUR 10 000. **For a requested support of up to EUR 3 000 the contribution will be granted as fixed grant.**

Once the request has been approved, the COST Office will inform the Institute organising the Workshop/Conference as to the level of approved financing.

## **2.4. Conference/Workshop Proceedings**

The publication of proceedings should be arranged directly by the organiser or Delegate responsible for the Workshop/Conference.

Please follow the requirements of Section 7 of this Vademecum - Annex B: Checklist for Print Releases.

## **2.5. Procedure for Meeting Support Grants**

### **2.5.1. Introduction**

The request for a meeting support grant should normally be made at least 2 months before the proposed Workshop/Conference/Meeting.

### **2.5.2. Before the Workshop/Conference**

- Letter from local organiser/beneficiary (usually a member of the MC) to MC Chair requesting financial support to organise the meeting, the completed application form including a draft budget for organisation costs showing also contributions from other sources (see application template) and a detailed draft programme (including names of sessions chairpersons and keynote speakers to be invited);
- Confirmation of the request by the MC Chair (on behalf of the MC) to the COST Office. For support requests above EUR 3 000, a full financial breakdown to be provided to the COST Office;
- Registering and budget check by the COST Office;
- Acceptance letter to beneficiary issued by COST Office to be signed and returned by beneficiary (see

2.7 - Sample Letter to the Beneficiary);

- Encoding of financial details by local organiser via the online tool: <http://www.cost.esf.org/workshop>.

### **2.5.3. After the Workshop/Conference**

Within 4 weeks after the event, the following documents must be sent to the COST Office by the organiser of the Workshop / Conference / Meeting:

- A signed Payment request form (issued by COST Office) signed by the beneficiary (see 2.9 - Sample Payment Request Form);
- For grants exceeding EUR 3 000 a final financial account breakdown and supporting invoices for at least the amount of the requested support;
- A scientific report (max 1 page) containing a summary of the event's scientific output;
- Approval from the MC Chair.

### **2.6. Documents, Control and Audits**

The COST Office reserves the right to request additional documents for financial verification.

All relevant financial documents have to be kept for 5 years for audit purposes.

### **2.7. Application Form for Conference/Workshop Support**

(Excel sheet available following this link:

[www.cost.esf.org/fileadmin/cost\\_documents/guidelines/2-financial\\_instruments/Workshop\\_appl\\_template.xls](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/Workshop_appl_template.xls))

**APPLICATION FOR CONFERENCE/WORKSHOP SUPPORT**

**COST Action:**  
 Place:  
 Dates:

**Local organiser**  
 Institution:  
 Responsible person:

BREAKDOWN OF EXPENSES		APPLICATION			
Item		Total expenses (budget)		Local Organizer's Contribution €	Requested COST support €
		Local curr.	Currency		
[1]	Room and technical equipment rental				
[2]	Photocopying, printing of programmes, year book of abstracts, application forms, draft report, proceeding etc.				
[3]	Phone, fax, Mailings cost for announcements, letters of confirmation				
[4]	Personnel - staff involvement or temporary recruitment of a secretary if necessary, or services of a congress organising agency (if the conference/Workshop is very large)				
[5]	Local transport - e.g. bus or field trips				
[6]	Coffee breaks and light refreshment				
[7]	One conference meals if deducted from the daily allowance of the reimbursed participants.				
[8]	Others (please specify)				
<b>Total</b>				0.00	0.00

## 2.8. Sample Letter to the Beneficiary

(document produced by COST Office IT tool)

**COST Office**  
149 avenue Louise  
1050 Brussels, Belgium

Tel: +32 (0)2 533 3800  
Fax: +32 (0)2 533 3890  
E-mail: [office@cost.esf.org](mailto:office@cost.esf.org)  
<http://www.cost.esf.org>

.....  
.....  
.....  
.....  
.....

REFERENCE: COST-Workshop-.....  
Local Organiser: .....  
Date: ..... Place: .....

Dear Mr/Ms. ....,

With reference to your application for a Workshop support grant within the COST scientific programme on ....., I am pleased to notify you that the Management Committee of the COST Action ..... has awarded a grant amounting to the fixed sum of € ..... to:

Account Holder : .....  
Address : .....  
Country : .....  
IBAN : .....  
Swift : .....

for the ..... meeting in ..... the ....., to be spent according to the rules for the organisation of COST workshops (see COST Vademecum: 2 - Support for Meetings / Workshops / Conferences; <http://www.cost.esf.org>)

You are requested to inform the COST Office whether you intend to take up this grant or not. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself.

No later than 4 weeks after completion of the workshop, you must send your scientific report together with the completed payment form to the COST office in order to be eligible for reimbursement.

Yours sincerely,

.....  
**Science Officer**

***I read the document '2 - Support for Meetings / Workshops / Conferences' for the support for the organisation of a COST workshop and I accept this offer.***

Local Organiser name: .....

Signature: ..... Date: .....



WORKSHOP SUPPORT

Action Number:

List Of Meeting:

Local Organiser

Title:  Gender:

Family Name:  Forename:

Email:

Phone:

Institution:

Institution Address:

2.10.2. Financial information - page 2

(see <http://www.cost.esf.org/workshop>)

Bank Details For Payment

(This should be an institution account)

Name of Account Holder:

Address:

Address City:  Address Country:

Bank Name:

Branch and Address:

Bank Account Number - IBAN:

Bank Code - BIC or SWIFT:

BREAKDOWN OF EXPENSES		PLANNED BUDGET		
Items		Total Expenses		
Local Currency	EUR	Amount (*)	€	
			Comments	
1.	Room and technical equipment rental	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report, proceeding etc..	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Phone, fax, Mailings cost for announcements, letters of confirmation	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	Personnel - staff involvement- or temporary recruitment of a secretary if necessary, or services of a congress organising agency (if the conference/workshop is very large)	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	Local transport - e.g. bus for field trips	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	Coffee breaks and light refreshments	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	Meals/dinners if deducted from the daily allowance of the reimbursed participants.	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	Others (please specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>TOTAL</b>		<input type="text"/>	€

**Financial Data**

Local Organizer contribution

Requested COST contribution

(\*) All amount should be excluding VAT which is a non-eligible COST

### **3. Short-Term Scientific Missions (STSM)**

3.1. Objectives

3.2. The Applicant

3.3. Home and Host Institution

3.4. Duration

3.5. Financial Support

3.6. Registration and Deadlines

3.7. Assessment

3.8. Approval

3.9. Deviation

3.10. How to Submit an Application

3.11. After the STSM

3.12. Sample Application Form

3.13. Sample Letter to the Beneficiary

3.14. Sample Payment Request Form

Update history

25/03/2008 Amendment on Early Stage Researchers (COST doc. 212/07)

01/09/2008 Restructuring of paragraphs

20/11/2008 "Notice of completion" text update

### 3.1. Objectives

The aim of a Short-Term Scientific Mission (STSM) shall be to contribute to the scientific objectives of a COST Action.

These Missions (Exchange Visits) are aimed at strengthening the existing networks by allowing scientists to go to an institution or laboratory **in another COST Country** to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

An Action should normally set up at least 4 STSMs per year.

### 3.2. The Applicant

The selection of the applicant is the responsibility of the Management Committee (MC) of the Action.

The **Applicant** should normally be engaged in a programme of research as a post graduate student or postdoctoral fellow or be employed in an institution of a COST Country having accepted the MoU of the Action. This institution should be actively participating in the COST Action.

For the period of the STSM neither the MC of the COST Action nor the COST Office may be considered as the employer and grantees must make their own arrangements for all health, social, personal security and pension matters.

### 3.3. Home and Host Institution

**The home and the host institution** can be public or private, and should be in a COST Country having accepted the MoU and participating in the COST Action.

A STSM may be approved from a home institution in a COST participating country to a host Institution in a non-COST country which is part of the Action but not the other way round.

In exceptional cases, the COST Office reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee (MC) of an Action or by a Domain Committee (DC) to further the interests and aims of COST.

Short-Term Scientific Missions between different Actions may be considered by the Management Committees of both Actions.

The Applicant is responsible for obtaining the agreement of the host institution, before submitting his application.

### 3.4. Duration

Short-Term Scientific Missions, **minimum one week (5 working days), maximum 3 months**, shall be made within the time frame of the operation identified in the proposal and within the period of the respective COST Action.

For Early Stage Researchers (less than PhD + 10 years) the COST Office may approve an extension to a duration beyond 3 months, but normally not more than 6 months in total. In these cases, financial support can be increased to normally maximum EUR 3 500.

### 3.5. Financial Support

The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence.

The financial contribution for a STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended but not obligatory. The total of a STSM shall normally not exceed EUR 2 500 (EUR 3 500 for Early Stage Researchers - see 3.4). **Any exception needs special justification and prior approval from the COST Office.**

In any case the costs associated with the STSM must not exceed the limits set in the "rules for reimbursement by COST of expenses for experts eligible for reimbursement" (see 1. - Travel and subsistence).

An advance payment may be made in exceptional circumstances, which will require additional special justification.

### 3.6. Registration and Deadlines

The Applicant must use the **online registration tool**. (see 3.10 - How to submit an application).

Applications may be submitted according to the schedules stipulated by the MC of the relevant Action, bearing in mind that delays must be taken into account for the assessment and administrative procedures.

The application together with the MC approval should arrive at the COST Office **at least 4 weeks** before the mission starts.

### **3.7. Assessment**

a) The Management Committee (MC) of the Action will make the scientific and budgetary assessment and decision of the application.

The MC may formally delegate these tasks to :

- STSM coordinators or,
- a sub-group of its members (assessment panel), which may vary from time to time and from scheme to scheme, to assess proposals and to agree on those which may be funded.

It is recommended that this assessment panel consists of more than two people in order to avoid a conflict of interest, in addition to one person who is authorised to take the decision (normally the Chair). External advice may be sought.

MC members and other assessors should not involve themselves in the assessment of proposals in which they have a personal or financial interest. In exceptional circumstances (e.g. uniqueness of expertise), such a bar may be waived with the agreement of the other members involved, if the interest is declared and considered not to compromise the potential decision.

b) The MC should agree the criteria for assessing applications in line with the Actions objectives. Wherever possible, these criteria should be made known in advance to potential applicants. It is expected that every care will be taken to avoid any bias on the grounds of gender, age or nationality.

### **3.8. Approval**

The MC Chair or the Action's STSM coordinator is responsible for circulating the application for decision to the assessment panel.

The MC Chair or the Action's STSM coordinator has to inform the COST-Office Science Officer or the grant holder (in case of an annual grant) about the decision. After checking the application for the compatibility with the existing rules and procedures the Science Officer will inform the Applicant about the outcome of the assessment and will arrange the necessary formalities for the issue of the grant in case of a positive result and availability of funding.

The decisions and assessments regarding all STSM applications should be reported to the next MC meeting **and recorded in the minutes of the meeting.**

### **3.9. Deviation**

Any deviations and exceptions from this procedure which contributes to the scientific objectives of the Action requires the approval of the COST Office.

