

Grant Awarding

User guide

December/2024

CONTENTS

1.	Introduction.....	3
1.1.	Key players	3
1.2.	Templates for grant application and reporting	4
2.	process overview.....	4
2.1.	Applicant creates a Grant Application	4
2.1.1.	Short Term Scientific Mission (STSM) – Application page.....	6
2.1.2.	Virtual Mobility - Application page	7
2.1.3.	Young Researcher and Innovator Conference – Application Page	8
2.1.4.	ITC Conference – Application page.....	9
2.1.5.	Dissemination Conference – Application page	10
2.1.6.	Virtual Networking Support - Application page	11
2.1.7.	Overlapping grant applications and applicant’s grant history	14
2.2.	Approval /rejection of the application on behalf of the MC	18
2.3.	The GH Manager reviews the application and sends the Grant Letter	20
2.4.	Grantee uploads the report and Grant Awarding Coordinator approves.....	24
2.5.	Grant Awarding Coordinator approves/rejects the report.....	26
2.6.	The GH Manager reviews the supporting documents and makes the payment of the Grant.....	27

1. INTRODUCTION

This document describes the Grant Awarding process as implemented in e-COST, from the moment an applicant submits an application for approval by the Grant Awarding Coordinator to the payment and recording of the amount paid by the Grant Holder Manager (GHM) to the grantee. It covers the following grants:

Category	Grant type
Mobility of Researchers and Innovators	<ul style="list-style-type: none"> • Short-term Scientific Mission (STSM) • Virtual Mobility (VM)
Presentations at Conferences organised by Third Parties	<ul style="list-style-type: none"> • Young Researcher and Innovator Conference • Inclusiveness Target Countries Conference • Dissemination Conference
Virtual Networking Support	<ul style="list-style-type: none"> • Virtual Networking Support (VNS)

For details concerning these grants please see the Annotated Rules for COST Actions, (COST 094/21; [https://www.cost.eu/Annotated Rules for COST Actions C](https://www.cost.eu/Annotated_Rules_for_COST_Actions_C)).

1.1. Key players

Grant Applicant

The Grant applicant is a person applying for one or more of the above-mentioned grants. They need to have an e-COST account created before being able to apply for a grant.

Their eligibility for a specific grant depends on the primary affiliation registered in their e-COST profile and is detailed in the [Annotated Rules for COST Actions](#).

Young Researcher and Innovator Conference and Inclusiveness Target Countries Conference grants are displayed in e-COST only to applicants fulfilling the respective eligibility criteria.

Grant Awarding Coordinator

The Grant Awarding Coordinator is the person appointed by the Action Management Committee (MC) charged to coordinate and approve on behalf of the Action MC the awarding of all types of grants for supporting the mobility of Researchers and Innovators and the presentation at conferences organised by a third party (further details are provided in the [Annotated Rules for COST Actions](#))

Action Chair

In the absence of a Grant Awarding Coordinator, the Action Chair acts as default Grant Awarding Coordinator on behalf of the Action Management Committee (MC) and consequently can, on behalf of the Action Management Committee (MC), approve/reject grant applications.

Action Vice Chair

The Action Vice Chair has access to the monitoring of Grant applications, can download applications supporting documentation and receives a copy of relevant notifications.

Other Leadership Positions

A holder of any other Leadership Position of the Action has access to the monitoring of Grant applications and can download applications supporting documentation.

Grant Holder Manager

The Grant Holder Manager (GHM) monitors the incoming approved grant applications, determines the Grant amount in accordance with the request, but also with the budget available, sends the successful

applicants their Grant Letter, reviews the validity of supporting documents and ensures that grants are paid within the deadline for payment.

In the absence of a Grant Awarding Coordinator, the Grant Holder Manager can on behalf of the Action Management Committee (MC) approve/reject grant applications.

1.2. Templates for grant application and reporting

Grant type	Templates (Application, Report)
Short-term Scientific Mission (STSM)	https://www.cost.eu/STSM_GrantApplication http://www.cost.eu/STSM_report_template
Virtual Mobility (VM)	https://www.cost.eu/VM_GrantApplication https://www.cost.eu/VM_Report
Young Researcher and Innovator Conference	https://www.cost.eu/YRICG-application-template https://www.cost.eu/YRICG-report-template
Inclusiveness Target Countries Conference	https://www.cost.eu/ITCG-application-template https://www.cost.eu/ITCG-report-template
Dissemination Conference	https://www.cost.eu/DisseminationConference_GrantApplication https://www.cost.eu/DisseminationConference_Report
Virtual Networking Support (VNS)	https://www.cost.eu/VNS_GrantApplication https://www.cost.eu/VNS_Report

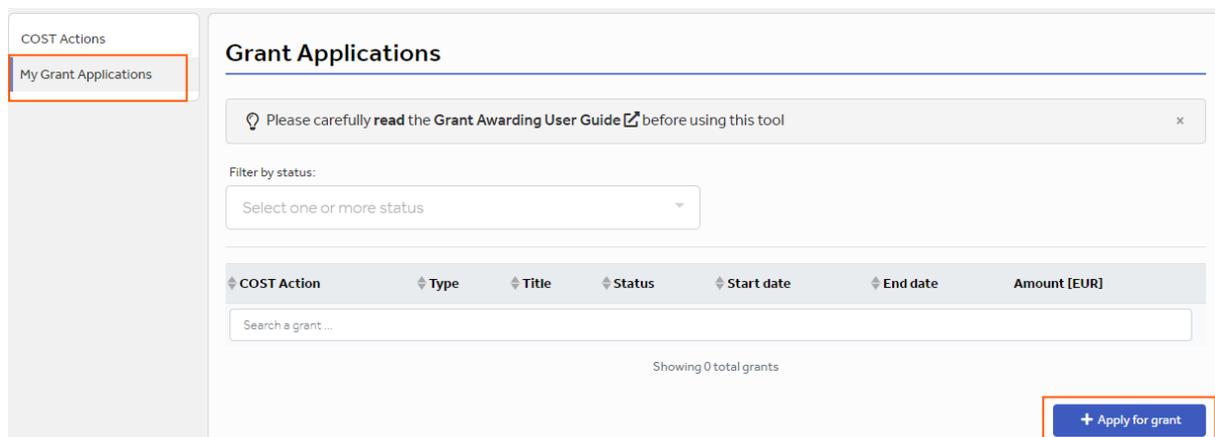
If documents like calls for grants or any other COST Action documents shall point to the templates listed above, it is strongly recommended to use the links provided, as they remain valid, even if those templates would be updated by the COST Association.

