

## **CIRCUL-A-BILITY COST ACTION CA19124**

### **Open Call for ‘Inclusiveness Target Countries (ITC) Conference Grants’**

**for Grant Period (GP2) from 1 November 2021 to 31 October 2022**

ITC Conference Grants are aimed at supporting ECI and PhD students from Participating ITC to attend international science and technology related conferences, event or activity on the topic of the Action that are not organised by the COST Action (see COST Vademecum Section 9, page 34 <https://www.cost.eu/uploads/2021/04/Vademecum-28-April-2021.pdf>).

### **ELIGIBILITY CRITERIA**

- Conference Grants are exclusively reserved for PhD students, PhD candidates, and ECI's with a primary affiliation in an institution located in an ITC participating in the Action.
- The applicant shall make an oral/poster presentation at the conference in question and shall be listed in the official event/conference programme.
- The main subject of the oral presentation / poster presentation / speech at the approved conference shall be on the topic of the Action and shall acknowledge COST (see Section 10).
- The participation of each applicant shall be pre-approved by the Action MC.

The Applicant's primary affiliation in an institution located in an ITC (Inclusiveness Target Country: Albania, Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Moldova, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, Republic of North Macedonia, Republic of Serbia and Turkey).

### **ITC CONFERENCE GRANTS – 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 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 shall 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. Virtual conference fees can be considered eligible provided all other eligibility conditions are fulfilled.

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 shall be deducted from the Grant. Documentary evidence of the conference fee amount shall be provided by the applicant and shall be archived by the Grant Holder along with the relevant administrative documents. Multiple applications to several Actions by the same person to attend the same conference is strictly forbidden and may lead to the cancellation of the grant.

Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered. The priority is given to applications that are related currently ongoing Working Groups, submitted by the WG members, and endorsed by the WG leaders. The submission for ITC CG should be made upon the approval of abstract by the conference organizers. Applications for participation to online conferences are also accepted. In such a case, registration fees will be covered.

## HOW TO APPLY?

Applicants must read carefully the rules detailed in COST Vademecum (see COST Vademecum Section 9, page 34 <https://www.cost.eu/uploads/2021/04/Vademecum-28-April-2021.pdf>).

We don't have an application deadline for this grant opportunity, so we expect **applications will be considered on an ongoing basis** as and when they arrive, however not later than 15 September 2022 for Grant Period 2 (1 November 2021-31 October 2022)

**The attendance at the conference must start and end during the same Grant Period (GP). Considering the timeline of GP2, conference for which the Applicant is applying must end latest by the end of October 2022. Conferences with dates in November 2022 and later are not eligible for this call.**

**Ideally, the application should be submitted at least 45 days before the conference start date.**

To apply for ITC conference grant, applicants must register for an e-COST profile at <https://e-services.cost.eu/>;

1. filled ITC application form
2. the Applicant's CV, including recent publications
3. the abstract submitted to the conference and the most recent conference booklet or leaflet / conference program (especially if the Applicant is listed);
4. the invitation/acceptance letter from the Organizers

## EVALUATION

After the deadline, the applications will be assessed by the ITC Conference Grant Committee, which will perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed conference participation will make against the scientific objectives outlined in the Action's Memorandum of Understanding (MoU). All applications will be ranked. Action Chair approves the applications that has been successfully pre-approved.

The Applicants will be notified for the outcome of their application within two weeks after their application is submitted.

## SUBMISSION OF SCIENTIFIC REPORT AND APPROVING ITC CONFERENCE GRANTS FOR PAYMENT

The Grantee has 30 calendar days from the end date of the Conference in question to submit either a certificate of attendance or a report to the ITC Conference Grant Manager of the Action and the Action's Grant Holder. Payment of the Grant is subject to the submitted certificate of attendance or the submitted report being approved by the ITC Conference Grant Manager. Written approval of the submitted report shall be sent to the Grant Holder for archiving purposes. Should the ITC Conference Grant Manager apply for a Conference Grant, the mandate for approval or rejection of the request via e-mail is transferred to the Chair or Vice-Chair, as well as the approval of the Conference Grant report. The written approvals shall be sent to the Grant Holder for archiving purposes.

It is expected that each ITC grantee will send a copy of their presentation/poster/paper including Circulability and COST logo to the ITC Conference Grants Manager of the Circulability Action. It will be then disseminated using the official Circulability website, social media, etc. Photographic material from the conference and presentation will be also requested (in front of the poster or during the talk), with tacit approval to use the picture in the web page and other dissemination materials from the Circulability Action. The material must be submitted in 15 calendar days after the conference to Conference Grant Manager, Ilke Uysal Unalan ([iiu@food.au.dk](mailto:iuu@food.au.dk)).

For any further questions please contact ITC Conference Grants Committee of the COST Action.

### **ITC Conference Grant Committee:**

Manager: Ilke Uysal Ünalán ([iiu@food.au.dk](mailto:iuu@food.au.dk))

Co-leader: Matthijs Dekker ([matthijs.dekker@wur.nl](mailto:matthijs.dekker@wur.nl))