Grant Awarding

User guide
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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. The applicant can draft and submit an application for either a Short-term Scientific Mission (STSM), Virtual Mobility (VM), Virtual Networking Support (VNS), ITC Conference or Dissemination Conference, the process for all types of grants is similar.

1.1. Key players

- Grant Applicant
- Grant Awarding Coordinator
- Action Chair
- Action Vice Chair
- Leadership Positions
- Grant Holder Manager (GHM)

**Short Term Scientific Mission (STSM), Virtual Mobility, Virtual Networking Support and Dissemination Conference Grant Applicant**

The Grant applicant(s) are Action participants with a primary affiliation to a legal entity located in a COST Full or Cooperating Member country, a COST Near Neighbour Country or a European RTD Organisation.

Template:
- [https://www.cost.eu/STSM_GrantApplication](https://www.cost.eu/STSM_GrantApplication)
- [https://www.cost.eu/VM_GrantApplication](https://www.cost.eu/VM_GrantApplication)
- [https://www.cost.eu/DisseminationConference_GrantApplication](https://www.cost.eu/DisseminationConference_GrantApplication)
- [https://www.cost.eu/VNS_GrantApplication](https://www.cost.eu/VNS_GrantApplication)
- [https://www.cost.eu/VNS_Report](https://www.cost.eu/VNS_Report)

**ITC Conference Grant Applicant**

The ITC Conference Grant Applicant(s) are Young Researchers and Innovators affiliated in an Inclusiveness Target Country (ITC) or Near Neighbour Country.

Template:
- [https://www.cost.eu/ITCConference_GrantApplication](https://www.cost.eu/ITCConference_GrantApplication)
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 Acton MC the awarding of all types of grants for supporting the mobility of Researchers and Innovators and the presentation of Action results at a conference organised by a third party (further details are provided in the Annotated Rules).

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) 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.

Leadership Positions

The Leadership Positions have access to the monitoring of Grant applications and can download applications supporting documentation.

Grant Holder Manager

The GH manager 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 Notification letter and ensures that all 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.

2. PROCESS OVERVIEW

2.1. Applicant creates a Grant application

The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab.

Any already existing applications are available for consultation in the Grant Applications Monitoring. To encode a new application, the applicant clicks on ‘Apply for grant’.
The applicant can select the grant from the page ‘Apply for new 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. Grant applications require an active Action Grant Period.

Short Term Scientific Mission (STSM) – Application page

Apply for new Grant

Applicant name
Primary affiliation
Type
COST Action *
Grant period *
Title *
Amount *
Bank account *
Start date *
End date *
Host Institution name *
Host Institution city *
Host Institution country *
Host Institution web *
Host contact person name *
Host contact person email *
Virtual Mobility - Application page

Apply for new Grant

Applicant name
Primary affiliation
Type
COST Action *
Grant period *
Title *
Amount *
Bank account *
Start date *
End date *

Virtual Networking Support - Application page

Apply for new Grant

Applicant name
Primary affiliation
Type
Virtual Networking Support
COST Action *
Grant period *
Title *
Amount *
Bank account *
Dissemination Conference – Application page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant name</td>
<td></td>
</tr>
<tr>
<td>Primary affiliation</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Dissemination Conference</td>
</tr>
<tr>
<td>Attendance type             *</td>
<td></td>
</tr>
<tr>
<td>COST Action</td>
<td></td>
</tr>
<tr>
<td>Grant period *</td>
<td>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.</td>
</tr>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Bank account</td>
<td></td>
</tr>
<tr>
<td>Start date *</td>
<td>ddmmyy</td>
</tr>
<tr>
<td>End date *</td>
<td>ddmmyy</td>
</tr>
<tr>
<td>Conference title</td>
<td></td>
</tr>
<tr>
<td>Conference country *</td>
<td>Afghanistan</td>
</tr>
<tr>
<td>Conference url</td>
<td></td>
</tr>
</tbody>
</table>

ITC Conference Grant – Application page

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant name</td>
<td></td>
</tr>
<tr>
<td>Primary affiliation</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>ITC Conference</td>
</tr>
<tr>
<td>Attendance type             *</td>
<td></td>
</tr>
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<td>COST Action</td>
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<td>Start date *</td>
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<td>Afghanistan</td>
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<tr>
<td>Conference url</td>
<td></td>
</tr>
</tbody>
</table>
After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously downloaded from the application page.