2. PROCESS OVERVIEW

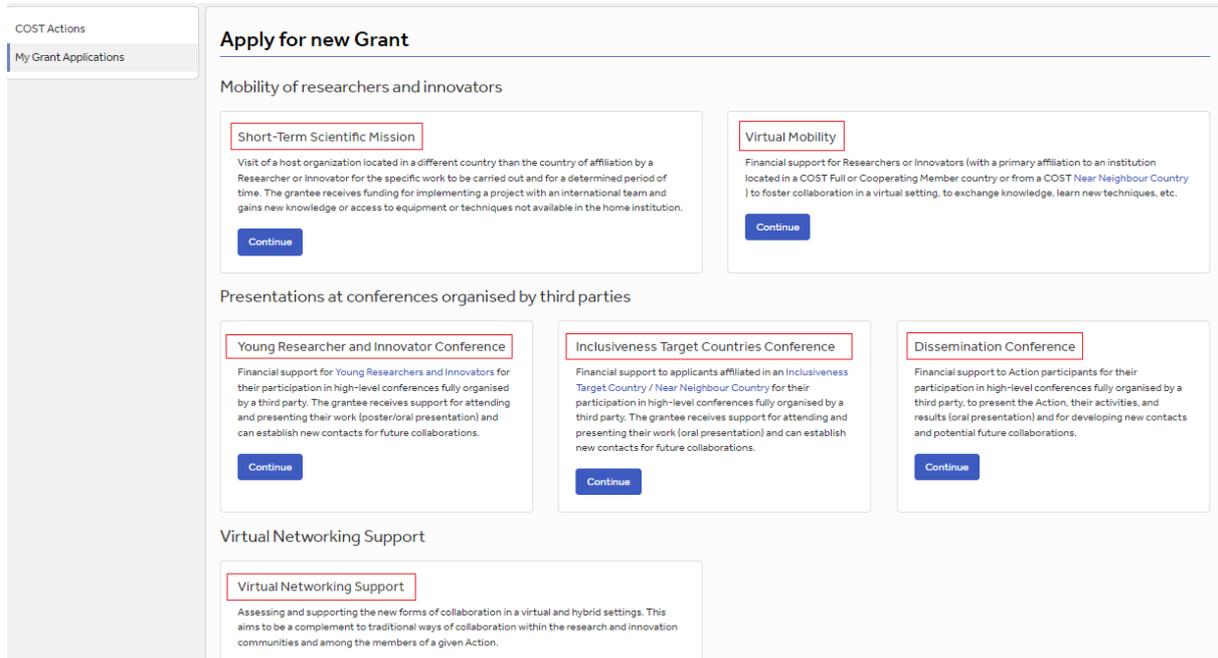
2.1. Applicant creates a Grant Application

The applicant encodes a grant application by logging into e-COST and clicking first on 'COST Actions' and then on the 'My Grant Applications' tab (left side of the screen).

To encode a new application, the applicant clicks on 'Apply for grant'.



The applicant can select the grant type from the page 'Apply for new Grant':



Apply for new Grant

Mobility of researchers and innovators

Short-Term Scientific Mission
Visit of a host organization located in a different country than the country of affiliation by a Researcher or Innovator for the specific work to be carried out and for a determined period of time. The grantee receives funding for implementing a project with an international team and gains new knowledge or access to equipment or techniques not available in the home institution.
[Continue](#)

Virtual Mobility
Financial support for Researchers or Innovators (with a primary affiliation to an institution located in a COST Full or Cooperating Member country or from a COST Near Neighbour Country) to foster collaboration in a virtual setting, to exchange knowledge, learn new techniques, etc.
[Continue](#)

Presentations at conferences organised by third parties

Young Researcher and Innovator Conference
Financial support for Young Researchers and Innovators for their participation in high-level conferences fully organised by a third party. The grantee receives support for attending and presenting their work (poster/oral presentation) and can establish new contacts for future collaborations.
[Continue](#)

Inclusiveness Target Countries Conference
Financial support to applicants affiliated in an Inclusiveness Target Country / Near Neighbour Country for their participation in high-level conferences fully organised by a third party. The grantee receives support for attending and presenting their work (oral presentation) and can establish new contacts for future collaborations.
[Continue](#)

Dissemination Conference
Financial support to Action participants for their participation in high-level conferences fully organised by a third party, to present the Action, their activities, and results (oral presentation) and for developing new contacts and potential future collaborations.
[Continue](#)

Virtual Networking Support

Virtual Networking Support
Assessing and supporting the new forms of collaboration in a virtual and hybrid settings. This aims to be a complement to traditional ways of collaboration within the research and innovation communities and among the members of a given Action.
[Continue](#)

Depending on their primary affiliation and/or their birth year the applicant may or may not see the option to apply for an Inclusiveness Target Countries Conference and/or a Young Researcher and Innovator Conference grant.

For each type of grant an application form will contain different sections, some are pre-filled by e-COST such as Applicant name or Primary Affiliation, others are mandatory to be filled.

One of the fields will request the applicant to select the COST Action to which they want to apply for a grant. Only COST Actions with an active Action Grant Period will be shown.

