



Growing  
**ideas**  
through  
**networks**

# Grant Holder Workshop

Brussels

# Agenda for the Workshop

## **9:30-11:00– Session I**

- Welcome to participants-Tour de Table
- About COST
- COST Grant System
- COST Networking Tools (Part 1)

## **11:00 Coffee Break**

- Make it Real!
- COST Networking Tools (Part 2)

## **12.30-13:15 Lunch Break**

- **13:15 – 16:30- Session II (with coffee break in between)**
- How to use e-COST and Hands-On Training
- Financial Reports

# Tour de Table

- Name

- Role

- Institution/Country



# 39 COST Members

## EU 28

### EU Candidates and Potential Candidates 7

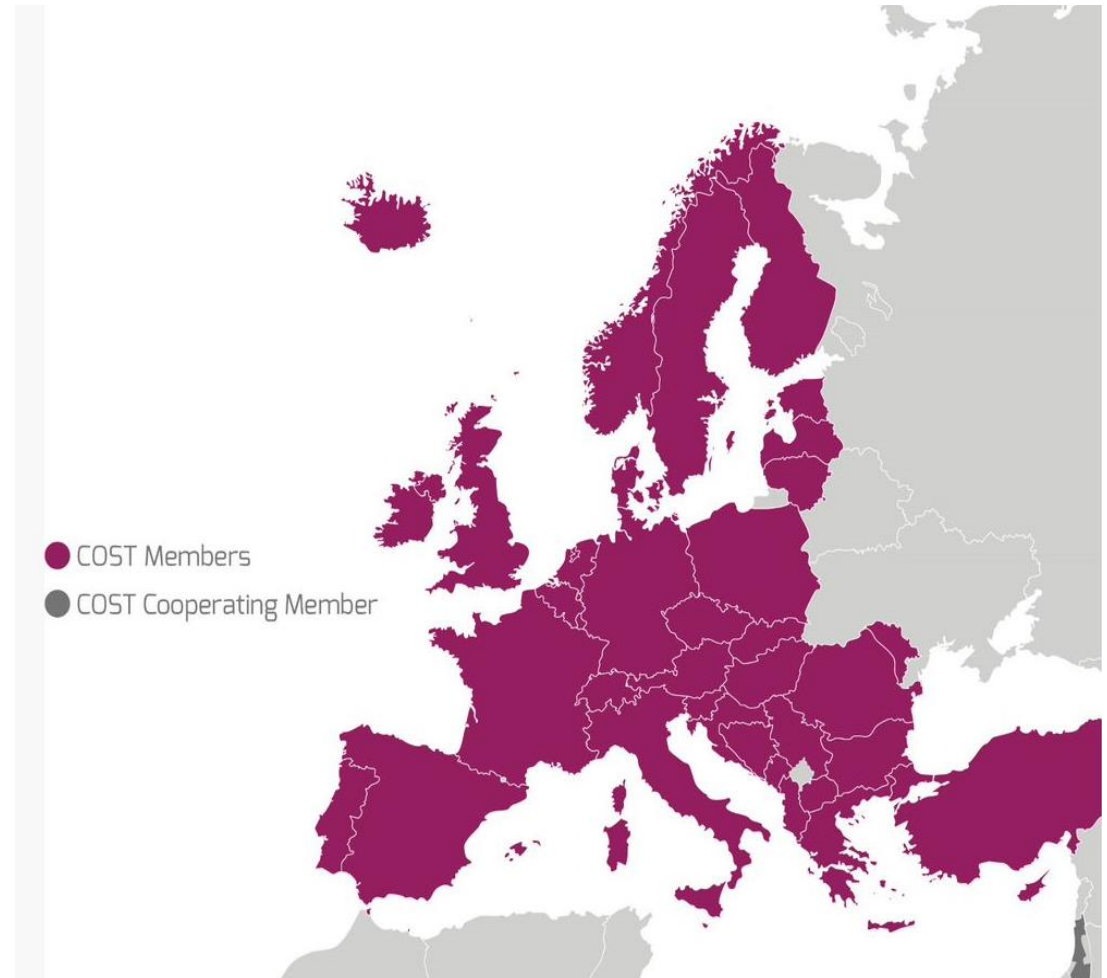
Albania  
Bosnia and Herzegovina  
Republic of North Macedonia  
Moldova  
Montenegro  
Republic of Serbia  
Turkey

### Other Countries 3

Iceland  
Norway  
Switzerland

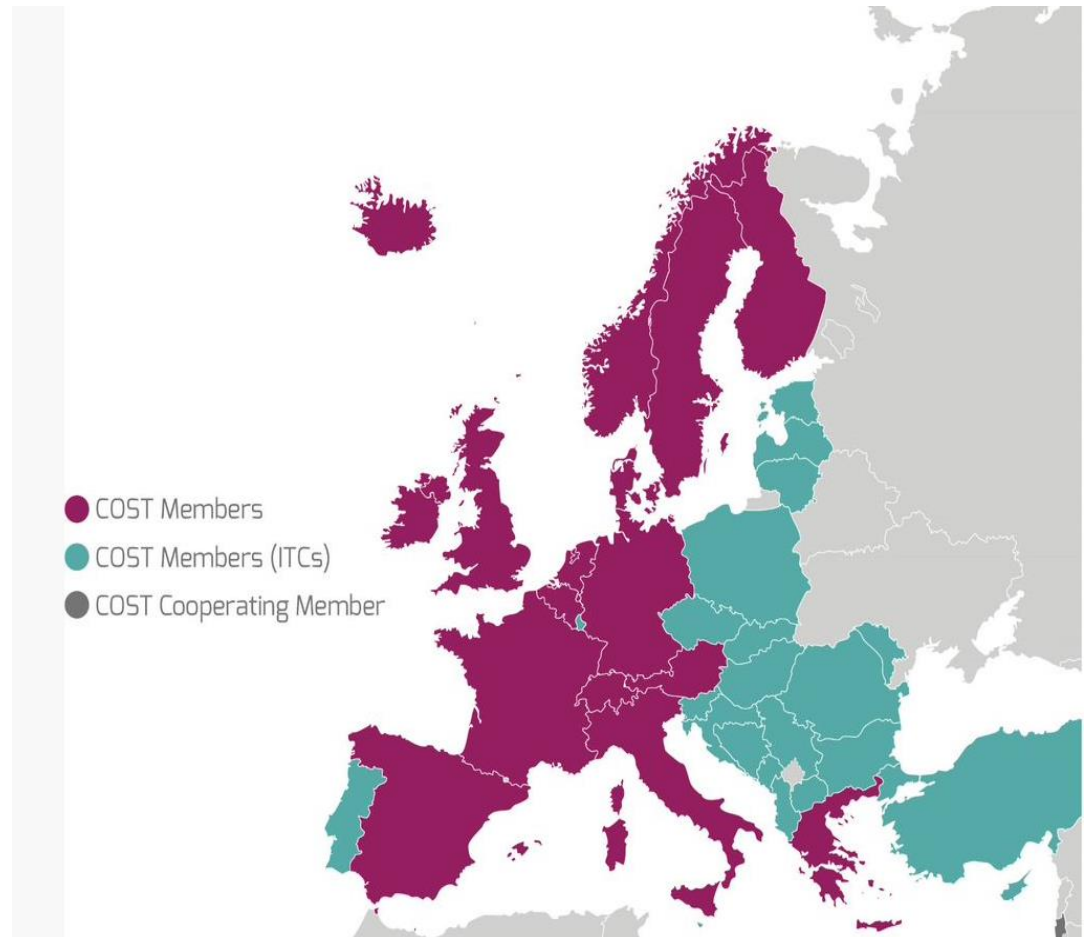
### COST Cooperating Member

Israel

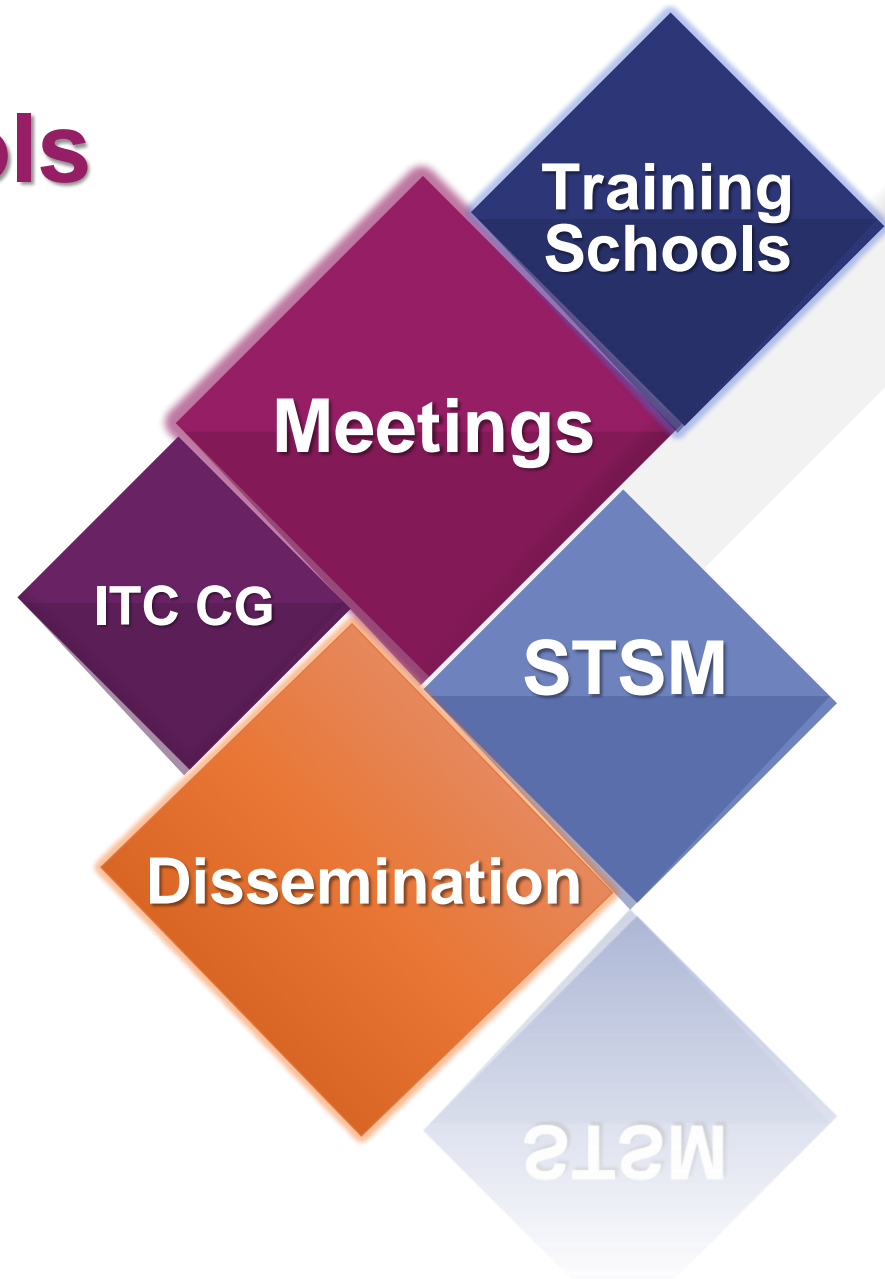
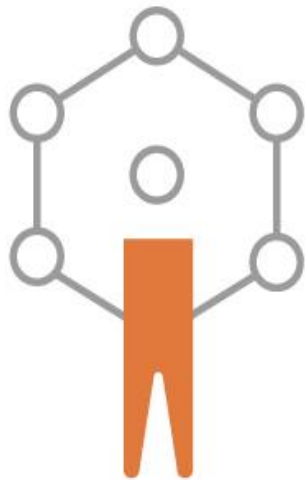


## Inclusiveness Target Countries (ITC)

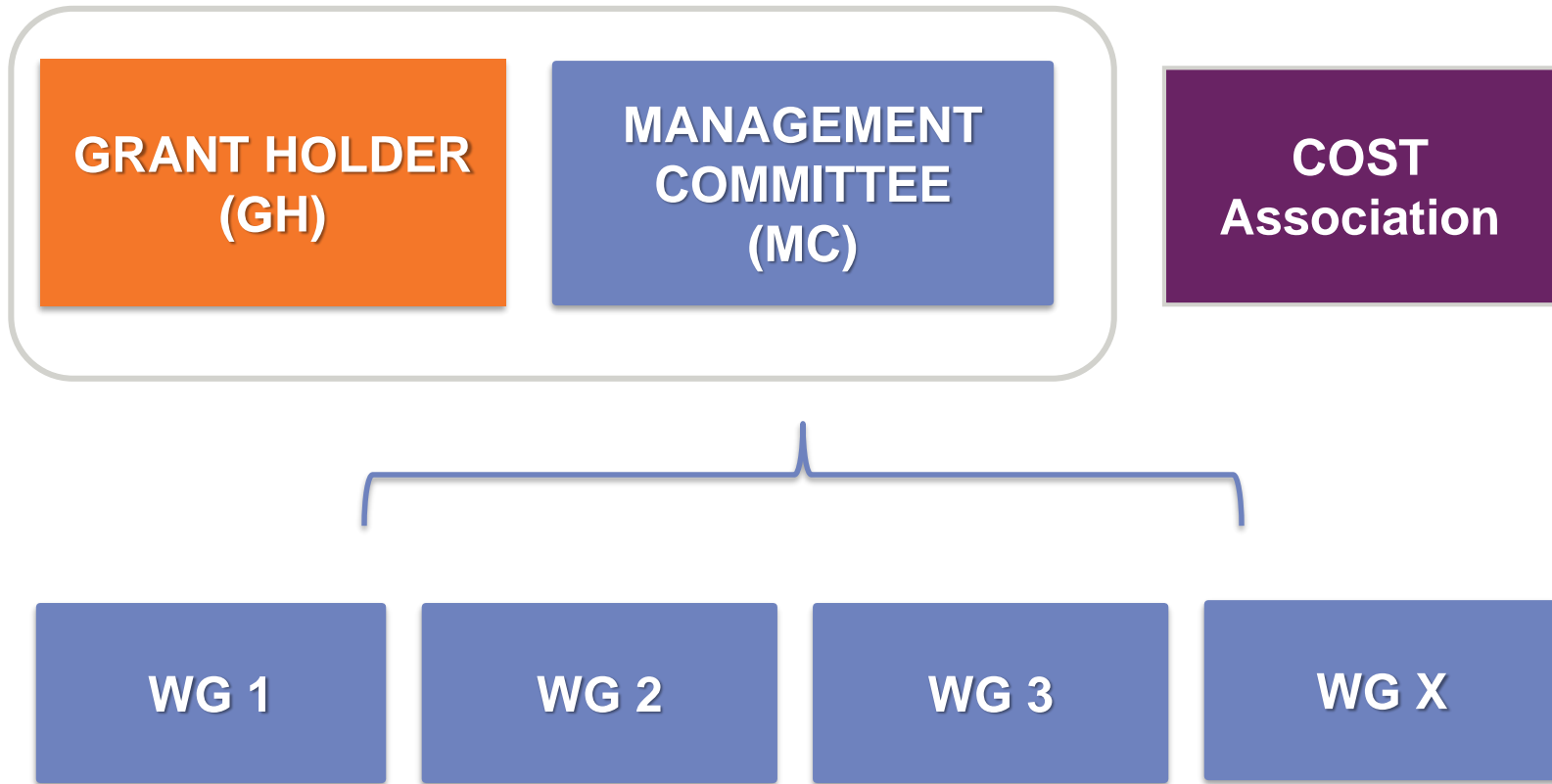
Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, the Republic of Moldova, Montenegro, The Republic of North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey



# Networking tools



# COST Action Structure





# Management Committee

## DECISION MAKING BODY

Coordination, Implementation and Management of funds to achieve the Action's objectives

## COMPOSED OF:

Up to 2 representatives per participating COST Full Member/COST Cooperating Member, nominated by COST National Coordinator (CNC)

# How to Obtain MC Decisions

## MC MEETINGS



2/3 of Participating COST Full Members/COST Cooperating Member

Majority vote with one vote per Participating COST Full Member/COST Cooperating Member

MC decision minuted and sent to COST Association

## WRITTEN PROCEDURE / E-VOTE



Initiated by MC Chair

All MC members

Vote open (7 days)

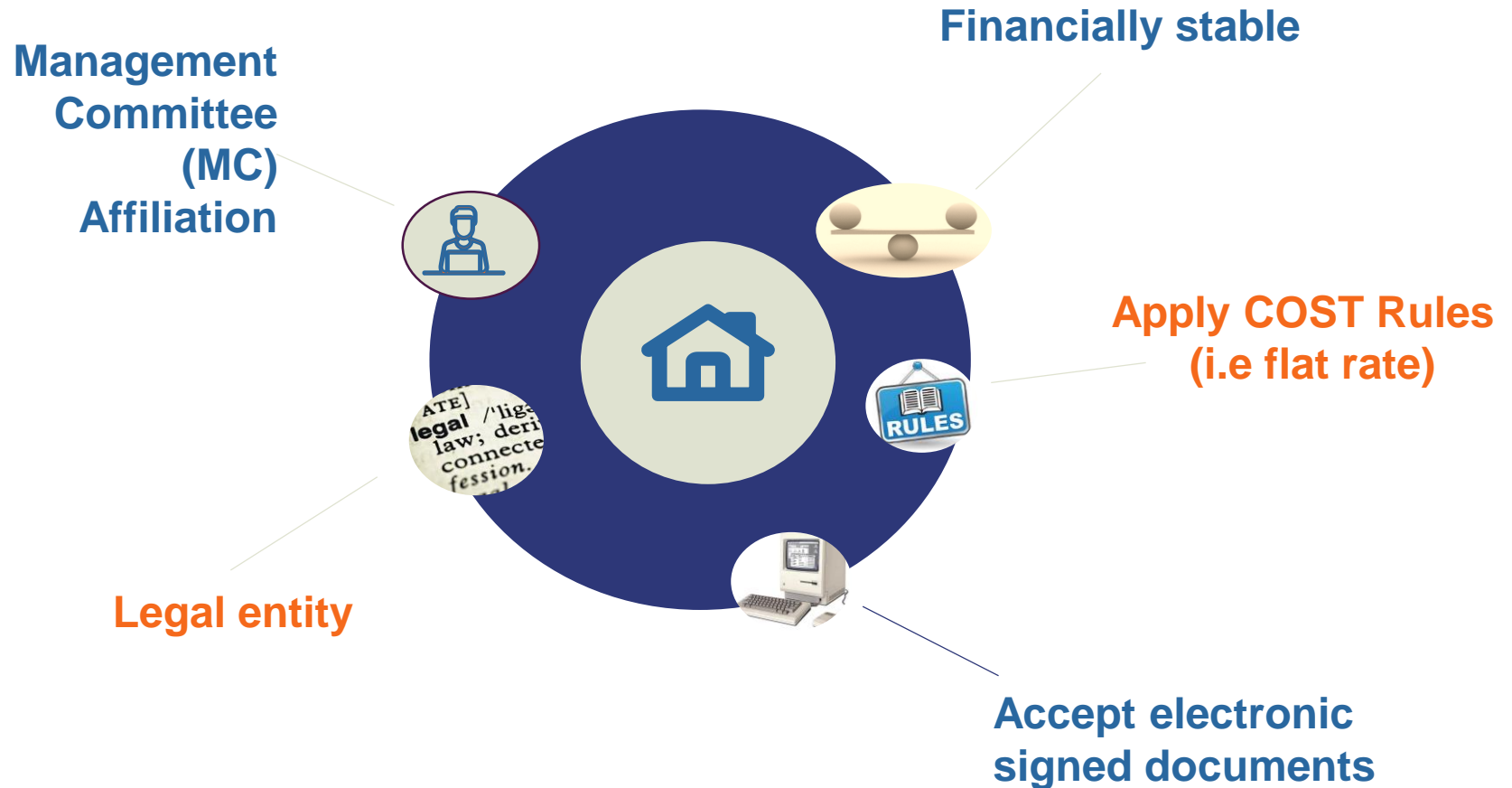
Majority vote with one vote per Participating COST Full Member/COST Cooperating Member

MC decision sent to COST Association and included in minutes of next MC Meeting

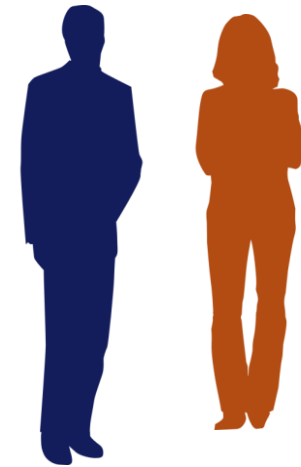


# **COST Grant System**

# The Grant Holder Institution



# Grant Holder Institution – 4 Key Positions



#### Work and Budget Plan

- Scientific activities for the respective Grant Period
- Submitted by MC Chair online
- Approved by COST and MC
- Annex to the Grant Agreement

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**COST  
Association**

**MANAGEMENT  
COMMITTEE  
(MC)**

**COST Association  
negotiates and  
approves Work and  
Budget plan with MC**

**GRANT HOLDER  
(GH)**

**COST Association e-signs AGA with GH via  
e-COST = access to e-COST**

#### Action Grant Agreement (AGA)

- Electronically signed by Legal Representative
- Financial and administrative responsibilities
- Duration
- Budget
- Grant Payment
  - First payment: 50%
  - Second payment: 35%
  - Third payment: up to 15%

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## Work and Budget Plan

- Scientific activities for the respective Grant Period
- Submitted by MC Chair online
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# WORKPLAN

## Annex A - Work And Budget plan - R I

### CA15129

Diagnosis, Monitoring and Prevention of Exposure-Related Noncommunicable Diseases (DiMoPEX)

Grant Period from 01/05/2017 to 30/04/2018

### Summary Budget

| Networking Tool  | Quant. | Budget                |
|--|--------|-----------------------|
| Meetings   | 4      | EUR 61 394.20         |
| Training Schools   | 2      | EUR 25 062.90         |
| Short Term Scientific Missions (STSM)                                      | 4      | EUR 8 000.00          |
| ITC Conference Grant   | 7      | EUR 17 500.00         |
| COST Action Dissemination  | 2      | EUR 4 500.00          |
| Other Expenses Related to Scientific Activities (OERSA)                    | 0      | EUR 0.00              |
| <b>SCIENCE EXPENDITURE :</b>   |        | <b>EUR 116 457.10</b> |
| Financial and Scientific Administration and Coordination (FSAC) - MAX. 15% | 15%    | EUR 17 468.57         |
| <b>TOTAL GRANT :</b>   |        | <b>EUR 133 925.67</b> |



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- Electronically signed by Legal Representative
- Financial and administrative responsibilities
- Duration
- Budget
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  - First payment: 50%
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# Actions Grant Period

Start date: ??/??/????

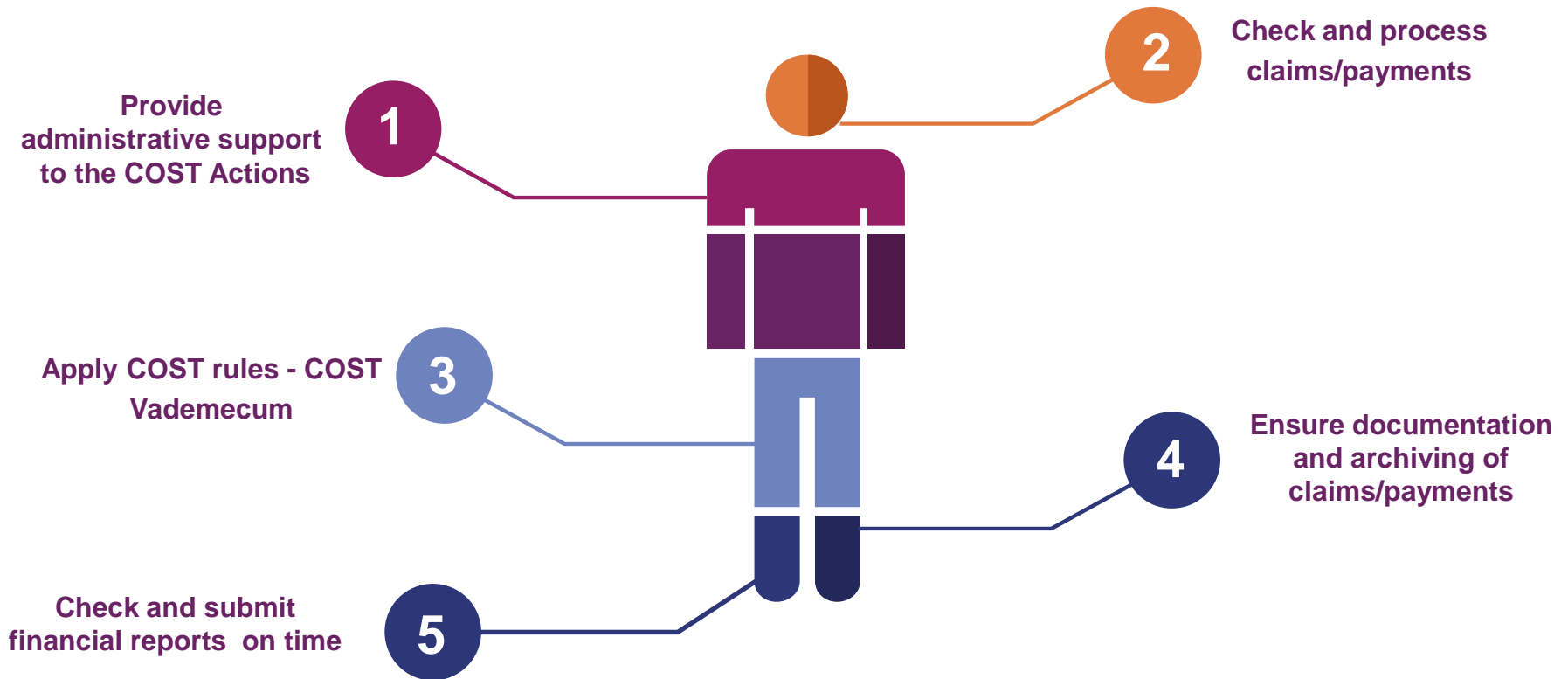
End date: ??/??/????