### **3.10. How to Submit an Application**

#### **3.10.1. Online registration by the applicant**

see <http://www.cost.esf.org/stsm>

The Applicant must use the **online registration** tool (to register their request for an STSM. The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- name, postal address, telephone, fax and email of the prospective host at the receiving institute;
- the planned dates and length of stay;
- the title of the planned STSM;
- a short description of the proposed work plan (about 250 words);
- a short curriculum vitae;
- a budget request with breakdown for the costs of the STSM;
- bank details.

#### **3.10.2. Formal STSM application and annexes**

After encoding the information and pressing the "submit" button the online registration tool will issue a formal **STSM application** which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute etc.) to:

- the future Host of the STSM;
- the Chair of the Management Committee of the Action (can be found on the COST web-site) or the Action's STSM coordinator if available.

### **3.10.3. Assessment by the Management Committee**

The MC Chair will arrange the assessment of the STSM.

### **3.10.4. Approval from the Management Committee**

The MC Chair or the Action's STSM coordinator informs the COST Office (or the administrative Institute of the Action) that the proposed STSM has been approved. This information from the MC Chair can be in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantees name

On behalf of the Management Committee of the above COST Action I would like to inform you after evaluation that:

- a) the attached request for an STSM for has been approved and;
- b) a grant of EUR x has been recommended and;
- c) the host institute accepted the proposal."

### **3.10.5. COST Office Acceptance Letter (Grant Letter)**

The COST Office (or the administrative Institute) will send to the Applicant an **acceptance letter** in which he/she is informed about:

- a) the approval of the STSM and;
- b) the level of the financial grant given.

The Applicant has to return this **acceptance letter**, after accepting the grant with his signature.

The Applicant will receive a **payment request form** at the same time.

### **3.11. After the STSM**

#### **3.11.1. STSM Scientific Report**

After completion of the STSM the grantee is required to submit to the Host and MC Chair (or the Action's STSM coordinator) a short scientific report on the visit **within 4 weeks after his stay**.

It should contain the following information:

- Purpose of the visit;
- Description of the work carried out during the visit;
- Description of the main results obtained;
- Future collaboration with host institution (if applicable);
- Projected publications/articles resulting or to result from the STSM (if applicable);
- Confirmation by the host institute of the successful execution of the mission;
- Other comments (if any).

#### **3.11.2. Notice of completion by the Management Committee (post-approval)**

The MC Chair or the Action's STSM coordinator or the host (if agreed by the MC) is responsible for approving the final report and sending the approval to the COST Office or the Administrating Institute.

The MC Chair of the Action's STSM coordinator will send a short notice to the COST Office or Administrative Institute with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

The information is usually in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantee's name

On behalf of the Management Committee of the above COST Action I would like to inform you that:

- 1) The above STSM has been completed from <start-date> to <End date>
- 2) the scientific report has been approved by the MC and Host.
- 3) The amount of EUR X can be paid"

### **3.11.3. Payment by the COST Office**

The COST Office or the grant holder will execute the payment of the fixed grant directly to the grantee or the organising institute as requested in the application after receipt of the following documents:

- Notice of completion by the Management Committee (step 7);
- Completed Payment request form (step 5);
- Summary of scientific report (maximum 1 page).

### 3.12. Sample Application Form

(document produced by COST Office IT tool)



### COST STSM Application Form

### 3.13. Sample Letter to the Beneficiary

(document produced by COST Office IT tool)

application (full C.V., detailed work plan, motivation, etc.) to the Host (who will send his agreement to host the applicant to the MC Chair)

\* MC Chair for evaluation and approval

**COST Office**

**Science Officer:** Name of Science Officer

Telephone nr, e-mail address

**COST MC Chair:** Name, e-mail address

**COST STSM Reference Number:** COST-STSM-999-111

**Period:** xx/xx/200x to xx/xx/200x

**COST Action:** 999

**STSM Applicant:** Name, Organisation Name, City(Country)

e-mail address

**STSM Topic:** Name of the Topic

**Host:** Name, Organisation Name, City(Country), e-mail address

**Budget Request:**

Travel	X €
Subsistence (hotel/meals)	X €
Total	X €

**Short CV (date of birth, higher education degree, further qualifications, max 250 ch.):**

*Aridus e lasso venibat celsitudo ore, metaque erat longae: tum denique de tribus unum fetibus arboreis proles Neptunia misit. Obsidit virgo nitidiorae cupidine pomi declinat cursus aurumque volubile tollit praeterit Hipomenes: resonant spectacula plausu.*

**Work Plan Summary (keywords, max 250 ch.):**

*Illa moram celeri cessataque tempora cursu corrigit atque iterum iuvenem post terga relinquit: et rursus pomi iactu remorata secundi consequitur transitque virum. pars ultima cursus restabat: 'numc' inquit 'ades, dea muneris auctor' inque latus campi, quo tardius illa rediret.*

I request the approval of a COST Short Term Scientific Mission as described above

Applicant

Name of applicant

Date

Name  
Institution  
Address  
e-mail

REFERENCE: Short Term Scientific Mission, COST Action nr  
Beneficiary: Name, Institution  
Host: Name, Institution  
Period: from start date to end date Place: City (country)  
Reference code: COST-STSM-531-02588

Dear Mr/Ms. Name,

With reference to your application for a Short Term Scientific Mission within the COST

### 3.14. Sample Payment Request Form

(document produced by COST Office IT tool)

You are requested to inform the COST Office whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform the COST Office about any changes in advance of the mission.

No later than 4 weeks after completion of your mission, you must send your scientific report together with the host report to the Chair or the member of the Management Committee responsible for the STSM. A copy of these two reports should also be sent directly to the COST Office together with the completed payment request form in order to be eligible for reimbursement.

Please note that the guidelines for the Short Term Scientific Missions for COST can be found in <http://www.cost.esf.org/guideline>.

Yours sincerely,

SO Name  
Science Officer

*I have read of the rules for the execution of the COST Short Term Scientific Missions and I accept this offer.*

Scientist name: .....

Signature: ..... Date: .....



COST is supported by  
the EU RTD Framework Programme



ESF provides the COST Office  
through an EC contract

**SHORT-TERM SCIENTIFIC MISSION****FINAL PAYMENT REQUEST FORM**

COST Action Number: *nr*  
Beneficiary's Name and Institution: *name and institution*  
Host's Name and Institution: *name and institution*  
Period: from *start date* to *end date*  
Place: *city (country)*  
Reference code: COST-STSM-Action *nr*-running *nr*  
**Claimed amount of the grant: X,00 €**

The above STSM has been successfully completed and the following documents are attached:

- My Scientific report supported (email) by the host institution
- Approval by the Management Committee (email)
- My bank details as follows:

Name of account holder: *Name*

Name of Bank: *Bank name*

Address of Bank: *Street address*

IBAN Account number: *number*

Bank SWIFT code or BIC: *number*

IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries.  
Without IBAN and BIC SWIFT code, the Cost office will not be able to process your payment.  
BAI: International Bank Account Number  
BIC: Bank Identifier Code (also called Swift address)

Date: ..... Signature.....

For COST Office use:

Date \_\_\_\_\_ Signature \_\_\_\_\_



COST is supported by  
the EU RTD Framework Programme



ESF provides the COST Office  
through an EC contract

## 4. Training Schools

4.1. Introduction

4.2. Duration

4.3. Eligible Costs

4.4. Procedure

4.5. Sample Acceptance Letter to Local Organiser

4.6. Sample Acceptance Letter to Trainee

4.7. Sample Payment Request Form

Update history

20/03/2008 Amendment on Early Stage Researchers (COST doc. 212/07)

21/05/2008 General structure modification and amendments to the Forms

## 4.1. Introduction

"Training Schools" within the frame of the Action topic are aimed to provide dissemination from the Action activities or intensive training in either a new emerging subject or in one of the laboratories of the Action with unique equipment or know how. Training Schools are not intended to provide general training/education. Those attending are basically but not exclusively young researchers from across Europe but Training Schools may also cover appropriate re-training as part of "life-long learning".

A Training School can also take the form of an Early Stage Researchers (less than PhD + 10 years) network created as a "think tank".

COST support covers organisation of the school and participation support to both trainers (including external experts) and trainees.

## 4.2. Duration

The duration of a Training School would be normally between three days and two weeks long.

## 4.3. Eligible Costs

The following items can be reimbursed:

- General support required for the organisation such as meeting room rental, lecture materials, secretarial support, coffee breaks, technical equipment - same as for meeting support (see 2 - Support for Meetings / Workshops / Conferences);
- Travel and subsistence for trainers - same as for participants to COST meetings (see 1 - Travel and Subsistence), but no lecture fee;
- Individual grants for trainees - amount to be decided by the MC. Each grant cannot exceed the normal reimbursement rates of COST (see 1 - Travel and subsistence);
- General guide: the individual grants should be based on the most economic accommodation arrangement and on the most economic travel arrangement. (see also 3.5 STSM - Financial support).

### 4.3.1. Local Organiser

The following items can be reimbursed: general support required for the organisation such as meeting room rental, lecture materials, secretarial support, coffee breaks, technical equipment - same as for meeting support (see 2 - Support for Meetings / Workshops / Conferences).

### **4.3.2. Trainers**

The following items can be reimbursed: travel and subsistence for trainers - same as for participants to COST meetings (see 1 - Travel and subsistence), but no lecture fee.

### **4.3.3. Trainees**

The following items can be reimbursed:

- Individual grants for trainees - amount to be decided by the MC. Each grant cannot exceed the normal reimbursement rates of COST (see 1 - Travel and subsistence);
- General guide: the individual grants should be based on the most economic accommodation arrangement and on the most economic travel arrangement (see also 3.5 STSM - Financial support).

## **4.4. Procedure**

### **4.4.1. Local Organiser**

The request for such a Training School has to be sent via the Chair of the Management Committee (MC) after MC approval of the programme and the list of paid participants to the COST Office with the following documents:

- Detailed programme and aim of the Training School;
- Support statement from the MC (e.g., the Minutes of a MC meeting);
- Detailed financial support request for the organisation of the meeting;
- List of trainers with contact details;
- List of trainees that have been selected by the MC to be entitled to the individual grants for attending the Training School, along with the amount of the grants;
- Contact details.

After receipt of the above documents COST Office will send acceptance letters to the local organiser, the trainers, and the trainees. In case general organisation support is granted, then a scientific report will be requested after completion of the Training School.

Exceptions to the above are possible. They must be duly justified and must be accepted by the COST Office prior to the event.

#### **4.4.2. Trainers and Trainees**

Trainers and trainees will be requested to register on the COST online registration tool.