2.1.1. SHORT TERM SCIENTIFIC MISSION (STSM) – APPLICATION PAGE

Apply for new Grant

Applicant name	<input type="text" value="Dr Piotr Bajkowski"/>
Primary affiliation	<input type="text" value="Kulona University of Technology"/>
Type	<input type="text" value="Short-Term Scientific Mission"/>
COST Action *	<input type="text" value="Select a COST Action or type to search"/>
	<small>You can apply only to COST Actions for which you are eligible for the selected grant.</small>
Grant period *	<input type="text"/>
	<small>A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.</small>
Grant title *	<input type="text"/>
Amount requested *	<input type="text"/> EUR
Bank account *	<input type="text"/>
Start date requested *	<input type="text" value="dd / mm / yyyy"/>
End date requested *	<input type="text" value="dd / mm / yyyy"/>
Host institution name *	<input type="text"/>
Host institution city *	<input type="text"/>
Host institution country *	<input type="text" value="Choose a country"/>
	<small>Host institution must be located in a different country than your country of affiliation</small>
Host institution url *	<input type="text"/>
Host contact person name *	<input type="text"/>
Host contact person email *	<input type="text"/>

[✓ Save application](#)

[← Back to Grant Applications](#)

2.1.2. VIRTUAL MOBILITY - APPLICATION PAGE

Apply for new Grant

Applicant name

Primary affiliation

Type

COST Action * ▼

You can apply only to COST Actions for which you are eligible for the selected grant.

Grant period * ▼

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Grant title *

Amount requested *

Bank account * ▼

Start date requested *

End date requested *

2.1.3. YOUNG RESEARCHER AND INNOVATOR CONFERENCE – APPLICATION PAGE

Apply for new Grant

Applicant name

Primary affiliation

Type

Attendance type *

COST Action *

You can apply only to COST Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Grant title *

Amount requested * EUR

Bank account *

Start date requested *

End date requested *

Conference title *

Conference country *

Conference url *

2.1.4. ITC CONFERENCE – APPLICATION PAGE

Apply for new Grant

Applicant name

Primary affiliation

Type

Attendance type *

COST Action *

You can apply only to COST Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Grant title *

Amount requested * EUR

Bank account *

Start date requested * 

End date requested * 

Conference title *

Conference country *

Conference url *

[✔ Save application](#)

[← Back to Grant Applications](#)

2.1.5. DISSEMINATION CONFERENCE – APPLICATION PAGE

Apply for new Grant

Applicant name

Primary affiliation

Type

Attendance type *

COST Action *

You can apply only to COST Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Grant title *

Amount requested * EUR

Bank account *

Start date requested *

End date requested *

Conference title *

Conference country *

Conference url *

2.1.6. VIRTUAL NETWORKING SUPPORT - APPLICATION PAGE

Apply for new Grant

Applicant name

Primary affiliation

Type

COST Action *

You can apply only to COST Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Grant title *

Amount requested * EUR

Bank account *

[✔ Save application](#)

[← Back to Grant Applications](#)

After encoding the Grant application form, the applicant also needs to upload the completed Grant Application. The Grant Application template can be downloaded from the 'Supporting documents' page.

Supporting documents

The following supporting documents are missing to submit the application: Grant application, Confirmation by host

[Download Grant Application template](#)

Upload document

Title / Description *

Document type *

File to upload * Browse

You can upload files up to 10 MB each. Supported file types are: pdf, png, jpg, jpeg, gif, doc, docx, odf, xls, xlsx.

[Upload document](#)

[← Back to Grant Applications](#)

[✔ Submit application](#)

The applicant will need to upload further supporting documentation for each type of grant:

STSM – supporting documentation

- STSM Grant Application (based on e-COST template)
- Confirmation of the host on the agreement from the host institution in receiving the applicant
- Other documents required by the Action

Virtual Networking Support – supporting documentation

- Virtual Networking Support Grant Application (based on e-COST template)
- Other documents required by the Action

Young Researcher and Innovator Conference – supporting documentation

- YRI Conference Grant Application (based on e-COST template)
- Copy of the abstract of the accepted oral or poster presentation
- Acceptance (or invitation) letter from the conference organisers
- Other documents required by the Action

ITC Conference – supporting documentation

- ITC Conference Grant Application (based on e-COST template)
- Copy of the abstract of the accepted oral presentation
- Acceptance (or invitation) letter from the conference organisers
- Other documents required by the Action

Dissemination Conference – supporting documentation

- Dissemination conference Grant Application (based on e-COST template)
- Copy of the abstract of the accepted oral presentation
- Acceptance (or invitation) letter from the conference organisers
- Other documents required by the Action

Virtual Mobility – supporting documentation

- Virtual Mobility Grant Application (based on e-COST template)
- Other documents required by the Action

After adding the supporting document(s), the applicant can submit the grant application.

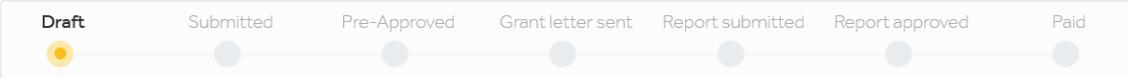
The applicant will be shown an overview of their application, where they still have to confirm that they want to submit the application. If needed, the applicant will be able to revise the application by choosing the “Options” button. This is possible only prior to approval.

On that page the applicant can see also the ‘Applicant’s grant history’, with the magnifying glass providing further details. The same information will be provided to relevant actors in the Grant Awarding process of the COST Action, to which the application has been filed.

Database from: 1/12/2024 at 01:22:15 Contact Us

Submit application ✕

Draft
Submitted
Pre-Approved
Grant letter sent
Report submitted
Report approved
Paid



CA20106 / Grant
Short-Term Scientific Mission
Draft

Test

Applicant **Przemysław** Young researcher ITC Gender: M

Gdansk University of Technology (Gdansk, Poland)
Gdansk - Poland

Applicant's grant history 0 submitted; 1 awarded

Start date 01/01/2025

End date 01/01/2025

Attendance type Face to face

Host institution **Politechnika** [link](#)

Host contact przemyslaw [link](#)

Awarded amount **EUR 1000.00**

Supporting documents

Application details	Download
CV	Download
Grant Application (Grant application)	Download
Confirmation by Host (Confirmation by host)	Download
Document regarding duties	Download

Template Download Grant Application template

Are you sure you want to **submit the application?**

✓ Submit

Options ▾
✕ Close

With submission the application status will change from 'Draft' to 'Submitted'.

