**2nd Call for ITC Applications for Conference Grants**

**Specific information**

Conference Grants are **exclusively reserved for PhD students and ECI´s** with a primary affiliation in an institution located in an ITC: 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. Additionally, it is worth underlying that an ECI is a researcher within 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

The following eligibility criteria applies:

* Conference Grants are exclusively reserved for PhD students and ECI’s with a primary affiliation in an institution located in an ITC.
* 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 – 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 of the expenses related to participating in a given conference. A Conference Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee.

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

* Up to a **maximum of EUR 2 500** in total can be afforded to each successful applicant;
* Up to a **maximum of EUR 160** per day can be afforded for accommodation and meal expenses.
* Up to a **maximum of EUR 500** can be claimed for the conference fees to be incurred by the selected Grantee.

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

**Application process**Interested PhDs and ECIs from inclusiveness target countries are invited to fill the web-application form: <https://e-services.cost.eu/conferencegrant>

During application, the following steps are provided:

* The applicant creates a Conference Grant (CG) request.
* All applicants must send their submitted CG application form and the relevant supporting documents to prof. Piotr A. Kowalski, CG Coordinator, (pkowal@agh.edu.pl) for evaluation before the application submission deadline expires.

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

* The submitted ITC application form (downloadable when the online application is submitted);
* A short description of involvement in the COST Action;
* Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation);
* A copy of the abstract or poster submitted to the conference;
* A Full C.V. (including a list of academic publications – if applicable).

**Evaluation**

The application will then be assessed against the perceived contribution that the proposed Conference will make against the scientific objectives outlined in the Action’s Memorandum of Understanding (MoU). The applicant will be formally notified of the outcome of their CG application by the CG Coordinator within three weeks of receipt after the deadline.

**After the approval**

The Grantee has 30 calendar days from the end date of the Conference in question to submit a scientific report to the Conference Grants Coordinator.

Payment of the Grant is subject to the submitted Conference Grant scientific report being approved by the Conference Grants Coordinator. Written approval of the submitted scientific report must be sent to the Grant Holder for archiving purposes.

**Deadline**

The call is continuously open. Interested researchers can submit their application and supporting documents until **February, 15th 2020**. The application must be submitted via the e-COST system **at least 21 days before the conference** start date. The Conferences can take place until **March, 15th 2020.** Conferences being held after this date can also be considered under certain circumstances.

**Useful links**

### Vademecum (SECTION 9)

<https://www.cost.eu/wp-content/uploads/2018/08/COSTVademecum.pdf>

### Inclusiveness target countries (ITC) conference grants user guide

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

* The webpage of CA17124

<https://digforasp.uca.es>

### Action’s Memorandum of Understanding (MoU)

<https://e-services.cost.eu/files/domain_files/CA/Action_CA17124/mou/CA17124-e.pdf>

* The web-application form

<https://e-services.cost.eu/conferencegrant>