## 4.5. Sample Acceptance Letter to Local Organiser

(document produced by COST Office IT tool)



COST Office  
149 avenue Louise  
1050 Brussels, Belgium

## 4.6. Sample Acceptance Letter to Trainee

(document produced by COST Office IT tool)

Name of organiser  
Institution  
Address

REFERENCE: COST Training School Support, COST Action nr  
Local Organiser: *Name of organiser/Institution*  
Date: *start date to end date* Place: *city (country)*  
Reference code: *COST-School-Action nr-running nr*

Dear Mr/Ms. *Name*,

With reference to your application for a COST Training School support grant within the COST scientific programme on *Action name* (COST Action *Action nr*), I am pleased to notify you that the Management Committee of the Action has awarded you a grant amounting to EUR ..... for the Training School on ..... in *city (country)* from *start date* till *end date*, to be spent according to the rules for the organisation of COST Training Schools (see *COST guidelines 4 - Training Schools*; <http://www.cost.esf.org/vademecum>)

You are requested to inform the COST Office whether you intend to take up this grant or not. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself.

No later than 4 weeks after completion of the training school, you must send your scientific report together with the completed payment form to the COST office in order to be eligible for reimbursement.

Yours sincerely,

**SO name**  
Science Officer

***I read the document "2 - Support for Meetings / Workshops / Conferences" and "4 - Training Schools" for the support for the organisation of a COST Training School and I accept this offer.***

Local Organiser name: .....

Signature: ..... Date: .....



COST is supported by  
the EU RTD Framework Programme



ESF provides the COST Office  
through an EC contract

Trainee  
Family Name:  
First Name:  
Email:REFERENCE: COST Training School Support, COST Action nr  
Local Organiser: *Name of organiser/Institution*  
Date: *start date to end date* Place: *city (country)*  
Reference code: COST-School-Action nr-running nrDear Ms/Mr. *Name*

#### 4.7. Sample Payment Request Form

(document produced by COST Office IT tool)

programme on Action name (COST Action Action nr), and pleased to inform you that the *Local Organiser* (Committee of the Action) awarded you a fixed grant amounting to EUR....., to attend the Training School from *start date* till *end date* at *Institution name* under the supervision of Ms/Mr. *Name*.

You are requested to inform the COST Office whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform the COST Office about any changes in advance of the training school.

Please note that the guidelines for the Training Schools for COST can be found in <http://www.cost.esf.org>

Yours sincerely,

**SO Name**  
Science Officer***I have read of the rules for the execution of the COST Training School and I accept this offer.***

Scientist name: .....

Signature: ..... Date: .....

COST is supported by  
the EU RTD Framework ProgrammeESF provides the COST Office  
through an EC contract

**COST TRAINING SCHOOL  
PAYMENT REQUEST FORM  
(Local Organiser)**

COST Action Number: .....  
Local Organiser's Name and Institution: .....  
Period: from ..... to .....  
Place: .....  
Reference code: COST-School-.....  
Claimed amount of the grant: ..... €

The above school has been successfully completed and the following documents are attached:

- Scientific report
- Bank details as follows:

Name of account holder: .....

Name of Bank: .....

Address of Bank: .....

IBAN Account number: .....

Bank SWIFT code or BIC: .....

IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries.  
Without IBAN and BIC/SWIFT code, the Cost office will not be able to process your payment.  
IBAN: International Bank Account Number  
BIC: Bank Identifier Code (also called Swift address)

Date: ..... Signature.....

For COST Office use:

\_\_\_\_\_  
Date                      Signature

## **5. General Action Support Grant (GASG)**

5.1. Introduction

5.2. Rules and Procedures

5.3. Sample Letter to the Beneficiary

5.4. Sample Payment Request Form

Update history

05/09/2006 Amendment following open call

16/10/2007 Restructuring of the annexes

## 5.1. Introduction

COST Actions Management Committee (MC) may assign up to EUR 2 000 per annum from within an Action budget to the MC Chair as grant holder for the general support of the Action management. This grant can be used for the support and development of an Action Website, to be hosted on the server of one of the institutions represented on the MC. Such Website should only cover specific matters for the Action and should not duplicate material already published on the main COST Website in relation to COST and its structures etc. This Website should also be used for MC and Working Group business. This grant can also be used for the support of the Action's MC operation, such as secretarial support, small-scale Action-related ad hoc activities and support for preparatory events. The MC Chair, as grant holder, has to report on the expenditure of this fixed allocation at the MC meeting.

## 5.2. Rules and Procedures

The necessary steps for the grant application are described in the following step-by-step guide. An online registration tool will be available in a near future.

- Action Chair receives the approval of the MC to apply for a grant either in MC meeting or by written procedure;
- Action Chair informs COST Office about MC decision with reference to the decision (amount requested and date of MC meeting or date of written procedure) and submits his/her request for the grant to the COST Office by letter or e-mail;
- COST Office encodes the request under Grants/GASS and attaches the request letter/mail there;
- COST Office sends an acceptance letter and an payment request form to the MC Chair;
- MC Chair sends signed acceptance letter and completed payment- form to COST Office;
- COST Office sends approved payment form (SO) to Strasbourg for payment;
- Decision and final closure of grant to be minuted in MC meeting minutes.

### 5.3. Sample Letter to the Beneficiary

(document produced by COST Office IT tool)

	<b>COST Office</b> 149 avenue Louise 1050 Brussels, Belgium <small>Tel: +32 (0)2 532 2000</small>
--	--

### 5.4. Sample Payment Request Form

(document produced by COST Office IT tool)

Name  
e-mail

REFERENCE: General Action Support Grant, COST *Action number*  
Reference code: COST-GASG-*Action number* -*running nr*

Dear Mr/Ms. *Name*,

With reference to your application for a General Action Support Grant within the COST scientific programme on *Action name*, which has been approved by your MC I am pleased to send you this acceptance letter for a fixed grant amounting to X,000 € for the period from *date* to *date+1*. By accepting this letter you are declaring that the grant will only be used for the support of the COST Action and that the expenditures will be presented to the Management Committee after the end of the grant period.

You are requested to sign this letter and to send it to the COST Office together with the completed payment request form (attached).

Yours sincerely,

*SO Name*  
Science Officer

***I read the document 'Financing of COST activities' regarding the General Action Support Grant.***

*Beneficiary:* .....

*Signature:* ..... *Date:* .....





## **6. COST Grant System (CGS)**

6.1. Introduction

6.2. Flowchart of Action Management

6.3. The Grant Agreement

6.4. The Management Committee Chair

6.5. The Grant Holder

6.6. Eligible Costs and Reimbursement Rules

6.7. Payment modalities to the Grant Holder

6.8. Reporting

6.9. Action Financial Rapporteurs

6.10. Control and Audits

6.11. Amendments

6.12. Termination

6.13. Annex 1: COST Grant Agreement v2.1 (specimen)

6.14. Annex 2: Workplan/Budget Plan template

6.15. Annex 3: Financial Reporting template

6.16. Annex 4: Role of the Action Financial Rapporteurs

Update history

- 18/01/2006 Release following re-numbering of Vademecum
- 05/09/2006 Amendment following open call
- 16/10/2007 Restructuring of the annexes
- 02/10/2008 Restructuring of the whole Section and Updating according to the revised version of the COST Grant Agreement (August 2008).  
Revision to avoid any potential conflict of interest in line with COST doc. 205/08, point 2.  
Correction of annexes' references in the COST Grant Agreement (version 2.1 - October 2008)
- 12/03/2009 Amendments to the COST Grant workplan and budget plan template

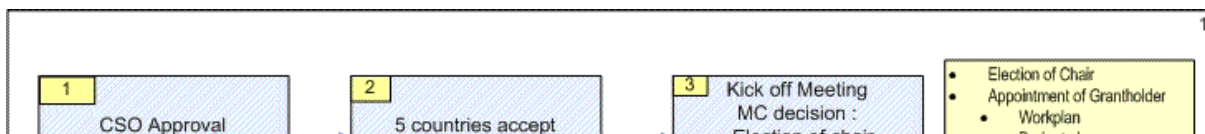
## **6.1. Introduction**

At its 165th meeting, the CSO endorsed the COST GRANT SYSTEM (CGS). After a transition period ending in 2008, all COST Actions will operate under this system.

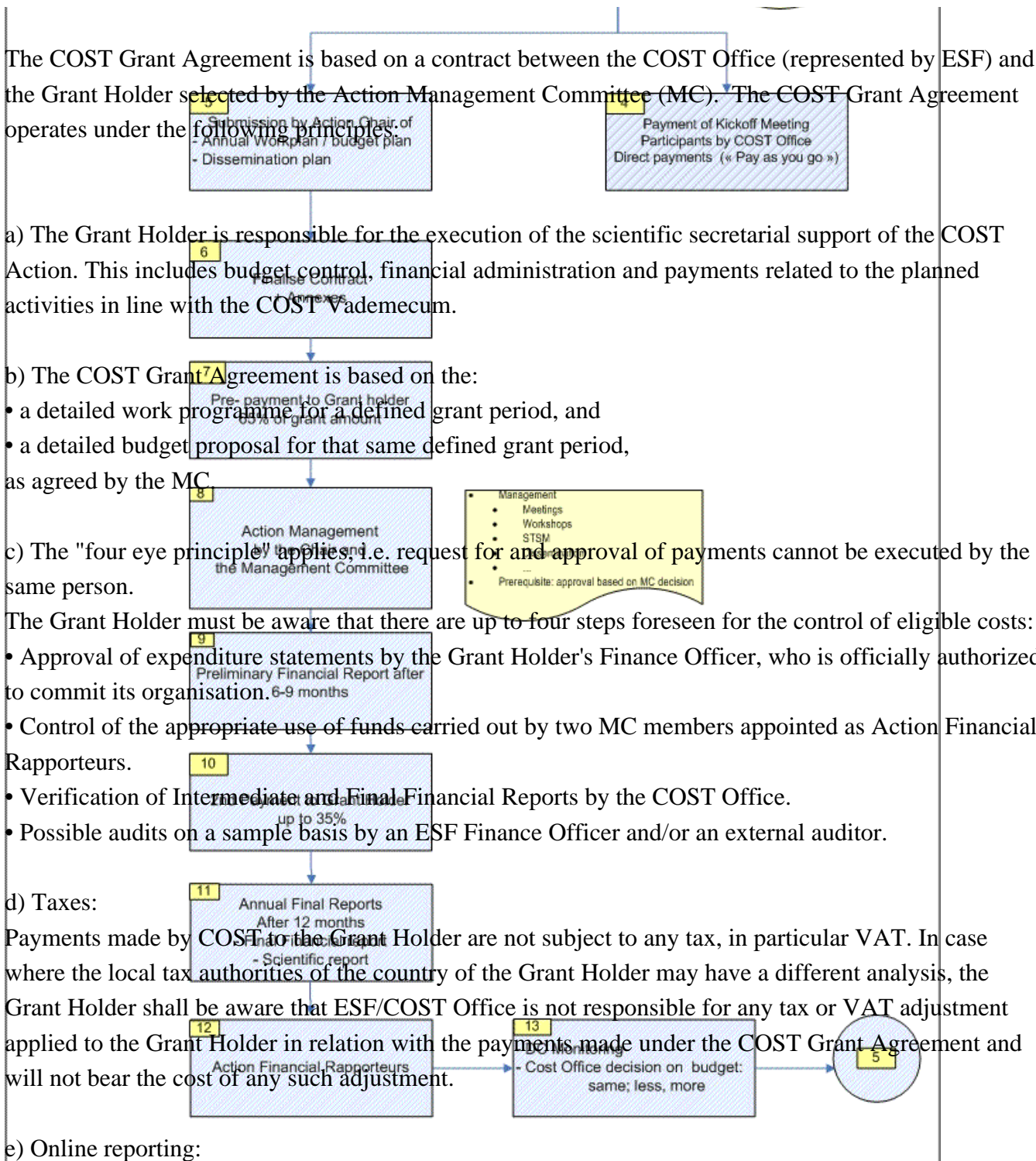
The COST Grant System will provide a flexible approach to financing COST Action activities in accordance with the rules governing the "Financial Instruments" as laid out in the COST Vademecum.

