

## ITC GRANTS: Guidelines for Applicants

### **COST Action 15221 We ReLaTe: Advancing effective institutional models towards cohesive teaching, learning, research and writing development**

**Please note:** Researchers interested in applying for an ITC Conference Grant should read *carefully* the information below.

Where noted, this information is taken directly from the COST Vademecum (May 2019). To see the information in context, applicants should access the Vademecum here: <http://www.cost.eu/participate>

#### **What are ITC Conference Grants?**

- ITC Conference Grants are aimed at supporting PhD students and ECI researchers from Participating ITCs to attend international science and technology related conferences not specifically organized by the COST Action
- Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an ITC participating in the Action
- The attendance at the Conference must start and end during the same Grant Period (GP). If the GP is not active, the applicant will not be able to submit an application.
- The applicant must make an oral/poster presentation at the conference in question and must be listed in the official event/conference programme. The main subject of the oral presentation / poster presentation / speech at the approved conference must be on the topic of the Action and must acknowledge COST.
- The participation of each applicant must be pre-approved by the Action MC.
- Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.
- ITC applications through COST include:
  - Applicant details: name, institution, Conference details: title, when, where Support requested: travel, subsistence, conference fee Supporting documents: CV, description of your involvement in this COST Action, acceptance from conference organisers, copy of abstract

*Beginning of extract from Vademecum*

## **SECTION 9. ITC CONFERENCE GRANTS FOR EARLY CAREER INVESTIGATORS AND PHD STUDENTS**

ITC Conference Grants are aimed at supporting ECI and PhD students from Participating ITC to attend international science and technology related conferences, event or activity on the topic of the Action that are not organised by the COST Action.

### **9.1. ITC CONFERENCE GRANTS – ELIGIBILITY**

The following eligibility criteria apply:

1. Conference Grants are exclusively reserved for PhD students, PhD candidates and ECI's with a primary affiliation in an institution located in an ITC participating in the Action.
2. The applicant must make an oral/poster presentation at the conference in question and must be listed in the official event/conference programme. The main subject of the oral presentation / poster presentation / speech at the approved conference must be on the topic of the Action and must acknowledge COST (see Section 10).
3. The participation of each applicant must be pre-approved by the Action MC.

### **9.2. EVALUATION AND SELECTION OF APPLICANTS**

The evaluation of each received Conference Grant application is performed by the Action's MC. The Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) or an appointed Coordinator / Committee can assume this responsibility if the Action's MC gives them the mandate to perform this task on their behalf. The person responsible for performing the related tasks into e-COST is referred to as ITC Conference Grant Manager. The evaluation criteria defined by the Action's MC should be communicated to all potential applicants.

The selection of successful applicants must be done so in consideration of the scientific scope of the proposed participation and how it will support the Action in achieving its scientific objectives.

### **9.3. ITC CONFERENCE GRANTS – FINANCIAL SUPPORT**

A Conference Grant is a fixed financial contribution which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the delegated person(s). Conference Grants do not necessarily cover all the expenses related to participating in a given conference. A Conference Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee.

The calculation of the financial contribution for each Conference Grant must respect the following criteria:

Up to a maximum of EUR 2 500 in total can be afforded to each successful applicant;

Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses. Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the selected Grantee.

In addition, when meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the amount for subsistence afforded to each eligible participant must be deducted from the Grant. Documentary evidence of the conference fee amount must be provided by the applicant and in kind, must be archived by the Grant Holder along with the relevant administrative documents.

#### **9.4. APPROVING ITC CONFERENCE GRANTS FOR PAYMENT**

The Grantee has 30 calendar days from the end date of the Conference in question to submit either a certificate of attendance or a report to the ITC Conference Grant Manager of the Action. and the Action's Grant Holder.

Payment of the Grant is subject to the submitted certificate of attendance or the submitted report being approved by the ITC Conference Grant Manager. Written approval of the submitted report must be sent to the Grant Holder for archiving purposes.

Should the ITC Conference Grant Manager apply for a Conference Grant, the mandate for approval or rejection of the request via e-mail is transferred to the Chair or Vice-Chair, as well as the approval of the Conference Grant report. The written approvals shall be sent to the Grant Holder for archiving purposes.

*End of extract from Vademecum*

#### **Number of ITC Conference Grants and budget**

COST Action 15221 – *We ReLate Advancing effective institutional models towards cohesive teaching, learning, research and writing development* has been allocated a total budget of 3,180.00 euro for ITC Conference Grants for Grant Period 4 of the Action.

The amounts granted for each individual will be determined during the evaluation process by the formally appointed persons.

#### **ITC Conference Grant applicant**

Any e-COST user who is a PhD student or an Early Career Investigator (ECI) and is affiliated with an institution located in an ITC country participating in the Action can submit an application request for an ITC Conference Grant. The application must be submitted at least 45 days before the conference start date.

The applicant must be engaged in an official research programme as a PhD Student or postdoctoral fellow.

### **Selection of applicants**

The selection of applicants is based on the eligibility criteria of the ITC Conference Grant networking tool as noted in the Vademecum and as quoted above. COST Action 15221 notes the following additional criteria which have been agreed by the MC and will be used to judge applications:

- That representation across as many COST countries be observed.
- That where we have more than one applicant from a COST country, the applicant whose conference topic best aligns with the COST Action be offered the grant (alignment will be judged by the selection committee).
- That, insofar as is allowable by the applications received, and these selection criteria, a gender balance be observed.
- That where all the above criteria are satisfied, grants be offered on a first come, first served basis.

Applications must clearly complement the overall objectives of the Action.

For COST Action 15221, MC approval has been delegated to the ITC Grant Coordinator and two nominated, and MC agreed, MC members.

### **How to apply for an ITC Conference Grant**

Interested researchers should apply by following the directions in the link below. Where applicants have queries, they should direct them by email to MC Chair, Alison Farrell, email: [Alison.m.farrell@mu.ie](mailto:Alison.m.farrell@mu.ie),

This link

<https://www.cost.eu/wp-content/uploads/2017/05/Inclusiveness-Target-Countries-Conference-Grants-ITC-CG-user-guide-for-Actions.pdf>

provides a summary of this COST networking tool and an overall detailed description of the process including how to apply.

Please note that the deadline to submit the last supporting document is 30 days from the end of the participation in the conference. The submission of the report is mandatory or the Grant is cancelled. Late submission, beyond the deadline, can also lead to the cancellation of the Grant.

Note: The ITC countries are: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey.