INCLUSIVENESS TARGET COUNTRIES (ITC) CONFERENCE GRANTS

User guide

October/2018
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1. PROCESS FLOW

This document describes the Conference Grants (CG) process, from the moment an applicant submits an application for approval by the Management Committee (MC) Chair to the payment and recording of the amount paid by the Grant Holder (GH) to the grantee.

It is necessary to separate the process in 2 parts: one describes the step to be performed before the mission starts and another the steps to be performed after the mission ends.

Process flow

2. KEY PLAYERS

- ITC Conference Grant applicant
- Conference Grants Coordinator coordinator
- Grant Holder (GH)

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. Ideally, the application should 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.

Conference Grants Coordinator

The Conference Grants Coordinator performs the evaluation of each Conference Grant application. The tasks include: evaluate applications, approve or reject these applications in e-cost, evaluate the scientific report after the mission, post-approve or reject the report.

When no Coordinator is elected by the Management Committee (MC), these tasks are performed by the Conference Grants Coordinator.

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The following countries are considered 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.
Grant Holder

The GH monitors the incoming approved applications, determines the amount of the Grant taking into account the request, but also the available budget, sends the successful applicants their Grant Notification and ensures that all grants are paid within the deadline of 30 days.

3. PROCESS OVERVIEW

3.1 Applicant creates a Conference Grant request

The applicant encodes an ITC CG application by logging into e-COST and clicking on the ITC Conference Grants tab.

The tab ‘ITC Conference Grants’ will not be available in the following cases:

- If the applicant’s e-COST profile is incomplete, they will first have to fill in the missing information (affiliation, education details, CV)
- If the primary affiliation of the applicant is not in an ITC country
- If the Education details of the applicant do not demonstrate that (s)he is a PhD student or an ECI

Any already submitted applications are available for consultation in the applicant’s e-COST profile. To submit a new application, the applicant presses the button ‘Create Conference Grant Request’.

The application form contains the following sections:

- Applicant details
- Conference Grant details (the attendance at the conference must start and end during the same Grant Period (GP). If a GP is not active, the applicant will not be able to submit an application.
- Bank details
- Financial support
- Supporting documents (2nd page of the application also reachable by clicking on button in the upper left corner)
The request can be saved only if all fields have been completely on the page, otherwise the information is lost.

After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application.

**Actions / Conference Grant / Supporting Documents**

The application is pending submission.

- CV (including a list of academic publications - if applicable)
- A short description of your involvement in this 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
- Scientific Report (to be submitted at the latest 30 days after the end date of the Conference)

Scientific Report Template available here.

Submit Request

Upload File

Please use the browse button to select a file (no special naming needed, just point to your local file as is).

Browse...

Then press "Start Upload"

Start Upload  Cancel

Maximum file size to upload: 10 MB.
Supported file types: pdf, doc, docx, xls, xlsx, txt, html, text.
3.2 Conference Grants Coordinator approves/rejects the application

As soon as the application is submitted, the Conference Grants Coordinator is notified. The applicant also receives a copy of the notification.

Alternatively, the Coordinator can check the status of applications via an ITC Conference Grant e-COST dashboard. The Coordinator will be able to approve/reject only those applications whose status is ‘Submitted’. For all other applications, the Coordinator will be able to see at which stage in the process they are.

If the Conference Grants Coordinator wishes to approve the application, the Coordinator must confirm that the applicant is a PhD student or an ECI and confirm that the supporting documents are valid.

If the application is rejected, the Conference Grants Coordinator must provide a justification to guide the applicant in her/his resubmission.

3.3 The GH sends the applicant the Grant Notification Letter

As soon as the Conference Grants Coordinator approved the CG application, the GH is notified to send the Grant Letter notification. The applicant also receives a copy of the approval.
Dear Grant Holder

With reference to the following application for an ITC Conference Grant:
COST Action: TN1302
CG reference number: COST-ITCCG-TN1302-2
Conference title: The Voice of Adm
CG venue: Tokyo Daigaku, Tokyo, Japan
CG attendance start and end date: 2017-05-10 - 2017-05-13
Applicant: Dr Elena Popovici
Applicant home institution: Universitatea de Medicina, Iasi, Romania

On behalf of the Management Committee of the COST TN1302, I would like to inform you that:

- The proposed ITC Conference Grant application has been approved;
- The awarded grant amounts to: 2000 EUR;
- The supporting documents are eligible and complete.

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

Kind regards,

MC Chair
Ref: CG-2

The GH logs into e-cost and activates the application.
The GH can consult the approved application by using the different options available for each ITC CG as shown below.

The GH is able to modify the dates of the attendance to the conference, should this be required.

If the GH awards a Grant amount lower than the amount requested by the applicant, the distribution of the Grant would be updated accordingly (the amounts for travel and subsistence would be reduced).
3.4 ITC Conference Grants grantee uploads the scientific report

1 day and 15 days after the end of the participation in the conference, the grantee receives a reminder to upload the scientific report. 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.

A scientific report template is available on the Supporting documents page or on-line here: http://www.cost.eu/ITC_conference_grant_report_template. The grantee must complete this template and save it in pdf before uploading it in e-COST.

Below you can find an overview of all your personal ITC Conference Grant applications. You can edit these until they are processed.

<table>
<thead>
<tr>
<th>#</th>
<th>Action</th>
<th>Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CA15140</td>
<td>The voice of administration</td>
<td>2017-05-18</td>
<td>2017-05-19</td>
<td>2017-05-03</td>
<td>Pending upload of SC Report</td>
</tr>
</tbody>
</table>

Please ensure that the Scientific Report is uploaded in order to be able to submit it to the MC Chair for approval.

Submit SC Report

Dear Dr. Elena Popovici,

This is a reminder that you are required to submit for approval your scientific report within 30 days from the end date of your participation in the following conference:

COST Action: CA15204
CG reference number: COST-ITCCG-CA13105-20
Conference title: The voice of administration
CG venue: Tokyo Daigaku, Tokyo, JP
CG attendance start and end date: 2017-04-25 - 2017-04-27

You are kindly requested to click on the link below before 2017-05-27 (30 days from the end date of the participation date mentioned in the application form) and upload your scientific report:

http://integra.cost.local/conferencegrant/apply/20/documents

Failure to submit your scientific report on time may result in the cancellation of the Conference Grant. The payment of your Grant is carried out by the Grant Holder following the receipt of the MC Chair’s approval of your scientific report.

Kind regards,

Grant Holder

Ref: CG-5
3.5 Conference Grants Coordinator approves/rejects the scientific report

The Conference Grants Coordinator is notified when the applicant submitted the scientific report and host approval and has to verify the validity of the report by clicking the link in the notification.

Alternatively, the Coordinator can access the applications via an ITC Conference Grant e-COST dashboard.

Dear MC Chair,

Dr Elena Popovici has submitted the scientific report related to the following ITC Conference Grant application:

COST Action: CA15204
CG reference number: COST-ITCCG-CA15105-20
Conference title: The voice of administration
CG venue: Tokyo Daigaku, Tokyo, JP
CG attendance start and end date: 2017-04-25 - 2017-04-27

Please verify the validity of this scientific report and approve or reject it by clicking on the link below:

http://integ qa.cost local/conferencegrant/apply/20/documents

We thank you for your cooperation.

Kind regards,

e-COST
Ref: CG-6

If the application is rejected, the Conference Grants Coordinator must provide a justification to guide the grantee in her/his resubmission.

If the Coordinator approves the report, the GH is notified that the grant can be paid.
Dear Grant Holder,

COST Action: CA15204
CG reference number: COST-ITCG-CA15105-20
Conference title: The voice of administration
CG venue: Tokyo Daigaku, Tokyo, JP
CG attendance start and end date: 2017-04-25 - 2017-04-27
Applicant: Dr Elena Popovici
Applicant home institution: University of medicine, Iasi, RO

On behalf of the Management Committee of the COST CA15105, I would like to inform you that:

- The scientific report has been approved;
- The Grant can be paid.

Kind regards,

MC Chair

Ref: CG-7

3.6 The GH makes the payment of the Grant

The GH is now ready to pay the Grant. The GH can download an excel list of Grants that are ready to be paid. This list contains the necessary information for the GH financial and accounting department to process the Grant transfer.

**Actions / Periods / Manage Grant 2 / ITC Conference Grants**
Once the GH financial and accounting department processed the Grant transfer, the GH can record the payment and complete the process. By recording the payment, the status changes to Paid.

The process is complete.