COST is financed through the 7th Framework Programme (FP7) of the European Union and therefore needs to meet the FP7 contractual obligations and to fully comply with the EU financial regulations. The COST Grant Agreement and the rules and procedures described hereafter, were drawn up taking into consideration these obligations.

## 6.2. Flowchart of Action Management



## 6.3. The Grant Agreement



f) The Grant Holder shall only execute activities on behalf of the MC. Any financial payment needs the explicit approval from the MC Chair acting on behalf of the MC.

g) If there is any doubt about the eligibility of specific costs or operation, the COST Office must give its prior approval. The same applies for any exception from the rules as laid out in the COST Vademecum.

## 6.4. The Management Committee Chair

The MC Chair represents the COST Action and any payment shall only be executed after his/her authorisation.

There is no obligation on the institution of the MC Chair to become the Grant Holder for the COST Action.

In case the MC Chair Institution becomes a Grant Holder, the related COST Action is represented by the MC Vice-Chair and any corresponding payment shall be executed after his/her authorisation only.

## 6.5. The Grant Holder

- must be a legal entity (not an individual).
- is selected by the MC from the institutions of its members. When selecting the Grant Holder, the MC shall consider economic aspects such as bank transfer charges outside Euro-zone, currency exchange costs, tax liability for payments to experts and STSM grant holders, etc. **The result of the selection shall be recorded in the minutes of the 1st MC meeting.**
- executes the decisions of the MC and ensures that all expenditures comply with the COST Grant Agreement and the COST Vademecum.
- is represented at MC meetings by a MC member. This MC member must ensure the liaison between the MC and the Grant Holder.

For contractual matters, the Grant Holder is usually represented by three persons:

- the **Legal Representative**: the person who has the authority within the institution for signing the COST Grant Agreement (for instance the rector of a university or the managing director of a research institution);
- a **Finance Officer** who has the authority within the institution to authorize the payments;
- the **Scientific Representative** of the institution who is a member of the MC.

The scientific, administrative and financial tasks (scientific secretarial support) of the Grant Holder are as follows:

a) Financial reporting

- to keep an attendance list signed by each participant entitled to reimbursement for each day of each meeting;
- to collect the individual reimbursement forms;
- to verify and pay claims by the eligible selected participants attending meetings;
- to ensure that all documents are correctly filed in and archived after the end of the EC contract and for a period of five years for possible further auditing;
- to ensure that all payments have been approved by the MC Chair (or the Vice-Chair if applicable);
- to produce the financial reports using the standard reporting tool defined by the COST Office;
- to prepare a progress report on expenditures for the MC

#### b) Scientific and Administrative Secretariat

- to fund the Action's activities in accordance with the COST Grant Agreement, MC decisions and the COST Vademecum;
- to attend relevant MC meetings and workshops in the frame of the Action, wherever they are held, if requested by the MC;
- to ensure the preparation of the relevant meetings (e.g. draft agendas, invitations, specific procedures and operating methods as appropriate, minutes of MC meetings as well as activity reports, including the annual and final reports).
- to distribute copies of these documents after approval from the MC;
- to provide support for the evaluations of the Action, in liaison with the Chair and the MC.

#### c) Coordination, liaison

- to regularly inform the COST Office on the development of the COST Action, in particular to provide copies of the MC minutes where all expenditure commitments are described.

#### d) Publication, Dissemination

- to assist in editing publications of the COST Action, in liaison with the COST Office;
- to oversee the development and maintenance of the website of the COST Action according to the policy of the COST Office.

## 6.6. Eligible Costs and Reimbursement Rules

The Grant Holder is responsible for the reimbursement of eligible costs to persons, institutions and other claimants eligible for reimbursement within 30 days of receipt of a claim. The claim shall be submitted within 30 days following the event giving rise to the claim, unless otherwise duly justified. Subject to the availability of funds, payments to eligible participants should be made no later than 60 days following the event giving rise to the claim.

Costs are incurred along these following categories:

- Organisation of meetings, travel and subsistence allowances for participating scientists
- Workshop grants
- Short-Term Scientific Missions (STSMs)
- Training schools
- Dissemination, e.g. publications or printing documents for meetings or training schools
- Expenses for secretarial support
- General Action support Grant (GASG), e.g. support and development of the COST Action website

According to FP7 Grant Agreement - Annex II General Conditions, the following costs shall be considered as non-eligible and may not be charged:

- a) identifiable indirect taxes including value added tax,
- b) duties,
- c) interest owed,
- d) provisions for possible future losses or charges,
- e) exchange losses, cost related to return on capital,
- f) costs declared or incurred, or reimbursed in respect of another project,
- g) debt and debt service charges, excessive or reckless expenditure.

The full text of the FP7 Grant Agreement is available on COST website (<http://www.cost.esf.org/guidelines>), and on the EUROPA website ([http://cordis.europa.eu/fp7/calls-grant-agreement\\_en.html](http://cordis.europa.eu/fp7/calls-grant-agreement_en.html)).

The grant holder may request a fee of up to 15% of the actual science expenditure in order to cover scientific secretarial support. No cost breakdown for these activities is required.

## **6.7. Payment modalities to the Grant Holder**

The COST financial contribution shall be paid to the Grant Holder as follows:

- A **first instalment of 65 %** of the grant after the signature of the COST Grant Agreement;
- A **second instalment of up to 35%** after approval from the COST Office based on a statement and forecast of expenditures.

The COST Office reserves the right to change payment modalities following consultation with the Grant Holder.

Payments are made in Euro, which is the base currency for calculations and payments. The Grant Holder will bear from the scientific secretarial support any currency exchange cost levied by a bank.

Payments can only be made with the full bank account details (account number, IBAN, SWIFT/BIC codes) and after submission of the payment request form.

The bank account details shall be those of the institution only. Thus, no payments can be made to an individual or to a private person's bank account.

## **6.8. Reporting**

- **On 15 January each year:**

The Grant Holder will provide the COST Office with a financial report based on actual accrued costs.

- **Within 1 month of the end of the grant period:**

The Grant Holder will provide the COST Office with a **final** financial report and a scientific progress report on the achievements of the Action.

- **6 weeks before the DC annual monitoring meeting a detailed scientific report:**

A detailed scientific report

## **6.9. Action Financial Rapporteurs**

One month after the end of a defined Grant Period, the Grant Holder shall provide COST with a financial assessment (see 6.16) prepared by two Action Management Committee members after they have verified that the nature, overall justification and level of expenditure are in line with the agreed Work Plan. The two Action Management Committee members are appointed by the Action Management Committee and act as 'Action Financial Rapporteurs'.

## **6.10. Control and Audits**

The COST Office may, at any time during the COST Grant Agreement and for up to five years after the end of the COST Action, arrange for controls and audits to be carried out, either by external auditors, the COST Office, the Commission services, or the Court of Auditors. All relevant documents for a control or audit have to be kept for this period of time.

## **6.11. Amendments**

The COST Office reserves the right to change the terms and conditions of the COST Grant Agreement following consultation with the MC and the Grant Holder.

Any changes of the Grant Holder details shall be acknowledged in writing by the COST Office. Any other changes shall be implemented through an amendment to the COST Grant Agreement.

## **6.12. Termination**

The COST Office may cancel the grant after an appropriate notice in case of non-compliance by the Grant Holder with the terms and conditions of the COST Grant Agreement and the COST Vademecum.

### **6.13. Annex 1: COST Grant Agreement v2.1 (specimen)**

The COST Grant Agreement (specimen) is available under:

[http://w3.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/CGS/COSTGrantAgreement\\_v2-1\\_specimen.pdf](http://w3.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/CGS/COSTGrantAgreement_v2-1_specimen.pdf) (PDF format)

### **6.14. Annex 2: Workplan/Budget Plan template**

The workplan and budget plan template is available under:

[http://w3.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/CGS/workplan-budget\\_plan\\_v110309.rtf](http://w3.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/CGS/workplan-budget_plan_v110309.rtf) (RTF format)

### **6.15. Annex 3: Financial Reporting template**

The Financial Reporting template is available under:

[http://w3.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/CGS/Financial\\_Reporting\\_template.xls](http://w3.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/CGS/Financial_Reporting_template.xls) (Excel format)

### **6.16. Annex 4: Role of the Action Financial Rapporteurs**

One month after the end of the on-going Grant Period, the Grant Holder shall provide COST with a financial assessment prepared by two Action Management Committee members after they have verified that the nature, overall justification and level of expenditure are in line with the agreed Work Plan. The two Action Management Committee members are appointed by the Action Management Committee and act as "Action Financial Rapporteurs".

They shall check the nature, overall justification and level of expenditure in line with the agreed work plan. They shall draw up a short statement on the outcome of the financial review (see template below).

**COST Action [X] Financial Rapporteurs Report**

In compliance with the assignment entrusted to us by the Management Committee of COST Action [X], we did verify the adequacy of expenditures for the period [start date – end date of the Grant agreement] with the agreed work plan in terms of nature and level of spending.

(a) Based on our investigations, we conclude on a satisfactory use of funds over the lifetime of the Action.

or

(b) Based on our investigations, we would like to draw the attention of the Management Committee and the COST Office on the following issues:

Very truly yours

MC Financial Rapporteur1  
Date and signature

MC Financial Rapporteur2  
Date and signature



## 7. Publications

7.1. Introduction

7.2. Action Publications

7.3. Final Action Publication

7.4. Step-by-step Guide

7.5. Annex A: Checklist for Requests for Publication

7.6. Annex B: Checklist for Print Releases

7.7. Annex C: COST Office Publications Purchase Order

7.8. Annex D: EU's Publisher (OPOCE): Background and Conditions

7.9. Annex E: Author's Declaration

7.10. Annex F: Documents required by the COST Office

Update history

01/08/2008 August 2008 overhaul

## 7.1. Introduction

Disseminating and transferring knowledge is a key value to COST and the use of results by industry, policy-makers and society is vital. Therefore the COST Actions are encouraged to use all means to communicate their findings to the European Research Community. COST expects Actions to develop a dissemination strategy to encourage public discussion about their work and to ensure that the results of the research work reach the European Society and policy-makers. It provides financial support for publication to increase the effectiveness of research results on a European level.

