



Brussels, 10 March 2014

## Memo | e-COST Strong Authentication Feature

In order to further facilitate the process of reimbursing participants attending a COST Action meeting, the COST Office has introduced a Strong Authentication feature in e-COST, enabling Online Travel Reimbursement Request (OTRR) forms to be submitted fully online.

Strong Authentication enables Action participants and other relevant stakeholders to identify themselves as unique individuals in the e-COST system in a fully secure way, and thus not only submit supporting documents, but also the OTRR form completely online.

The new feature is based on the release of 'One-Time Passwords' similar to those used by some e-banking systems, and can significantly improve the efficiency of reimbursement processes and reduce processing times - not to mention its environmentally friendly aspect, as it will also minimise the need for printouts and paper in general.

The technical provider of the Strong Authentication solution is French company [InWebo](#). The company was selected by the COST Office and the ESF through a solid and well-documented tender process, and is a key provider of secure authentication solutions. The solution chosen is fully certified by the French National Agency for the Security of Information Systems ([ANSSI](#)).

The OTRR allows each participant to directly encode into e-COST the expenses incurred in relation to their attendance at COST Action meetings, as well as to submit the scanned supporting documents.

In order to simplify the process, the maximum eligible number of nights and the maximum number of meals are calculated automatically on the basis of the travel information encoded by the participants, and of the flat rate indicated by the Grant Holder when creating the meeting. Meals provided by the Local Organiser are automatically deducted from the reimbursement to individual participants. It is thus the participant's responsibility to deduct any additional meal(s) offered.

The OTRR is to be submitted only after the meeting has taken place. Once the participant has encoded the relevant expenses and uploaded the supporting documents, the participant will be able to authenticate him/herself by providing the InWebo password, and submit the claim.

For any additional information, please do not hesitate to contact the e-COST Helpdesk at [helpdesk@cost.eu](mailto:helpdesk@cost.eu) and we will be happy to help.

