COST Action ES1408: European Network for Algal Bioproducts (EUALGAE)

# Inclusiveness Target Countries (ITC) Conference Grants [1]

- *This is a call for applications for Conference Grants in the framework of the COST Action ES1408 EUALGAE (Grant Period 4: 1st May 2018 – 23rd March 2019).*
- *The application must be submitted at least 45 days before the conference start date.*
- *The conference participation must be completed by 28th February 2019.*
- *The report has to be submitted within 30 calendar days from the end date of the Conference and in any case before 15th March 2019.*

## COST

COST is an intergovernmental framework for European **Co**operation in **S**cience and **T**echnology established to initiate networking and coordination of nationally funded research activities on a European level. It facilitates bringing good scientists together under light strategic guidance based on networks, called COST Actions, centred around research projects in fields that are of interest to COST countries and cooperating countries.

## COST Action ES1408

COST Action ES1408 is a four-year networking action that unites a heterogeneous group of scientists and researchers from across the EU and around the globe with a common goal: development of an economically feasible model for the commercialization of algae-based bioproducts. It is the aim of the action to stimulate not only interaction among research groups across Europe but also to foster cooperation between academia and industry. This scientific platform will generate a synergistic approach for utilization of microalgae biomass for sustainable fuels and fine chemical products. [Here](#) you can download the action's memorandum of understanding.

## Conference Grants

Conference Grants are aimed at supporting PhD students and Early Career Investigators (ECI) [2] from Participating Inclusiveness Target Country (ITC) [3] to attend international science and technology related conferences not specifically organised by the COST Action. The application must be submitted at least 45 days before the conference start date.

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[1] This document summarizes the most important information. Care has been taken to do this as accurate as possible. Refer also to the [COST Vademecum](#) for up to date information.

[2] ECI: A researcher within a time span of up to 8 years from the date they obtained their PhD/ doctorate (full-time equivalent).

[3] ITC participating in the Action: Cyprus, Czech Republic, Croatia, Hungary, Lithuania, Latvia, Poland, Portugal, Romania, Slovenia, Republic of Serbia and Turkey

Financial support may be provided to eligible applicants to attend international science and technology related conferences and the participation must be done so in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives.

The participation at the conference must be completed within a single grant period and within the Action's lifetime (March 23rd 2019).

## Applicants

➢ Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an ITC country participating in the EUALGAE Action.

Note that the ITC should have accepted the memorandum of understanding of this Action (see here). The nationality of the applicant is not a bar to eligibility.

➢ The applicant must make an oral/poster presentation at the conference in question and must be listed in the official event/conference programme. The main subject of the oral presentation/poster presentation/speech at the approved conference must be on the topic of the Action and must acknowledge COST.

➢ The participation of each applicant must be pre-approved by the Core Group of the EUALGAE Action.

➢ Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

## 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 Core Group.

Conference Grants do not necessarily cover all of 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 must 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.

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 must be deducted from the Grant. Documentary evidence of the conference fee amount must be provided to the Grant Holder along with the relevant administrative documents.

The Core Group can approve differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the country where the conference will be held.

Please note the grant will only be paid to the grantee after the end of the conference and the scientific report, which is submitted by the grantee, has been approved.

Grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, etc.

## Application procedure for a Conference Grant

1. Any e-COST user with a complete profile (with institutional affiliation, education details, CV), 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. The application must be submitted at least 45 days before the conference start date.

2. The applicant encodes a Conference Grant (CG) application by logging into e-COST and clicking on the ITC Conference Grants tab. The application form contains the following sections:

   a. Applicant details

   b. 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.)

   c. Bank details

   d. Financial support requested

   e. Supporting documents (2$^{nd}$ page of the application also reachable by clicking on button in the upper left corner)

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

   a. CV (including a list of academic publications – if applicable)

   b. A short description of your involvement in the EUALGAE COST Action

   c. Acceptance letter from the conference organizers (confirming either your speaking slot or your poster presentation)

   d. A copy of the abstract or poster submitted to the conference

4. As soon as the application is submitted, the MC Chair is notified. The applicant also receives a copy of the notification.

## Evaluation process and result announcement

The evaluation of each received Conference Grant application is performed by the Core Group, on behalf of the Management Committee. The MC has given the Core Group the mandate to perform this task on their behalf.

The selection of successful applicants will be based in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives (you can check the objectives in the MoU of the Action).

The evaluation will be based on the scientific excellence of the applicant, the benefit from attending the conference for which the funding is requested with regards to personal development and contribution to EUALGAE scientific objectives. There should be special considerations with respect to supporting COST policies on promoting gender and geographical balance, enabling Early Career Investigators (ECI), etc.

The Core Group will evaluate the Conference grant proposals within a week after the application has been submitted and will inform the Grant Holder of the successful evaluated proposal. The successful applicants will then receive a grant letter from the

Grant Holder, stating the official approval of the application and the granted budget. The applicant has to <u>notify acceptance of the grant by returning the letter</u>, with his/her signature, a week after receiving the grant letter.

## After the conference

The Grantee has 30 calendar days from the end date of the Conference to submit a scientific report via e-COST. The submission of the report is mandatory or else 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](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.

Payment of the Grant is subject to the submitted scientific report being approved by the Action MC Chair. Once approved, payment of the Conference grant will be made by bank-to-bank transfer.

## Acknowledgement of ES1408

The oral presentation/poster presentation/speech at the approved conference <u>must</u> acknowledge COST as follows:

The COST corporate logo[4], the [EU emblem](#) with accompanying text ("Funded by the Horizon 2020 Framework Programme of the European Union"), the EUALGAE logo[5] and the name, acronym and reference number of the COST Action needs to be visible on all relevant materials which are on display or are being distributed at the conference.

## More information

- Websites: [http://www.cost.eu/COST_Actions/essem/Actions/ES1408](http://www.cost.eu/COST_Actions/essem/Actions/ES1408)

  [http://eualgae.eu/](http://eualgae.eu/)

- COST Vademecum: [http://www.cost.eu/download/COSTVademecum](http://www.cost.eu/download/COSTVademecum)

- [Inclusiveness Target Countries (ITC) Conference Grants – User Guide](#)

For further information you may contact the Grant Holder Manager Ms Radoslava Metodieva-López ([radoslava.metodieva@imdea.org](mailto:radoslava.metodieva@imdea.org)).

May 18th, 2018

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[4] The COST logo is available in the [COST website media section](#).
[5] The Grant Holder Manager will provide it to the grantees