**A thorough planning of the dissemination strategy for each Action is required in the annual work plan. Actions can only enter into binding financial commitments for activities taking place in the year for which they received the annual allocation.** Exceptions must be agreed with the COST Office.

COST supports the production of dissemination tools and publications such as books (hard copy or electronic), brochures, flyers and electronic devices such as DVDs and CD-ROMs.

COST distinguishes publications by the source of funding. The print production can either relate to:

A) Action publications: funded directly by the COST Action budget, described in part 7.2 *Action publications*.

Or

B) Final Action publication: funded directly by the COST Office from the shared central budget (i.e. budget line "Dissemination, Publications, Conferences and Outreach"), described in part 7.3 *Final Action Publication*.

Or

C) Other publications: funded and managed by the COST Office from the shared central budget for major publications. The latter depends on budget availability and is an internal process which is not described in this vademecum.

## 7.2. Action Publications

Information flow: The first point of contact for the Action is the COST Office Science Officer. He or she remains the contact person throughout the process. The COST Office uses the following e-mail address to facilitate internal communication: [publications@cost.esf.org](mailto:publications@cost.esf.org).

In general, different kinds of publication exist:

- 1) High-level publications produced by a renowned publisher for high level publications (usually books or journals). This type includes the purchase of existing publications. Electronic publications follow the same process as printed publications.
- 2) Multi-media material such as CD-ROMs or films.
- 3) Printing of conference or workshop proceedings as described in Chapter 2 of this vademecum. The publication of proceedings should be arranged directly by the organiser or delegate responsible for the Workshop/Conference and not via the COST Office. The requirements Annex B: Checklist for Print Releases must be followed.

COST covers costs for (print) production and distribution. Related costs such as graphic design, proofreading, translation and editing are normally not covered. Exceptions need specific approval.

COST strongly recommends environmentally-considered materials such as eco-friendly non-chlorine free paper or e-books and print-on-demand solutions.

The procedures are described in the Step-by-step Guide below.

NB: COST makes an internal distinction between a printing house (responsible for the printing process only) and a publishing house (responsible for the printing process as well as for the content production (editing, proofreading, layout, peer review, distribution and marketing etc).

### **7.3. Final Action Publication**

Final Action Publications (on average one publication per Action to the amount of typically maximum EUR 10 000) are foreseen to be funded by the COST Office if:

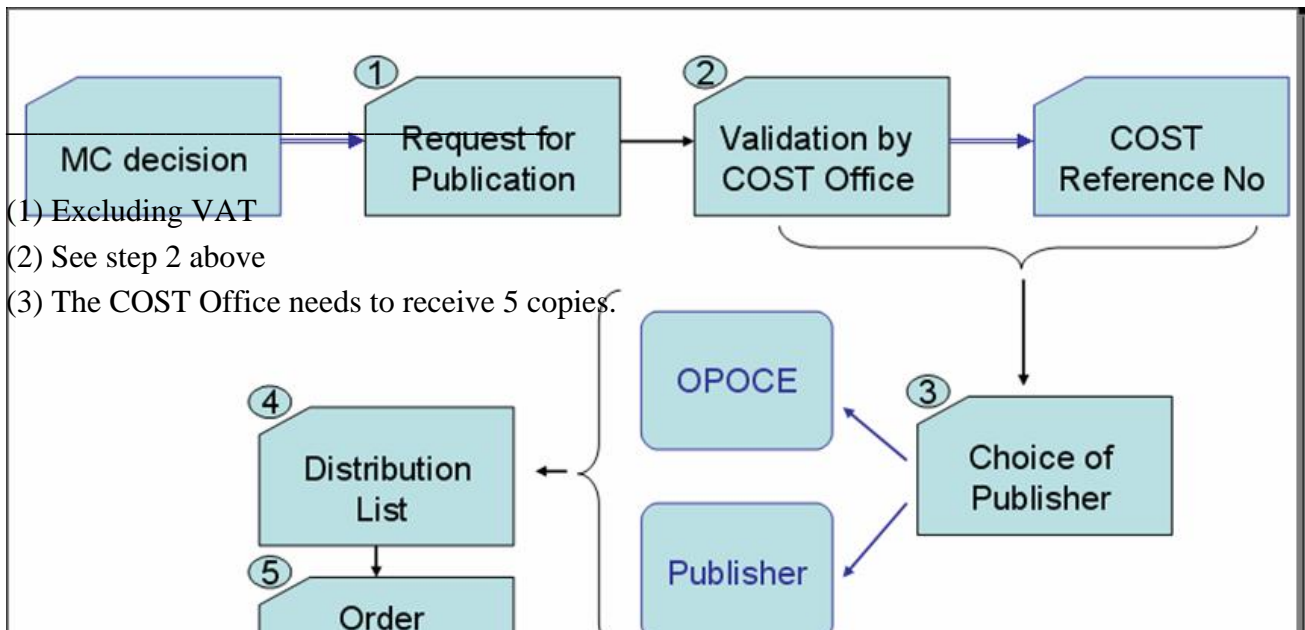
- the Action includes a request for a final Action publication in the budget plan of its final year;
- the Action Chair/MC submits a specific request for a final Action publication to the COST Office (Science Officer) no later than 6 months before the official end date of the Action.
- the Action Chair/MC ensures that the invoice for the Final Action Publication will reach the COST Office no later than 12 months after the official end date of the Action.

COST covers costs for (print) production and distribution. Related costs such as graphic design, proofreading, translation and editing are normally not covered. Exceptions need specific approval.

COST strongly recommends environmentally-considered materials such as eco-friendly non-chlorine free paper or e-books and print-on-demand solutions.

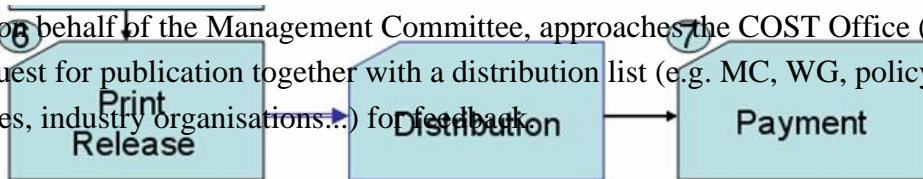
The procedures are described in the Step-by-step Guide below.

## 7.4. Step-by-step Guide



### 7.4.1. Step 1: Request from the Management Committee (MC)

The Action Chair, on behalf of the Management Committee, approaches the COST Office (Science Officer) with a request for publication together with a distribution list (e.g. MC, WG, policy makers, libraries, universities, industry organisations...) for feedback.



A checklist explaining the details of the request is provided in part 7.5 *Annex A: Checklist for Requests for Publication*.

### 7.4.2. Step 2: Validation by COST Office

The COST Office issues a reference number to validate the request. This 'COST reference number' (starting with PUB) **must be referred to throughout the whole process**. For planning purposes, Step 1 and 2 should be taken as soon as the MC decision is taken.

### 7.4.3. Step 3: Choice of Publisher and Offer

#### 7.4.3.1. The European Union's publisher (OPOCE)

### 7.4.3.1.1. Introduction

COST has established cooperation with the official publisher of the European Union (OPOCE) and offers the benefits of this cooperation to COST Actions (see background information in part 7.8 *Annex D: European Union's Publisher (OPOCE): Background and Conditions*). **For administrative reasons, publication with OPOCE can only be done via the COST Office following the process described below.**

### 7.4.3.1.2. Offer

The Action Chair does not need to send an offer to the COST Office.

## 7.4.3.2. Other publishers

### 7.4.3.2.1. Introduction

Cooperation with renowned Publishers offers COST Actions a great opportunity to collaborate with specialists in the relevant field of research. **Please note:** In case COST purchases copies of a publication from the publisher, the publisher is responsible for the production and distribution and bears all the financial risks. COST expects to purchase the books at a reduced rate compared to the market price.

### 7.4.3.2.2. Offer

It is the Action Chair's/MC responsibility to provide an offer for production and distribution and forward it to the responsible Science Officer at the COST Office for further internal processing.

If the total price exceeds EUR 3 000 (Excluding VAT), the MC has, as a general rule, to collect offers from 2 different publishers and forward them to the responsible Science Officer at the COST Office for approval. Deviations from this general rule require a detailed explanation from the MC and will only be accepted by the COST Office if the balance between the price and the quality - in terms of visibility and scientific recognition - is maintained.

The detailed price offers for the required numbers of copies of the books should include distribution costs and provide the following information:

- Title "Offer" (not invoice);
- COST reference number (see step 2 above);

- Date of the offer;
- Title of book, ISBN Nr, publication year, number of pages etc.;
- Number of books to be delivered (The COST Office needs to receive 5 copies);
- Price per copy;
- Discount for COST (with an indication of the market price);
- Expenses for delivery based on the COST distribution list;
- Delivery date;
- Total price in EUR (VAT excluded outside Belgium/for Belgium, VAT rate should be indicated separately).

For practical reasons, offers in English are preferred. The offer needs to be written on the letterhead of the publisher with name and signature of the contact person.

#### **7.4.4. Step 4: Preparation of documents and distribution list**

The COST Office needs to receive:

- The final detailed distribution list (if not submitted in step 1 above). See Annex D for OPOCE distribution list instructions;
- The Author's declaration attached in Annex E, signed and returned to the COST Office;
- 5 copies of the publication, sometimes more if specifically required by the COST Office.

NB: For reporting and promotion purposes (Examples of promotion: 1. COST Office will send one copy to the European Commission library (<http://ec.europa.eu/eclas/F>) and 2. COST Office will make publication available to journalists and therefore needs a review copy.)

The COST "house style" in British English should be used. COST recommends the use of the EU Publications Office Interinstitutional Style Guide (<http://publications.europa.eu/code/en/en-000100.htm>).

##### **7.4.4.1. The European Union's publisher (OPOCE)**

The Action Chair/MC prepares the "camera-ready" PDF-file and sends it to the COST Office together with an approval of the print release (i.e. scientific content check) from the MC Chair.

Pictures should be included in the file with a minimum resolution of 300 dpi. The use of a cover picture is optional. OPOCE will prepare the cover pages (the publication will be in B5 (176mm x 250mm), the standard OPOCE size).

#### **7.4.4.2. Other publishers**

The Action Chair/MC prepares the file following the publisher's requirements and in line with the checklist described in part 7.6 *Annex B: Checklist for Print Releases*.

#### **7.4.5. Step 5: Purchase Order**

##### **7.4.5.1. The European Union's publisher (OPOCE)**

Based on the decision of the MC and provided that the requested budget is available, the COST Office will confirm the offer with a purchase order. The purchase order contains detailed invoice requirements which must be followed to guarantee payment.