| Grant Period | Starts | Ends |
|--------------|--------|------|
| GP1          |        |      |
| GP2          |        |      |
| GP3          |        |      |
| GP4          |        |      |
| GP5          |        |      |

# Grant Period – Financial Reporting



# Grant Holder Manager Tasks



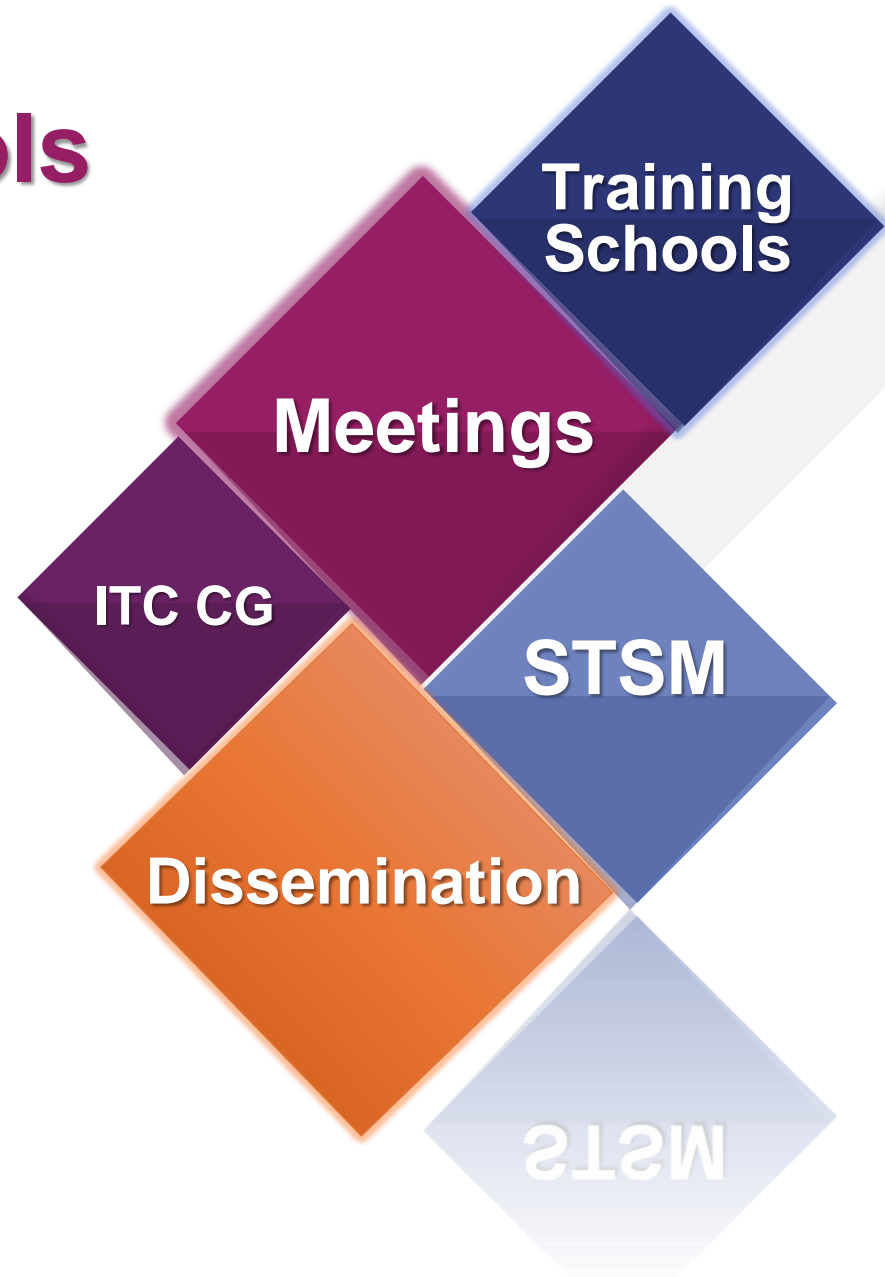
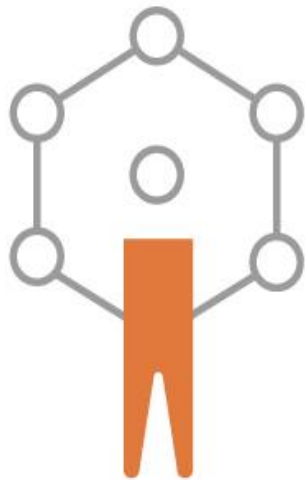
# Grant Holder Institution – Financial Support

- **FSAC** - Financial and Scientific Administration and Coordination support
- Up to 15% of the actual eligible scientific expenses
- Percentage MC1 decision

A grayscale background image showing a hand holding a piece of chalk, writing the words 'KNOW THE RULES' on a chalkboard. The text is written in a bold, uppercase, sans-serif font. The hand is positioned at the bottom right, with the chalk tip touching the board. The overall image has a soft, slightly blurred appearance.

# **COST Administrative Rules and Guidelines**

# Networking tools



A grayscale photograph of three business professionals sitting around a table in a meeting. A man with glasses and a beard is on the left, looking towards the center. A man with glasses is in the middle, smiling and looking towards the right. A woman with glasses is on the right, smiling and looking towards the center. They are all wearing business attire. The word "Meetings" is overlaid in a bold, purple font in the center of the image.