Grant Applications

Please carefully **read** the Grant Awarding User Guide [before](#) using this tool

Filter by status:
 Select one or more status

COST Action	Type	Title	Status	Start date	End date	Amount [EUR]
			Submitted			100000

Buttons: [Revise] [Options]

2.1.7. OVERLAPPING GRANT APPLICATIONS AND APPLICANT'S GRANT HISTORY

2.1.7.1. Grant application overlaps with another submitted application but **Not Approved**

A warning message will be displayed, if the application overlaps* (either partially or entirely) with another submitted but not approved grant application(s) during the same period. Whether the application is within the same Action or across different COST Actions, e-COST will still allow the submission of the grant application.

* It applies to the combination of all type of grants to the exception of Virtual Networking Support grant (this grant type can be combined with other type of grants simultaneously).

In case that one of those submitted applications gets approved, the approval of the other applications will be blocked.

It is recommended that an applicant, who has submitted overlapping grant applications, out of which one has been approved, deletes the other grant applications.

Warning: This grant application overlaps with another COST grant application submitted for this or another COST Action.

Applicant's grant history: 2 submitted; 0 awarded

Start date: [input]
 End date: [input]
 Attendance type: Face to face
 Conference Title: [input]
 Conference Country: [input]
 Conference URL: [input]
 Awarded amount: EUR [input]

Supporting documents:

Application details	Download
CV	Download
GA (Grant application)	Download
letter (Acceptance letter from the conference organiser)	Download
Abstract (Copy of the abstract of the accepted oral or poster presentation)	Download

Application submitted successfully

Submitted

2.1.7.2. Grant application overlaps with another **Approved** grant application

A warning message will be displayed, if the application overlaps* (either partially or entirely) with another **approved** grant application, during the same period. e-COST will not allow the draft grant application to be submitted for approval.

* It applies to the combination of all type of grants to the exception of Virtual Networking Support grant (this grant type can be combined with other type of grants simultaneously).

Apply for new Grant

ERROR This grant application overlaps with another COST grant application approved for this or another COST Action. A new application for the same period cannot be submitted.

Applicant name	<input type="text" value="Dr"/>
Primary affiliation	<input type="text" value="University of Technology"/>
Type	<input type="text" value="Short-Term Scientific Mission"/>
COST Action *	<input type="text" value="AG-CA-12345-4"/> <div style="font-size: 0.8em; margin-top: 5px;">You can apply only to COST Actions for which you are eligible for the selected grant.</div>
Grant period *	<input type="text" value="AGA-CA-12345-4 (01/11/2024 - 13/10/2025)"/> <div style="font-size: 0.8em; margin-top: 5px;">A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.</div>
Grant title *	<input type="text"/>
Amount requested *	<input type="text" value="10000"/> EUR

2.1.7.3. Grant application overlaps with an invitation to a COST event

When submitting a grant application, an information message will be displayed, if the application overlaps* (either partially or entirely) with an accepted invitation with reimbursement to a COST event (meeting or training school), whether within the same Action or across different COST activities:

- e-COST will not allow submission of the grant application if the selected grant type is a Conference grant: Young Researcher and Innovator Conference, Inclusiveness Target Countries or Dissemination Conference grant.
- e-COST will allow submission of the grant application but will display a warning message, if the selected grant type is a Mobility grant: Short-term Scientific Mission (STSM) or Virtual Mobility (VM).

Conference grant application overlaps with an accepted invitation to a COST event:

Edit Grant

ERROR This grant application overlaps with an accepted invitation to a COST Action event for this or another COST Action.

Applicant name

Primary affiliation
Eligible as COST Full or Cooperating Member - Poland

Type

Attendance type *

COST Action *
You can apply only to COST Actions for which you are eligible for the selected grant.

Mobility grant application overlaps with an accepted invitation to a COST event:

CA20104 / Grant
Short-Term Scientific Mission
Submitted

Applicant

Young researcher
ITC
Gender: M

! This grant application overlaps with an invitation to a COST event (Meeting or Training School). When claiming your expenses, please ensure that the Daily Allowance for the event does not exceed the percentage as specified in the Annotated Rules for COST Actions (COST 094/21; [Annotated Rules for COST Actions Level C](#)).

Applicant's grant history

Start date	06/01/2025
End date	24/01/2025
Attendance type	Face to face
Host institution	<input type="text"/> 🔗

2.1.7.4. Applicant's grant history

The applicant as well as other actors of the Grant Awarding process can see the 'Applicant's grant history': the number of grants submitted during the current Grant Period as well as the total number of grants awarded across all Grant Periods (either ended or active).

The magnifying glass also provides the list of grant applications as well as other details such as the Action code, the type of grant and the grant period within which the application was submitted.

CA [redacted] / Grant Dissemination Conference Submitted

Applicant: [redacted] ✉ Young researcher 🇪🇺 ITC Gender: M

ⓘ This grant application overlaps with another COST grant application submitted for this or another COST Action.