##### **7.4.5.2. Other publishers**

Based on the decision of the MC and provided that the requested budget is available and approved by the COST Office, the offer from the chosen publisher is confirmed with a purchase order. The purchase order contains detailed invoice requirements which must be followed to guarantee payment.

##### **Actions on the Pay-As-You-Go System:**

The COST Office will send a purchase order to the publisher directly.

##### **Actions on the grant system:**

The Action Chair/MC sends the purchase order to the publisher. The purchase order should contain detailed invoice requirements and reminders regarding distribution duties and the checklist described in part 7.6 *Annex B: Checklist for Print Releases*.

Part 7.7 *Annex C: COST Office Publications Purchase Order* contains the COST Office purchase order template for information purposes only.

#### **7.4.6. Step 6: Print Release**

##### **7.4.6.1. The European Union's publisher (OPOCE)**

The COST Office will release the print production in line with the checklist available in part 7.6 *Annex B: Checklist for proposer*.

### **7.4.6.2. Other publishers**

The COST Office has to receive an electronic final print proof of the publication with proof of the elements described in part 7.6 *Annex B: Checklist for proposer* together with the author's declaration mentioned in step 4 above. The Action Chair/MC then releases the print production.

### **7.4.7. Step 7: Payment**

#### **7.4.7.1. The European Union's publisher (OPOCE)**

OPOCE or its subcontractor(s) will invoice the COST Office directly. Please note:

- The COST Office will never make advance payments;
- In case not all requirements have been fulfilled the COST Office can refuse payment.

#### **7.4.7.2. Other publishers**

##### **Actions on the Pay-As-You-Go System:**

Once the printed publication has been delivered, the publisher will send the invoice directly addressed to the COST Office following the invoice requirements stated in the purchase order. The COST Office can only accept payments for services confirmed with COST purchase order.

The Management Committee confirms with an approval statement that the payment should be processed (i.e. check of services delivered). The payment will be signed off by the Public Relations and Communications Manager in consultation with the science officer.

##### **Actions on the grant system:**

Once the printed publication has been delivered, the publisher will send the invoice directly addressed to the Action Chair following the invoice requirements stated in the purchase order.

The Management Committee confirms with an approval statement that the payment should be processed (i.e. check of services delivered) by the grant holder and properly encoded.

Please note:

- The COST Office will never make advance payments;
- In case not all requirements have been fulfilled (e.g. 5 copies for COST Office) the COST Office can refuse payment or reimbursement.

## 7.5. Annex A: Checklist for Requests for Publication

### 7.5.1. The European Union's publisher (OPOCE)

The Request for Publication must contain:

- Whether or not the request relates to a Final Action Publication;
- Action Chair/MC title, name, work place, postal address, telephone and fax numbers, and email address;
- Statement referring to Management Committee decision on the publication of the book, including date and location of the meeting and budget allocated;
- Commitment to prepare publication with appropriate references to COST (see part 7.6 *Annex B: Checklist for Print Releases*);
- Abstract (max 4 paragraphs) of the publication (to be used by the COST Office for further dissemination);
- Details of the publication: exact title, expected date for supply of manuscripts, number of pages including cover pages, number of copies to be printed (OPOCE requires 20 copies, the COST Office needs to receive 5 copies)
- Answers to the following questions:  
Does the publication contain tables and if so, in black and white or colour and how many? Does the publication contain illustrations and if so, in black and white or colour and how many?

### 7.5.2. Other publishers

The Request for Publication must contain:

- Whether or not the request relates to a Final Action Publication;
- Action Chair/MC title, name, work place, postal address, telephone and fax numbers, and email address;
- Statement referring to MC decision on the publication, including date and location of the meeting and budget allocated;
- Commitment to prepare publication with appropriate references to COST (see 7.6 *Annex B: Checklist for Print Releases*);
- Abstract (max 4 paragraphs) of the publication (to be used by the COST Office for further dissemination);
- Details of the publication: exact title, expected delivery date, number of pages including cover pages, number of copies to be printed (The COST Office needs to receive 5 copies).

## 7.6. Annex B: Checklist for Print Releases

In order to be released for production, the final print proof must have:

### a. the COST logo on the front cover:



Please note: The COST logo is available from the COST Office (resolution 300 dpi, .jpeg format). The logo should never be distorted nor tiled; with the exception of book/folder spines, the logo should only be used in a horizontal configuration; in case of co-branding the COST logo should be equal in size or larger than the other logo. Equally, COST should have the same amount of exposure.

### b. the EU and ESF Logo with the following compulsory sentence next to it (For books: on the back cover or inner pages)



ESF provides the COST Office through an EC contract

COST is supported by the EU RTD Framework programme

Please note: The ESF logo is available from the COST Office (resolution 300 dpi, .jpeg format)

Instructions on the use of the EU emblem are available on:

[http://europa.eu/abc/symbols/emblem/graphics1\\_en.htm](http://europa.eu/abc/symbols/emblem/graphics1_en.htm)

### c. a page explaining the organisation COST (Not needed for posters):

COST- the acronym for European Cooperation in Science and Technology- is the oldest and widest European intergovernmental network for cooperation in research. Established by the Ministerial Conference in November 1971, COST is presently used by the scientific communities of 35 European countries to cooperate in common research projects supported by national funds.

The funds provided by COST - less than 1% of the total value of the projects - support the COST cooperation networks (COST Actions) through which, with EUR 30 million per year, more than 30 000 European scientists are involved in research having a total value which exceeds EUR 2 billion per year. This is the financial worth of the European added value which COST achieves.

A "bottom up approach" (the initiative of launching a COST Action comes from the European scientists themselves), "à la carte participation" (only countries interested in the Action participate), "equality of access" (participation is open also to the scientific communities of countries not belonging to the European Union) and "flexible structure" (easy implementation and light management of the research initiatives) are the main characteristics of COST.

As precursor of advanced multidisciplinary research COST has a very important role for the realisation of the European Research Area (ERA) anticipating and complementing the activities of the Framework Programmes, constituting a "bridge" towards the scientific communities of emerging countries, increasing the mobility of researchers across Europe and fostering the establishment of "Networks of Excellence" in many key scientific domains such as: Biomedicine and Molecular Biosciences; Food and Agriculture; Forests, their Products and Services; Materials, Physical and Nanosciences; Chemistry and Molecular Sciences and Technologies; Earth System Science and Environmental Management; Information and Communication Technologies; Transport and Urban Development; Individuals, Societies, Cultures and Health. It covers basic and more applied research and also addresses issues of pre-normative nature or of societal importance.

Web: <http://www.cost.esf.org>

**d. Mentioning COST support in the introduction:**

This publication is supported by COST

**e. Cataloguing data at the last recto page of the publication with the following information:**

- Formal publisher
- Book title
- Year of publication
- ISBN
- Sales price (if applicable)

**f. The COST Office Copyright notice (fill in the *italic* text!):**

© COST Office, *year*

*No permission to reproduce or utilise the contents of this book by any means is necessary, other than in the case of images, diagrammes or other material from other copyright holders. In such cases, permission of the copyright holders is required. This book may be cited as: COST Action number - title of the publication.*

Please note: exceptions must be justified in writing by the Action Chair/MC.

**g. The Legal notice by COST Office**

Neither the COST Office nor any person acting on its behalf is responsible for the use which might be made of the information contained in this publication. The COST Office is not responsible for the external websites referred to in this publication.

**h. Important note:**

Each publication must mention the author(s).

## 7.7. Annex C: COST Office Publications Purchase Order

Please note: the example is provided for information purposes only. While the body of the text may be copied and the required information filled in, the COST Office contact details may not be used without prior consent.



COST Office  
149 avenue Louise  
1050 Brussels, Belgium  
Tel: +32 (0)2 533 3800

## 7.8. Annex D: EU's Publisher (OPOCE): Background and Conditions

The Office for Official Publications of the European Communities (Publications Office) is the publishing house of the European Union (EU). Its Official Journal of the European Union is published daily in more than 21 languages, a unique phenomenon in the publishing world. The Publications Office also publishes a range of other titles on paper as well as electronically, on the activities and policies of the European Union.

Dear Madam/Sir,

The cooperation with OPOCE is a cost-efficient solution in particular for the production of books and provides the following additional benefits:

- Books are provided with an ISBN number; and EUR number to facilitate quoting, cataloguing and searching.
- Books can be downloaded often free of charge, from the EU-bookshop at <http://bookshop.europa.eu>.
- OPOCE provides archiving and distribution.

Please be aware of the following conditions:

- For financial reasons, OPOCE only prints soft cover books;
- Tables and pictures are printed in black white unless specifically asked for colour. The decision is taken by the COST Office;
- Cover and back pages are always printed in colour;
- The delivery period from the arrival of the necessary documents (i.e. camera-ready file and distribution list) at OPOCE until the delivery of the goods to the relevant addresses takes at least 5 months;
- The distribution list should follow the format explained below. If not, EUR 1.10 per address will be charged and the delivery period prolonged.

To check the print proof—otherwise delete the following sentence. Please send me the final print proof before launching print production.

With kind regards,

<name + signature>

Direction A - Production  
Unité Diffusion

Luxembourg, le 3 juin 2005  
Ref. fn - structure of file for integration en.doc  
OPOCE - ADEFFUS/FULAM

#### STRUCTURE OF FILE INTEGRATION

##### SAGAP users

As everybody knows that addresses files frequently exist on informatic medias, a procedure has been developed to allow their integration in mailing lists of our database SAGAP.

To do this, rules and a format of file have been edited.

##### Technical specifications for files to integrate :

- Files should be in ASCII format or Dbase or Excel or Access. Other formats may be accepted (must be negotiated). We prefer Excel format due to our experience with this type of files.
- Use only standard character set (ASCII 128); accented or special characters must be avoided because they cause problems. Special characters like ä, ö, ü, ß, and so on... are strictly prohibited from text of any address. Those signs must be replaced by the equivalent in "poor" ASCII; like ae, oe, ue, ss, ... in order to avoid the rejection of adres during the integration procedure.
- File will only be created by the author in UPPER CASE. Lower case characters are prohibited for technical reasons due problems linked to the printing material used for labels.
- Files provided must respect the length of fields as described below. Excessive fieldlength will cause loss of information. File integrating operation in our database SAGAP means that the fiel given by the author strictly respect conditions listed below in this document. If not, file will be printed and send to be keyed even if some costs are linked to this operation (1,1 Euro by address).
- The minimum field structure for each record is:  
  
1 field name + 1 field street + 1 field postal code (postal code structure has to respect the norms applicable for each country) + 1 field city + 1 field country\_code (2 characters ISO code) + 1 field quantity + 1 field language version + 1 field mail-mode

---

OFFICE DES PUBLICATIONS OFFICIELLES DES COMMUNAUTES EUROPEENNES

2, rue Merder - L-2985 Luxembourg — Tel. (+352) 29 29-42384 Fax (+352) 29 29-42757

OPOCE - OP-A-DIFFUS-FULMM

2/2

Provided addresses should contain each of these compulsory fields to be able to be validated for treatment.