# Meetings



# Types of Meetings

Management  
Committee

Core Group

Working Group



Workshops or  
Conferences

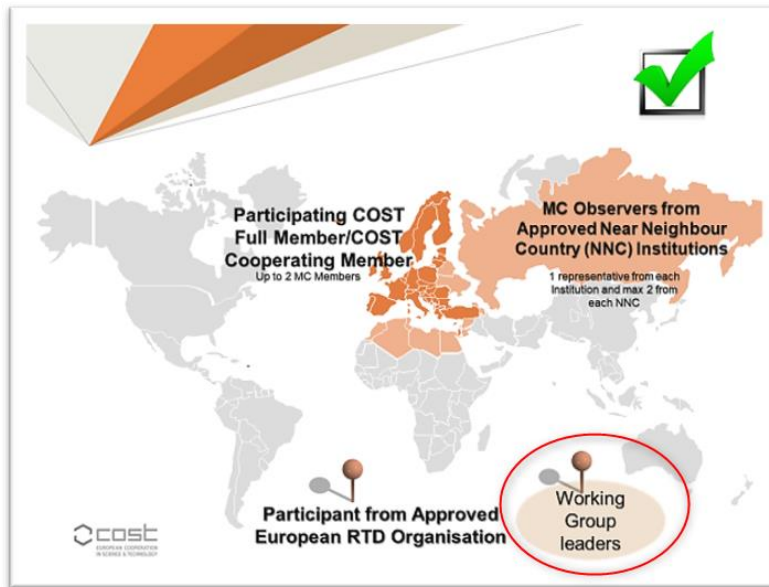
Dissemination  
Meeting

Final Meeting

# Meetings – WHO

Is eligible for **MC meetings**

is eligible for any other **Action meeting**



## Meetings – Who is not eligible

MC Observers from  
COST Partner Members,  
approved IPC  
Institutions, approved IO,  
the EC and EU Agencies

Any other participant not  
specifically mentioned as  
being eligible.

Not eligible  
to be  
reimbursed



# Dissemination Meeting

- MC Members or their Substitutes
- Maximum 2 Action Participants per Grant Period
- Listed in the official programme

## Financial Support:

Eligible Participants that are entitled to be reimbursed can receive financial support for their travel, accommodation and meal expenses plus up to EUR 500 for conference fees.



# Local Transport –travel within 1 country

All Public transport expenses for the entire meeting duration (shuttle, bus, train, metro, and tram ):

- $\leq$  EUR 25  $\rightarrow$  No receipts required
- $>$  EUR 25  $\rightarrow$  All receipts required



Taxi expenses:

- No other means of public transport
- To/From airport between 10pm and 7am

AND

Up to EUR 80 in total with receipts



Car travel

- Proof of distance
  - ✓ EUR 0.20 per km
  - ✓ EUR 0.30 per km with 2 or more eligible participants

Other expenses:

- Parking
- Ferry

# Long distance – cross border travel

## Flight expenses:

- Economy class only
- Max EUR 1200
- **Invoice and full itinerary**

**JET AIRWAYS**  
eTicket Itinerary / Receipt

Issuing Office: Jet Airways  
Place of Issue: www.jetairways.co.uk / IATA  
Date of Issue: 10/05/2014  
Booking Reference (PNR): UUSCUR

**Passenger / Itinerary Details**

| Passenger Name | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details | Passenger / Itinerary Details |
|----------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Mr. J. Doe     | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    | 12/05/2014                    |

**Detailed Itinerary**

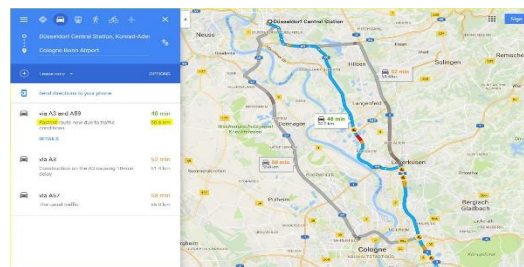
| Flight                        | Class   | Fare Basis | NRN | Status    | Stopover | Remarks    |
|-------------------------------|---------|------------|-----|-----------|----------|------------|
| London (LHR) to Cologne (CGN) | Economy | Y          | NRN | Confirmed | 1 Stop   | 12/05/2014 |

**Fare Details (Includes Base Fare, Taxes, Fees and Charges)**

| Fare         | Amount          | Remarks |
|--------------|-----------------|---------|
| Base Fare    | 1,000.00        |         |
| Taxes        | 100.00          |         |
| Fees         | 100.00          |         |
| Charges      | 100.00          |         |
| <b>TOTAL</b> | <b>1,300.00</b> |         |

## Car travel expenses:

- Maximum distance 2000 km at
  - ✓ EUR 0.20 per km
  - ✓ EUR 0.30 per km with 2 or more eligible participants
- **Proof of distance** (i.e Google Map)



## Train, bus and ferry expenses:

- First, second and business class
- **invoice and receipts**



## Other expenses

- Visa fees
- Luggage Fees
- Travel insurance

## Meetings – non-eligible expenses



- Registration, lecture fees and honoraria
- Insurance (life, medical, health, luggage)
- Fuel, road tolls and car rental
- Charges for a rebooked travel ticket
- Expenses associated with obtaining visas