Applicant's grant history 🔍 3 submitted, 0 awarded

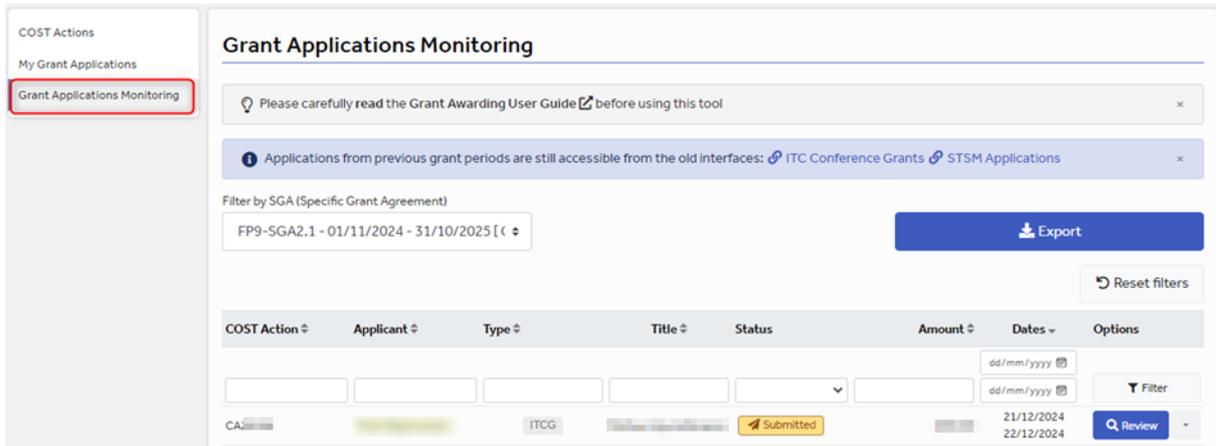
CA [redacted]	Short-Term Scientific Mission	Submitted	04/12/2024 - 08/12/2024
CA [redacted]	Dissemination Conference	Submitted	04/12/2024 - 05/12/2024
CA [redacted]	Young Researcher and Innovator Conference	Submitted	02/12/2024 - 04/12/2024

Start date: [redacted]
End date: [redacted]
Attendance type: Face to face
Conference Title: [redacted]
Conference Country: [redacted]
Conference URL: [redacted]
Awarded amount: EU! [redacted]

2.2. Approval /rejection of the application on behalf of the MC

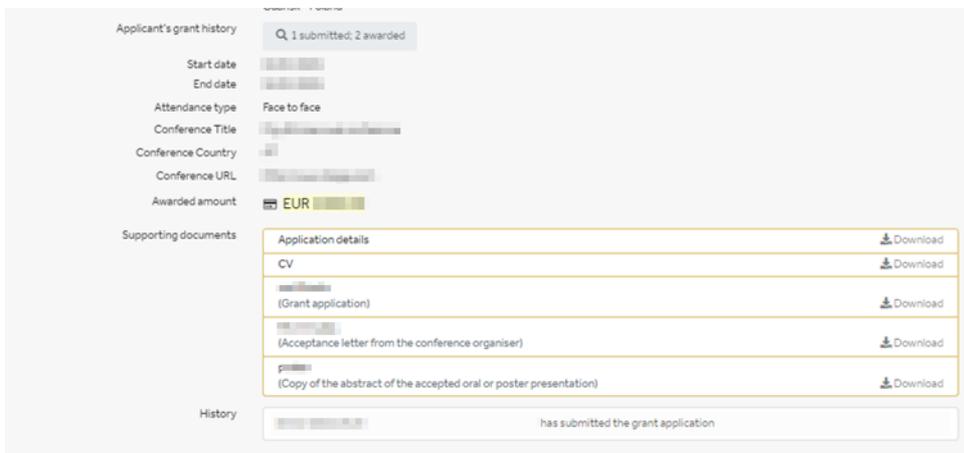
As soon as the Grant application is submitted, the Grant Awarding Coordinator is notified. The applicant, Action Chair and Vice Chair also receive a copy of the notification.

Alternatively, the status of the applications can be consulted via the Grant Applications Monitoring.



The Grant Awarding Coordinator will be able to review, edit the application amount and/or dates and approve/reject the Grant application on behalf of the MC. In case of rejection, a justification needs to be encoded. The justification will be included in the e-notification to the applicant.

The Grant Awarding Coordinator will also be able to view the applicant's grant history.



Before approving you can edit the following details:

Start date awarded:

End date awarded:

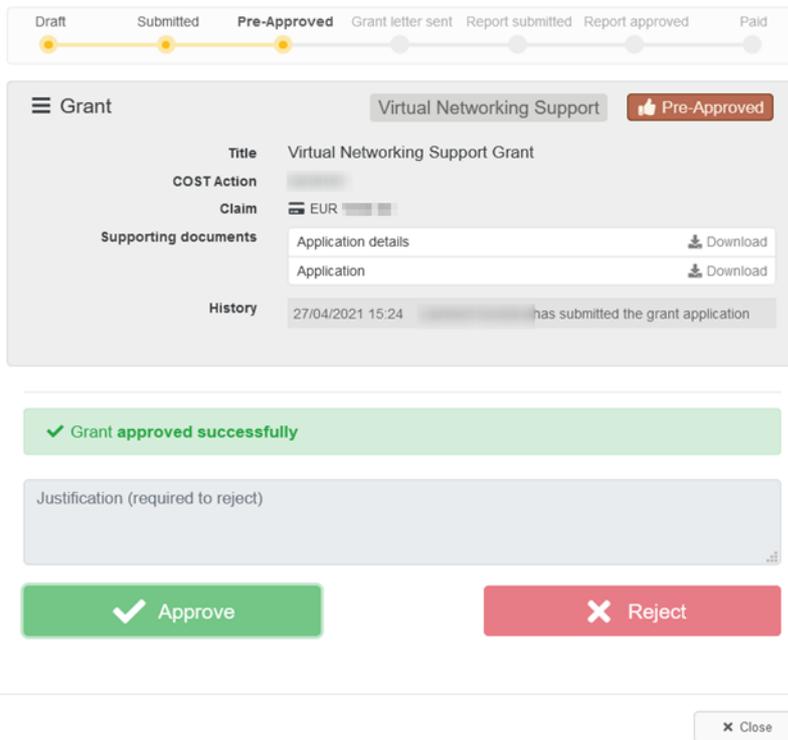
Amount awarded:

Please review the grant request

The information contained in the Supporting Documents is valid and complete

Justification (required to reject)

Upon approval, the Grant application status will change from 'Submitted' to 'Pre-Approved'.