The applicant will need to upload additional 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 Mobility – supporting documentation**
- Virtual Mobility grant Application (based on e-COST template)
- 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

**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

**ITC Conference – supporting documentation**
- ITC Conference grant application (based on e-COST template)
- Copy of the abstract of the accepted oral or poster presentation
- Acceptance letter from the conference organisers
- Other documents required by the Action

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**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:

You can upload files up to 3 MB each. Supported file types are pdf, doc, docx, ppt, pptx, jpeg, jpg, gif, txt, csv, xlsx, xml, xls, csv.

- Upload document

- Back to Applications

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

The application status will change from draft to submitted. Prior to approval of the application, if need be, the applicant will be able to revise the application.
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 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.
Upon approval, the Grant application status will change from submitted to pre-approved.

![Grant status change]

2.3. The GH manager sends the applicant the Grant Notification Letter

As soon as the Grant Awarding Coordinator approved the Grant application, the GH manager is notified and can send the Grant Letter notification. The Action Chair and Vice Chair also receive a copy of the e-notification.

![Approval status]

Dear [Applicant's Name],

With reference to the following application for a Virtual Networking Support Grant with the following details:

- COST Action: [COST Action ID]
- Reference: [Reference Number]
- Title: Virtual Networking Support Grant
- Grant amount: [Grant Amount]
- Start and end date: [Start Date] - [End Date]
- Applicant:
  - Applicant Institution: [Institution Name]

On behalf of the Management Committee of the COST Action [COST Action ID], I would like to inform you that the proposed Virtual Networking Support Grant application and supporting documents have been reviewed and approved.

Please verify that funds are available to support this application and send the applicant the Grant Notification Letter to the applicant:

[Grant URL]

The GH manager follows the link provided in the notification and logs into e-cost. The GH manager can send the grant letter to the grantee.
Upon sending of the grant letter, the status of the Grant application will change from pre-approved to Grant Letter sent.
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:

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

- COST Action:
- Reference: C-RF-GRANT-2019-10
- Grant amount: 1000.00 EUR

was 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.

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

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**Subject: Grant Notification Letter**

**Date:** 29/10/2021

**Dear Prof**

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

- COST Action: C-RF-GRANT-2019-10
- Conference Title: Amphibians and Reptiles Conference
- Conference Country: AF
- Conference URL: [http://www.stthethe.com](http://www.stthethe.com)
- Grant amount: 1000.00 EUR
- Start and end date: 29/10/2021 to 29/10/2021

We are happy to inform you that your 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](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 1,000.00 to support the travel and/or the development of 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 (10/29 to 10/29) 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 must 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.
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.
The grantee must complete the report template, upload, and submit it in e-COST along with additional supporting documents if applicable, for each type of grant.

**STSM – supporting documentation**
- Report template
- Other documents (if required by the Action)

**Virtual Mobility – supporting documentation**
- Report template
- Other documents (if required by the Action)

**Virtual Networking Support – supporting documentation**
- Report template
- Other documents (if required by the Action)

**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 presentation
- Other documents (if required by the Action)

**ITC Conference – supporting documentation**
- 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)
- Other documents (if required by the Action)

The status of the application changes from Grant letter sent to Report 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 [Name],

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

- **COST Action**: [Insert COST Action]
- **Reference**: [Insert Reference]
- **Grant amount**: 1000.00
- **Applicant**: [Insert Applicant Name]

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

https://[Insert Cost Team Activity Grant]

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

https://[Insert Cost Team Activity Grant]

We thank you for your cooperation.

Best regards,

COST Association

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### 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 by clicking the link 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.

![Grant Report Approval/Rejection Interface]
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.

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 [Name],

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

We thank you for your cooperation.

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2.6. The GH manager makes the payment of the Grant

Following the link in the e-notification, the GH manager reaches the Grants page from which grant payments can be recorded.

The GH manager can download an excel list of grants that are ready to be paid via the Export all applications. This list contains the necessary information for the GH financial and accounting department to process the Grant transfer.
Once the GH financial and accounting department processed the Grant transfer, the GH manager can record the payment and complete the grant process.

Upon the recording of the payment, an e-notification is sent to the grantee, with a copy to the GH manager.