- If a default value can be applied to either quantity and/or language version, these do not have to be included in the file. Those information won't be necessary if instructions on default value have been given about the concerned fields.
- If any internal addresses exist (i.e; addresses within institutions), they must be placed in a separate file for a separate and particular treatment.

**STRUCTURE OF AN ADDRESS OR OF A RECORD OF THE FILE**

CHAMPS	FORMAT	Length	REMARQUES
NAME1	ALPHANUM	29	compulsory- person's name <sup>1</sup>
NAME2	ALPHANUM	29	optional-organisation / company name
NAME3	ALPHANUM	29	optional-department
STREET1	ALPHANUM	29	compulsory- street, number or postbox,...
STREET2	ALPHANUM	29	optional- street, number or postbox,...
POSTAL CODE	ALPHANUM	9	compulsory for most countries
CITY	CHAR	20	compulsory
COUNTRY CODE	CHAR	2	compulsory - ISO 3166 country code
ORGANISATION CODE 1	CHAR	4	Table 5010 8 zones of 4 char.
FUNCTION CODE 1	ALPHANUM	4	Table 5009 8 zones of 4 char.
THEMEE CODE 1	ALPHANUM	5	Table 5005 10 zones of 5 char
LANGUAGE VERSION1	CHAR	2	compulsory - ISO 439 <sup>2</sup>
MAILTYPE1	CHAR	1	compulsory - Default value available <sup>3</sup> (**)
QUANTITY1	NUMBER	4	compulsory - Default value available
REFERENCE CODE	ALPHANUM	20	optional
SELECTION CODE1	ALPHANUM	5	optional <sup>4</sup>

\*\*\*\*\* For further information please contact M. Albertini Eric (42384) \*\*\*\*\*

When a file doesn't answer follow exactly the rules for integration, the only way to treat it is the manual keying. The formatting of author's files is not actually supported within our policy foro services given by OP-A-6 / GDF.

Mailing Management

<sup>1</sup> Normally, the structure of this zone is : Surname + space + first name. Titles such as Mr/Ms/Mrs etc. are not allowed.

<sup>2</sup> If necessary, ISO country code could be provided by OP-A-6 / GDF

<sup>3</sup> Now it's possible to indicate several language versions. In that case, the three fields (LANGUAGE VERSION, MAILTYPE, QUANTITY) must be filled out.

<sup>4</sup> The SELECTION CODE is optional. It could be used to select addresses according to parameters defined by user. The user select and manage his own codes according to his needs.



Please note: An electronic example in Excel is available from the COST Office.

## **7.9. Annex E: Author's Declaration**

### **AUTHOR DECLARATION**

Title ("the Publication"):

COST internal reference number:

I, the author and/or owner of copyright in the Publication, and wishing to have the Publication published and distributed by , make the following representations and warranties:

1. I have made all necessary inquiries, and have obtained all necessary copyright licenses and authorisations to include material in the Publication for which other persons own copyright.
2. I have made all necessary inquiries, and have identified all authors and owners of copyright in the Publication.
3. I have made all necessary inquiries, and the Publication does not libel or violate the privacy rights of any third party.
4. I have informed all copyright owners in the Publication of this Author Declaration, and I have obtained authorisation from all copyright owners to execute this declaration on behalf of all copyright owners in the Publication.
5. I will indemnify COST and/or its legal entity ESF, from any and all claims arising from publication of the Publication, including but not limited to libel and copyright or moral rights infringement.
6. I represent and warrant that the Publication has not been published previously and is not under consideration for publication elsewhere.
7. I agree to the publication and use of my name and the e-mail address filled in below for promotional purposes and grant COST and/or its legal entity ESF the permission to publish extracts of the publication as necessary to fulfill this purpose.

E-mail address to use for the promotion of this publication:

Dated at on .

Signature:

Name(Print):

Address details:

## **7.10. Annex F: Documents required by the COST Office**

### **Documents required by the COST Office throughout the entire process described in the Step-by-Step guide**

- A request for publication (see annex A for details)
- Minutes of the MC meeting where the publication was approved
- One or two offers (see the requirements described in section 7.4.3)
- Copy of the distribution list

- Author's declaration (see section 7.4.4. and Annex E for details)
- When publishing with OPOCE: camera-ready file (pdf) and distribution list in OPOCE format (see section 7.4.3.1 and Annex D for details)
- 5 copies of the publication
- The invoice (see section 7.4.7 and Annex C for details)



## **8. Honoraria**

### **8.1. Introduction**

### **8.2. Types of honoraria**

Update history

25/03/2008 Amendment on Remote evaluation

## 8.1. Introduction

COST considers the use of external assessors/evaluators as essential within its system of quality control, as established in COST doc. 222/05. Assessors/evaluators physically attending COST panels are eligible for reimbursement of travel and related costs (see 1 - Travel and subsistence), in addition to possible honoraria.

## 8.2. Types of honoraria

### 8.2.1. Introduction

Different Honoraria are paid according to the tasks assessors/evaluators carry out. Two major types of honoraria are considered:

- Honorarium for physical participation in a COST panel;
- Honorarium for remote written evaluation.

These honoraria cannot be combined and can be paid only once for the same task.

### 8.2.2. Honoraria for physical participation in a COST panel

Each assessor/evaluator (including DC members and DC experts) physically participating in a COST Panel convened by the COST Office is eligible for an honorarium of **EUR 250** per day with a normal limitation to EUR 500 for meetings longer than 2 days.

The following panels should be considered as eligible COST panels for honoraria:

- Actions Final Evaluation Panel

The composition of a review/assessment panel is defined by COST doc. 205/08, Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions.

- External Expert Panel (EEP)

Panels assessing the Full Proposals in the COST Open Call, as defined by COST doc. 205/08.

- Other Panels

Any other panel or task arranged by the COST Office with the explicit information that honoraria will be paid (eg those defined by COST doc. 205/08).

### **8.2.3. Honoraria for remote written evaluation**

Each assessor/evaluator (including DC members and DC experts) taking part in a remote written evaluation is eligible for a honorarium of EUR 100 per evaluation. Participation in remote written evaluation may take place:

- In case of Actions Final Evaluation;
- In case similar written reports are requested by the COST Office with the explicit information that honoraria will be paid.

## **9. Subsidies**

### 9.1. Introduction

### 9.2. Procedures

## 9.1. Introduction

It may be considered necessary by a Management Committee (MC) or Domain Committee (DC) to request subsidies to review, co-ordinate, evaluate or summarise the results of its activities or to prepare a document or booklet for use by the broader scientific community (this does **not** include the annual or final reports of the Action). Funds may be requested from COST for such an activity, again through the COST Office. The amount of the subsidy is usually a contribution (percentage) to the total estimated budget of the activity. The MC or DC that requested the study to be done is responsible, in collaboration with the Science Officer, for its implementation and for requesting and approving the relevant reports within the forecast time schedule.

## 9.2. Procedures

The COST Office can provide subsidies for COST related activities in a wide range of activities. The subsidies can be financed by the Actions budget if the activity is a specific Action related issue. The subsidy can also be funded via the central synergy budget if the activity is in the general interest of COST.

The approval of an application for a subsidy will be the responsibility of the COST Office. The details of the subsidy contract will be individually organized on an ad hoc basis following the normal COST Office procedure:

- Application for a subsidy by beneficiary sent to COST Office with supporting documents (detailed proposal, support by MC or DC if applicable etc.);
- Approval from the COST Office;
- Budget allocation and registration at COST Office and issue of reference number;
- Acceptance letter to beneficiary issued by COST Office to be signed and returned by beneficiary;
- Payment request (Form issued by COST Office, signed by beneficiary and sent to Office with supporting documents);
- Payment by COST Office via ESF payment section after receipt of deliverables and approval of MC and COST Office.

## 10. Strategic Workshops/Conferences

10.1. Introduction

10.2. COST/ESF High Level Research Conferences

10.3. Strategic Workshops

## 10.1. Introduction

Strategic Workshops/Conferences give COST an opportunity to develop outreach to the scientific community through the organization of larger conferences or specific workshops where a COST Action, or several COST Actions can interact with experts drawn from the scientific community at large. The first of these is organized jointly with the European Science Foundation to create a partnership bringing together both junior and more experienced researchers in a residential setting to debate and exchange ideas at the forefront of research on specific topics, related to the Actions. The second scheme is run on a flexible, bottom-up approach by the COST office.

## 10.2. COST/ESF High Level Research Conferences

The COST Office can provide support for COST/ESF High Level Research Conferences. Normally only the COST related part will be funded from the COST Office.

The approval for the support of a COST/ESF High Level Research Conference will be the responsibility of the CSO President and the CEO of ESF based on a request by the COST Office Director. The details of the support arrangement will be individually organized on an ad hoc basis following the procedures below.

## 10.3. Strategic Workshops

The COST office can provide support for Strategic Workshops on an ad hoc basis. This may be a COST only event, or with an outside partner in which case costs are to be equitably shared.

The approval for the support of a COST Strategic Workshop will be the responsibility of the director of the COST Office. The details of the support arrangement will be individually organized on an ad hoc basis following the procedures below.

## 11. Non-COST countries/Near Neighbours

11.1. Introduction

11.2. Eligibility

11.3. Finance

11.4. Application Procedure

11.5. Funding

11.6. Reciprocal pilot schemes

Update history

13/06/2007 Amendment (countries with reciprocal arrangements)

05/01/2009 Amendments to the introduction and eligibility parts

18/06/2009 Amendment (reciprocal agreement with South Africa)

## 11.1. Introduction

The participation of institutions from non-COST countries and international organisations is based on mutual benefit and is governed by the "Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions" (COST doc. 205/08). This mutual benefit is described in the request by the Management Committee (MC) of the respective Action and basis for the approval from the Committee of Senior Officials (CSO).

Any Body of the European Community and any European Intergovernmental RTD Organisation, referred to as "European bodies", may participate in a COST Action (COST doc. 270/07).

## 11.2. Eligibility

Normally the COST Office does not reimburse participants from non-COST country institutions. Consequently, each participating institution will reimburse its scientist for his/her travel and subsistence costs. However, some special provisions exist, as described below.

Participants from formally approved institutions from Near Neighbour countries are eligible for reimbursement of their travel and subsistence costs. The Near Neighbour countries are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, Georgia, Lebanon, Lybia, Moldova, Morocco, The Palestinian Authority, Russian Federation, Syria, Tunisia and Ukraine.

Participants from institutions from countries which have a reciprocal arrangement with the COST Office should refer to the chapter "Reciprocal pilot schemes".

Participants from European Bodies are not eligible for reimbursement, unless there are special provisions decided by the CSO.