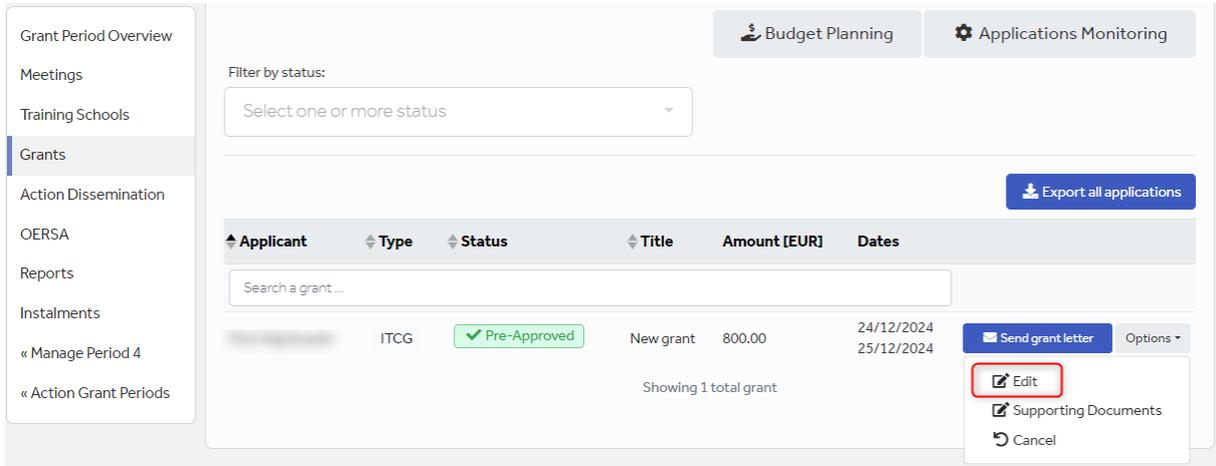


The screenshot displays a progress bar at the top with stages: Draft, Submitted, **Pre-Approved**, Grant letter sent, Report submitted, Report approved, and Paid. Below the progress bar, the grant details for 'Virtual Networking Support' are shown, including the title, COST Action, claim amount (EUR), and supporting documents. A history entry indicates the application was submitted on 27/04/2021. A green notification bar states 'Grant approved successfully'. Below this, there is a text area for 'Justification (required to reject)'. At the bottom, there are 'Approve' and 'Reject' buttons, and a 'Close' button.

In case that an applicant deletes their submitted, yet not approved grant application, the Grant Awarding Coordinator will be informed by an email about this deletion.

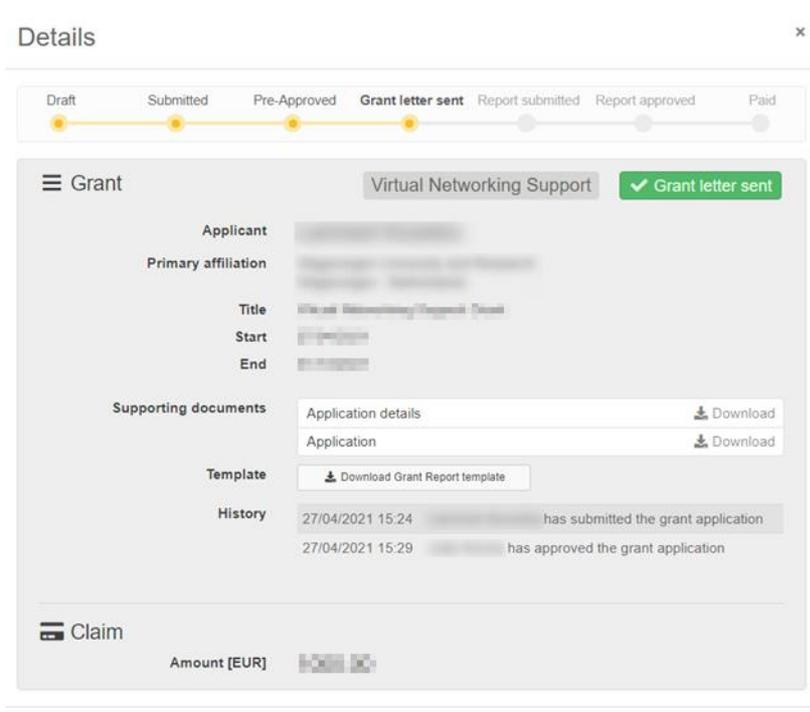
It is recommended that an applicant, who has submitted overlapping grant applications, out of which one has been approved, deletes the other grant applications.

If needed, the GH Manager can edit the grant amount and/or grant dates before sending the Grant Letter.



Applicant	Type	Status	Title	Amount [EUR]	Dates	Options
[Redacted]	ITCG	Pre-Approved	New grant	800.00	24/12/2024 25/12/2024	<ul style="list-style-type: none"> Send grant letter Edit Supporting Documents Cancel

Upon sending of the grant letter, the status of the Grant application will change from 'Pre-Approved' to 'Grant letter sent'.



Grant Details

Virtual Networking Support Grant letter sent

Applicant [Redacted]
Primary affiliation [Redacted]
Title Virtual Networking Support Grant
Start [Redacted]
End [Redacted]

Supporting documents

- Application details [Download](#)
- Application [Download](#)

Template

- [Download Grant Report template](#)

History

- 27/04/2021 15:24 [Redacted] has submitted the grant application
- 27/04/2021 15:29 [Redacted] has approved the grant application

Claim

Amount [EUR] [Redacted]

The grant letter notification is sent to the applicant. The GH Manager and the Grant Awarding Coordinator will be in copy of the notification.

Dear Prof ([redacted])

Your application for a Dissemination Conference Grant with the following details:

- COST Action: [redacted]
- Reference: E-COST-GRANT-[redacted]
- Grant amount: [redacted] EUR

was approved by the MC of the COST Action.

Please find below the link for the Grant Letter that outlines your rights and duties and those of the Action Grant Holder.

[redacted]

A user guide providing an overview of the process is available here: https://www.cost.eu/grants_userguide. For further information about this procedure, please contact us or the Grant Awarding Coordinator ([redacted]).

We thank you for your cooperation.

Kind regards,

The Grant Letter outlines the rights and duties of the grantee and of the Grant Holder.