In particular cases scientists from non-COST countries can be reimbursed from the Action's budget under the condition that the scientist has been formally invited as "invited expert" for a specific meeting.

## 11.3. Finance

- Near Neighbours

When supporting scientists from Near Neighbour countries reimbursements can be made by the COST Office within the limits of the financial rules and conditions for COST reimbursements and subject to available funds. The procedure is the same as for other participants in COST meetings.

- Countries with reciprocal arrangements

The financial contribution provided by the COST Office for a European scientist travelling to an institution with reciprocal arrangement for this country, this is a fixed grant of EUR 2 500 per visit maximum, except through special justification. This would comprise travel expenses of up to EUR 1 700 and a daily allowance of EUR 150 for accommodation and meals expenses, to a total not exceeding EUR 2 500.

For researchers from countries with reciprocal arrangements travelling to Europe, the total grant would not exceed an equivalent amount of EUR 2 500 per visit.

## **11.4. Application Procedure**

COST Actions involving official participants from countries with reciprocal arrangements are eligible to draw on these funds. Applications for funding would be made jointly by the scientists seeking funding, or by their employers, as approved non-COST country participants in the respective COST Action. Applications would be forwarded to the COST Action Chair for endorsement and submitted to the COST Office and the implementing agent for the respective country with reciprocal arrangements.

Applications would be considered independently by the COST Office and the implementing agent for the respective country with reciprocal arrangements, in accordance with COST's financial rules and procedures for STSMs. The COST Office Director and the implementing agent for the respective country with a reciprocal arrangement would form their own views as to the applications' suitability for funding, and make recommendations for support or otherwise.

The implementing agent for the respective country with a reciprocal arrangement would consult with the COST Office to jointly consider the two sets of recommendations and, where both parties agree, make a final decision for funding approval. Normally, for the initial period, applications would be treated in order of receipt.

## **11.5. Funding**

- Near neighbours: a sum of EUR 100 000 has been set aside for this sub-instrument. The funding is coming from the COST Actions budget line.
- Countries with reciprocal arrangements: within the strategic budget line, as the appropriate amount will be set aside in order to cover the reciprocal arrangements as decided by the CSO (doc 211/07).

## 11.6. Reciprocal pilot schemes

Pilot schemes are presently implemented to explore the potential benefits for the impact of COST Actions of global networking as a tool to foster knowledge creation and exchange. All these activities are based on the mutual interest to network outstanding (in particular young) scientists.

To pave the grounds for such a 'light' approach COST provides a good base leading to the development of further interactions, leading e.g. to participations in EU R&D programmes or other bilateral research projects.

The CSO decided, on a bottom-up initiative from several COST Actions, to implement pilot schemes with Australia, New Zealand and South Africa and asked the COST Office to attribute a budget to reciprocate the respective funds. The schemes started in July 2007 and will run as pilot schemes until June 2009.

The COST Office has concluded agreements with the **Australian Academy of Science**, the **Royal Society of New Zealand** and the **European South African Science and Technology Advancement Programme (ESASTAP)** respectively to implement those schemes. Both implementing agents have been allocated dedicated funds from their governments to support the participation of researchers from their countries in COST Actions.

After an assessment of the impact of the schemes the CSO will decide in June 2009 on the form and continuation of these reciprocal arrangements.

At present, the COST side of the reciprocal schemes is implemented as a special kind of STSMs funded in **addition** to the Actions normal budget. The Australian/ New Zealand/ South African implementing agents provide grants of a similar value to facilitate their researchers' travel to join the Actions' meetings.

1) To be involved and benefit from this new scheme, **Australian/ New Zealand / South African researchers** should follow the following steps:

1.1 Prerequisite for Australian/ New Zealand/ South African researchers to seek funding from the Australian Academy of Science / Royal Society of New Zealand / European South African Science and Technology Advancement Programme is that the applicant has been accepted as a "non COST institution" participant in the Action whose meeting(s) the Australian/ New Zealand/ South African researcher is seeking funding to attend.

1.1a If this is not the case the Australian/ New Zealand/ South African host must first submit a request (to the Action Chair) to become a "non COST institution" participant in the Action, following the process outlined as section 3. In the interests of time step 1.2 may begin once the MC of the Action has approved the request (step 3.3), however the request must still pass through the DC and CSO/ JAF

approval processes.

1.2 The Australian/ New Zealand/ South African researcher whose institution is already a "non COST institution" participant in a COST Action (or who has completed step 3.3) and the Chair of the Action will decide on which of the Action's meetings the Australian / New Zealand/ South African researcher should attend (to ensure the highest mutual benefit). The Action Chair will send an invitation to the Australian/ New Zealand/ South African researcher to participate in the selected meetings.

1.3 The Australian/ New Zealand/ South African researcher will submit this invitation and a request specifying the funding sought for this mission to the Australian Academy of Science, the Royal Society of New Zealand or the European South African Science and Technology Advancement Programme, copied to the COST Office (AO responsible for the Action and Director). There is no limitation on the number of consequent applications for one researcher.

1.4 Following internal procedures, the Australian/ New Zealand/ South African researcher will receive the confirmation of the grant approval, on a first-come first-served basis, within approximately one month, provided funds are available.

1.5 Travel takes place

1.6 Australian/ New Zealand/ South African researcher submits two reports to the Australian Academy of Science/ Royal Society of New Zealand/ European South African Science and Technology Advancement Programme: a 30 day report and a 12 month report. Both reports will be copied to the Director of the COST Office.

2) To be involved and benefit from this new scheme, **European COST Action participants** should follow the following steps:

2.1 Prerequisite for an application for the extra-Action-budget funding of an STSM to Australia/ New Zealand/ South Africa is that the institute to be visited in Australia/ New Zealand/ South Africa is a "non COST institution" participant in the Action from which an European participant is seeking to travel to Australia/ New Zealand/ South Africa.

2.1a - If this is not the case the Australian/ New Zealand/ South African host must first submit a request (to the Action Chair) to become a "non COST institution" participant in the Action, following the process outlined as section 3. In the interests of time step 2.2 may begin once the MC of the Action has approved the request (step 3.3), however the request must still pass through the DC and CSO/ JAF approval processes.

2.2 The Australian/ New Zealand/ South African researcher, the travelling COST Action participant and the Chair will decide on the format and timing for the trip to Australia/ New Zealand/ South Africa that

will deliver the highest mutual benefit. The Australian/ New Zealand/ South African host will write to the Action Chair formally inviting the COST Action participant who will make the trip.

2.3 The Chair will send this letter and a request specifying the funding sought to COST (AO for the Action, cc Director). There is no limitation on the number of consequent applications for one researcher.

2.4 Following internal procedures, the AO for the Action will approve the funding on a first come first served basis subject to the COST guidelines for such (special Australian/ New Zealand/ South African reciprocal STSM) missions.

2.5 COST Action member completes an online Australia/ New Zealand/ South Africa STSM request (<http://www.cost.esf.org/stsm>).

2.6 Travel takes place

2.7 COST Action member who travelled to Australia/ New Zealand/ South Africa writes a short report on the travel and submits to COST Office (AO for the Action) with a copy to the Australian Academy of Sciences/ Royal Society of New Zealand/ European South African Science and Technology Advancement Programme and submits reimbursement request.

2.8 Reimbursement takes place.

3) In order for COST Action members or Australian/ New Zealand/ South African researchers to be **eligible to benefit from this scheme** the institution in Australia/ New Zealand/ South Africa must be a "non COST institution" participant in the Action. If this is not the case then the following steps must be followed:

3.1 If no formal contact has been established with the COST Action Management Committee in question, Australian/ New Zealand/ South African researchers need to approach the Chair (of the Management Committee) of the COST Action with which they wish to collaborate. The database of COST Actions including contact details can be found at: <http://w3.cost.esf.org/actions> Together with the Action Chair, Australian/ New Zealand/ South African researchers will launch a formal request for participation as a non-COST country institution clarifying the mutual interests in this collaboration, The Australian/ New Zealand/ South African researcher must write a letter containing sufficient information to enable the Action Chair and SO to complete the template required under step 3.5. In particular the following must be addressed:

- Benefits for COST and for the COST Action
- Benefits for the Non-COST Country Institution
- Brief description of targeted scientific activities, including Working Groups selected for cooperation

3.3 The Action Chair will then submit this letter to the Management Committee (MC), at its next meeting or, in the interests of time to the core group of this Committee by email, for the Action. Following the Agreement of the Management Committee:

- The Action Chair will submit to the relevant Domain Chair for consideration by the relevant Domain Committee, and
- The COST Action member and/ or Australian/ New Zealand/ South African researchers can begin the process(es) of applying to access the reciprocal travel funding allocated by COST (to COST Action members) and the Australian Academy of Sciences/ Royal Society of New Zealand/ European South African Science and Technology Advancement Programme (to Australian/ New Zealand/ South African researchers).

3.4 At each of its six-monthly meetings each Domain Committee considers applications received by Actions in the Domain for which it is responsible.

3.5 Following the approval of the Domain Committee the Action Chair and the relevant COST SO complete the template to enable this request to be considered by the CSO/JAF.

3.6 The request is considered by the CSO/ JAF, and following a favourable opinion the Australian/ New Zealand/ South African researcher's institution is now officially a "non COST institution" participant in the Action.

3.7 The Action fact sheet and all other such documents (on both the COST and Action websites) must be updated to reflect this.

## **12. Conference Grant for Early Stage Researchers**

### 12.1. Introduction

### 12.2. Rules and procedures

Update history

25/03/2008 New instrument (COST doc. 212/07)

04/06/2008 Short scientific CV added to application

## 12.1. Introduction

Each Domain offers max. 3 supporting grants (max. EUR 3 000) per year for Early Stage Researchers (less than PhD + 10 years) to participate in an international conference outside of the COST Action activities.

## 12.2. Rules and procedures

In order to be eligible for this grant, an accepted oral contribution is required.

The grant can be used to cover travel and subsistence costs, conference fees, and the costs of conference workshops.

The selection process is made by written procedure (see COST 212/07, Annex 4):

- a written application (through the COST Office/Grant holder) will be submitted to the Executive group of the Domain Committee via the Chair of the Action. The application will contain the following information : Personal data and short scientific CV of applicant, Short description of involvement in the respective COST Action (300 words), Relevant data on Conference to which the applicant wants to participate, Copy of Abstract submitted to the Conference, Proof of acceptance of Abstract by the Conference;
- the selection will be based on a list of criteria (to be defined by the Domain Management Committee);
- preparation of a short list of max. 3 applications by Domain Committee;
- Final decision shall be taken by written procedure by DC Chair and 2 members of the Executive Group of the Domain three times per year for one grant each.

After the Conference, a short written report will be sent to the DC and the MC of the respective Action via the COST Office/Grant holder.



## 13. Exceptions

### 13.1. Principle

Update history

26/05/2008 Amendment to text

### **13.1. Principle**

Any deviation from the above rules needs the explicit agreement from the COST Office.