[redacted]

Subject: Grant Notification Letter

Dear Prof

With reference to your application for a Dissemination Conference Grant with the following details:

- COST Action: [redacted]
- Reference: E-COST-GRANT-[redacted]
- Conference Title: [redacted]
- Conference Country: [redacted]
- Conference URL: [redacted]
- Grant amount: [redacted] EUR
- Start and end date: [redacted] to [redacted]
- Applicant: [redacted]

We are happy to inform you that the application has been approved by the MC of the COST Action.

Please find below the terms and conditions that outline the rights and duties of the grantee and of the Grant Holder.

While this Grant Letter highlights and summarises important items linked to your Dissemination Conference Grant, it does not substitute the rules and conditions detailed in the relevant section of the COST Annotated Rules – see https://www.cost.eu/annotated_rules_for_cost_actions_c.

Article 1 – GRANT AMOUNT

1.1 The Management Committee of the COST Action has awarded you a fixed grant amount of EUR [redacted] to present the Action and/ or for developing new contacts and potential future collaborations at the above-mentioned conference.

1.2 The awarded Grant shall be fully dedicated to the participation in this conference and shall not be used for the grantee's own activities or any activities falling outside the scope of this event.

1.3 The grantee must attend the conference during the period foreseen in the Dissemination Conference Grant application. Should the grantee require any changes to the terms and conditions detailed in the Dissemination Conference Grant application, the grantee shall obtain the approval of the Grant Awarding Coordinator on those changes before the activity starts and inform the Grant Holder accordingly.

1.4 If the grantee claims a delay in the attendance of the conference due to a situation of Force Majeure (i.e., event or circumstance beyond its reasonable control and occurring without its fault or negligence), the Grant Awarding Coordinator and the Grant Holder must be immediately informed, stating the nature,

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Funded by the Horizon 2020 Framework Programme of the European Union



likely duration, and foreseeable effects. A decision on the need to suspend the Dissemination Conference Grant shall be taken without delay.

Article 2 - PAYMENT MODALITIES AND REPORTING REQUIREMENTS

2.1 The payment of the Grant will be made in Euro (EUR). The payment may be delayed due to fluctuations in the availability of funds.

2.2 The payment of the Grant is subject to the supporting documents being approved by the Grant Awarding Coordinator on behalf of the MC. The supporting documents must be uploaded in e-COST **within 30 days** from the end date of the conference¹ or **within 15 days** from the end date of the Grant Period, whichever date comes first. The supporting documents consist of:

- a report following the template provided on e-COST
- the certificate of attendance
- the programme of the conference or book of abstracts / proceedings indicating the oral presentation of the grantee
- copy of the given presentation.

2.3 The grantee is irrevocably and unconditionally responsible for any amount due to the Grant Holder and implicitly to the COST Association. The grantee shall be aware that the COST Association reserves the right to postpone or cancel all payments and to recover the amounts already paid to the grantee in case the grantee does not fulfil their obligations.

Article 3 - PENALTIES

3.1 Failure to request the Grant Awarding Coordinator's approval and to inform the Grant Holder about any changes to the approved Dissemination Conference Grant application, and failure to submit the supporting documents within 30-day deadline may lead to the cancellation of the Grant.

Kind regards,

Ms
e-mail:
Phone:

A user guide providing an overview of the process is available here:
https://www.cost.eu/grants_userguide

[1] Note that, in case of proximity of the grant end date to the Action Grant Period end date, the Grant Holder may request the report submission within a shorter timeframe. In such case, the grantee will receive communication from the Action Grant Holder in due time.

After the grant letter is sent and before the applicant submits the report and other supporting documents for approval, the GH Manager can still edit the grant amount and/or grant dates and re-send the updated Grant Letter to the applicant.

2.4. Grantee uploads the report and Grant Awarding Coordinator approves.

1 day and 10 days after the end of the grant, the grantee receives a reminder to upload the report.

The deadline to submit the report is 30 days from the end of the activity, within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.

The grantee receives an e-notification to submit the report and other supporting documents on e-COST, the GH Manager and the Grant Awarding Coordinator will be in copy of the notification.

Dear Dr [REDACTED]

This is a reminder that you are required to submit your report for approval to the Action MC.

Your report is due within 30 days from the end date of the activity, or within 15 days from the end date of the Grant Period, whichever date comes first.

You are kindly requested to complete the following steps:

- Click on the link below to upload your report.
[REDACTED]
- Review the bank details on which you wish to receive the Grant to your e-cost profile, if you have not done so already.

Failure to submit your report on time may result in the cancellation of the grant.

The payment of your Grant is carried out by the Grant Holder following the receipt of the approval of your report by the Action MC.

Best regards,
COST Association

The grantee must download the report template, complete it, upload it along with other required supporting documents (if applicable) and submit it in e-COST. For each type of grant the following documentation must be uploaded:

Short-term Scientific Mission (STSM) – supporting documentation

- Report template

Virtual Mobility (VM) – supporting documentation

- Report template

Young Researcher and Innovator Conference

- Report template
- Certificate of attendance
- Programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster)
- Copy of the given presentation (oral or poster)

ITC Conference – supporting documentation

- Report template
- Certificate of attendance
- Programme of the conference or book of abstracts / proceedings indicating the oral presentation
- Copy of the given oral presentation

Dissemination Conference – supporting documentation

- Report template
- Certificate of attendance
- Programme of the conference or book of abstracts / proceedings indicating the oral presentation
- Copy of the given oral presentation

Virtual Networking Support – supporting documentation

- Report template

The status of the application changes from “Grant letter” sent to “Report submitted”.

Submit grant report x



☰ Grant Virtual Networking Support

Title Virtual Networking Support Grant

COST Action [REDACTED]

Start 27/03/2021

End 30/03/2021

Claim  EUR 1000.00

Supporting documents

Application details	 Download
Application	 Download
Grant letter	 Download
Report	 Download

✓ Application submitted successfully

✓ Submitted

Upon submission of the grant report, an e-notification is sent to the Grant Awarding Coordinator and a copy to the grantee, Action Chair and Vice Chair.

Dear Dr [REDACTED]

A report for the awarded Virtual Mobility grant application described below has been submitted:

- COST Action: [REDACTED]
- Reference: E-COST-GRANT-C [REDACTED]
- Grant amount: 1500.00
- Applicant: Dr [REDACTED]

Please organise the review of this report following the procedures agreed by the MC.

[https://uat.cost.team/activity/grants/c/\[REDACTED\]](https://uat.cost.team/activity/grants/c/[REDACTED])

Note that the report needs to be approved or rejected on behalf of the MC by clicking on the link below:

[https://uat.cost.team/activity/grants/c/\[REDACTED\]](https://uat.cost.team/activity/grants/c/[REDACTED])

We thank you for your cooperation.

Best regards,

COST Association

2.5. Grant Awarding Coordinator approves/rejects the report

The Grant Awarding Coordinator is notified when the grantee submitted the report and must verify the validity and content of the report and other supporting documents by clicking the link provided in the notification. Alternatively, the report can be accessed from the Monitoring Grant Applications.

After review of the report by the procedures agreed by the MC, the Grant Awarding Coordinator needs to encode its approval or rejection on behalf of the MC.

The screenshot shows a progress bar at the top with stages: Draft, Submitted, Pre-Approved, Grant letter sent, Report submitted (highlighted), Report approved, and Paid. Below the progress bar is a 'Grant' details page for 'Virtual Networking Support'. The page includes fields for Title, COST Action, Start, End, and Claim. A 'Supporting documents' section lists 'Application details', 'Application', 'Grant letter', and 'Report', each with a 'Download' button. A 'History' section shows a timeline of actions: 'has submitted the grant application', 'has approved the grant application', 'has sent the grant letter', and 'has submitted the grant report'.

Please review the grant report

Justification (required to reject)

Approve

Reject

If rejected, a justification is required and its content will be included in the e-notification to the grantee, who is asked to revise and re-submit the report. In this case, the status of the application goes back to “Grant letter sent”. The grantee will be able to delete any incorrect or incomplete files submitted at the reporting stage, however other information such as the application details, cannot be modified at this stage by the applicant.

Grant application	17/12/2024	Download	
Acceptance letter from the conference organiser	17/12/2024	Download	
Copy of the abstract of the accepted oral presentation	17/12/2024	Download	
Grant letter	17/12/2024	Download	
Grant report	17/12/2024	Download	Delete
The certificate of conference attendance	17/12/2024	Download	Delete
The programme of the conference or book of abstracts / proceedings indicating the oral presentation	17/12/2024	Download	Delete
Copy of the given oral presentation	17/12/2024	Download	Delete

If the Grant Awarding Coordinator approves the report, the application status changes to Report Approved and the GH Manager is notified that the grant can be paid. The applicant, Action Chair and Vice Chair receive a copy of the e-notification.

Dear Mr [REDACTED]

On behalf of the Management Committee of the COST Action, this is to inform you that the report for the Virtual Mobility Grant described below was reviewed and approved by the Action MC.

Therefore, please process the payment by following [this link](#).

Grant details:

- COST Action: [REDACTED]
- Reference: E-COST-GRANT-[REDACTED]
- Grant amount: 1500.00
- Applicant: [REDACTED]

We thank you for your cooperation.

2.6. The GH Manager reviews the supporting documents and makes the payment of the Grant

Once the Grant Awarding Coordinator approves the report, the GH Manager can review the validity of the supporting documents and record the grant payment.

If needed, the GH Manager can send back the grant to the applicant via the 'Reject report' option. If rejected, a justification is required and its content will be included in the e-notification sent to the applicant, who is asked to revise the supporting documents and re-submit. In this case, the status of the application goes back to "Grant letter sent". The grantee will be able to delete any incorrect or incomplete files submitted at the reporting stage, however other application information such as the grant dates or grant amount, cannot be modified at this stage.

If changes to the grant application are required, the GH Manager can "Cancel" the grant. If cancelled, a justification is required and its content will be included in the e-notification sent to the applicant. The status of the application goes back to 'Draft'. If needed, the applicant can edit the grant application information, delete and/or upload new files and re-start the process by submitting the application for approval to the Grant Awarding Coordinator.

Once the GH financial and accounting department has processed the grant transfer, the GH Manager can access the Grants page by following the link in the e-notification, where grant payments can be recorded.

The GH Manager can download an excel list of grants via the Export all applications. This list contains the necessary information for the GH financial and accounting department to process the grant transfer.

Grant Applications

⚙ Applications Monitoring

Filter by status:

📄 Export all applications

Applicant	Type	Status	Title	Amount [EUR]	
<input type="text" value="Search a grant ..."/>					
VM	Grant letter sent			1500.00	👁 Details ⋮ Options -
VNS	Grant letter sent			4000.00	👁 Details ⋮ Options -
VM	Grant letter sent			1500.00	👁 Details ⋮ Options -
VM	Grant letter sent			1500.00	👁 Details ⋮ Options -
VM	Report approved			1500.00	📄 Record payment ⋮ Options -
VM	Grant letter sent			1500.00	👁 Details ⋮ Options -

Showing 6 total grants

Once the payment is recorded, the applicant will be notified of the bank transfer, and a copy of the notification will be sent to the GH Manager.

Dear [REDACTED]

We inform you that your submitted payment request Ref. E-COST-GRANT-[REDACTED] of EUR [REDACTED] has been processed and sent to the bank. You will receive your money within a few days.

Hereby are the details:
 COST Action: [REDACTED]
 Grant: Virtual Networking Support Grant
 Reference: E-COST-GRANT-[REDACTED]

The amount of EUR [REDACTED] has been transferred to the following account:
 Account Holder Name: [REDACTED]
 Bank Name: [REDACTED]
 Bank Country: [REDACTED]
 Bank Account: [REDACTED]
 SWIFT: [REDACTED]

For any further requests feel free to contact me.