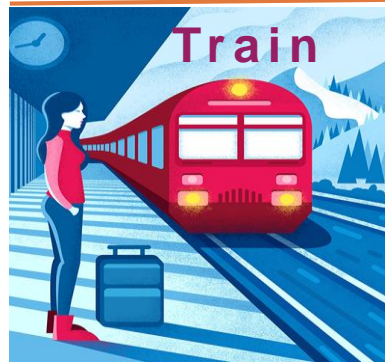


Kind of Local  
Transport  
to be considered  
part of the  
EUR 25 rule

Bus



Train



Metro



Shuttle



Tram





**Car**

**Parking**

**Kind of Local Transport NOT to be  
considered part the EUR 25 rule**

# Accommodation Expenses

- Flat rate: EUR 120 per night
- No receipts
- Maximum nights = actual number of meeting days attended + 1 night before the event
- MC decision: lower flat rate
- Same flat rate



## Meals expenses

- Flat rate: EUR 20 for lunch and dinner
- No receipts
- Based on travel
- Offered meals by Local Organiser Support (LOS)
- MC decision: lower flat rate
- Same flat rate



# Meals calculation

Ex. Meeting dates: 21-22 December

| Meals  | 20-Dec                                |   | 21-Dec | 22-Dec | 23-Dec                            |   |
|--|---------------------------------------|---|--------|--------|-----------------------------------|---|
|  | Departure time from Home/ Institution |   |        |        | Arrival time at Home/ Institution |   |
| Lunch  | Before 12:00 NN                       | Y | Y      | Y      | Before 12:00 NN                   | N |
|  | After 12:00 NN                        | N |        |        | After 12:00 NN                    | Y |
| Dinner   | Before 19:00                          | Y | Y      | Y      | Before 19:00                      | N |
|  | After 19:00                           | N |        |        | After 19:00                       | Y |
| Maximum 8 meals if travelling the day before and after the meeting |                                       |   |        |        |                                   |   |

**The participant attended a 2 days meeting  
10-11/04**

**No meals offered by the Local Organizer  
Left home on 9/4 at 11 a.m.**

**Attended the two days meeting**

**Back home on 12/4 at 3 p.m.**

**How many meals will the participant be  
entitled to? 7**

# TO DO LIST – BEFORE THE MEETING

- 
- |    |                   |    |  |    |   |
|----|-------------------|----|--|----|---|
| 01 | Early invitations | 04 | List of participants to be invited                                 | 07 | Email to participants: Agenda, location, logistics, travel derogation (contact COST), etc |
| 02 | Correct venue     | 05 | Meeting details like date, time, city, etc. 100% correct in e-cost | 08 | Deadline set up for accepting/declining invitations                                       |
| 03 | LOS Meals (# of)  | 06 | Flat rates for accommodation and meals                             | 09 | Encode LOS and send the attendance list to LO   |

## TO DO LIST – AFTER THE MEETING

01

Claims checked and processed within 45 days from meeting end date

02

List of participants confirmed by Action Chair/ Vice Chair via email

03

Payments checked and recorded

04

Not submitted/justified claims removed from e-COST

05

Signed Attendance List uploaded in e-COST

06

Local Organiser Support check, completed and paid



# Online Submission vs Paper Travel Reimbursement Request (TRR)

- Secure
- Faster
- Paperless
- Original documents are the responsibility of the participant

A grayscale photograph of a woman standing and presenting to a group of people seated around a conference table. The woman is on the left, gesturing towards a whiteboard. The whiteboard displays a diagram with a box labeled 'X' and some text. The seated individuals are on the right, looking towards the presenter. A laptop is open on the table in the foreground. The text 'Training Schools' is overlaid in a large, bold, purple font across the center of the image.

# Training Schools

# Training Schools - Eligibility Rules

- **Location:**
    - Participating COST Full Member/COST Cooperating Member
    - Approved NNC Institution
  - **Financial Support:**
    - **Trainers:** same as meetings reimbursement rules
    - **Trainees:** fixed grants - up to EUR 1500 (no receipts)
- 
- From 3 days up to 2 weeks
  - 3 Trainees per 1 Trainer

# Training Schools - Eligibility Rules

## Eligibility for Trainers



## Eligibility for Trainees



A grayscale background image showing a hand holding a pen, poised to write on a document titled 'CHECKLIST'. The document has a column of checkboxes, with the first four marked with checkmarks. The text 'Local Organiser Support (LOS)' is overlaid in a bold, dark red font.

# Local Organiser Support (LOS)

## Local Organiser Support

Flat Rate

OR

Actual Expenses

Per Meeting Day:  
EUR 20 per participant  
based on signed  
attendance list

Invoices  
(V.A.T. excluded)

Up to:  
EUR 5 000  
(No receipts required)

Up to:  
EUR 10 000 (all  
receipts required)

### Eligible Expenses

- Rental: Meeting rooms and audio-visual materials; Poster stand
- Photocopying and printing
- Coffee breaks; light lunches and one networking meal
- Admin support for min 40 participants
- Field trip: if scientifically justified
- Collective bus transfer (**ONLY** in the case of remote meeting location)
- For Training Schools: consumables
- Max of 15% for justifiable administrative support

### Non-eligible Expenses

- Value added taxes (VAT)
- Hotel group reservation
- Field trip expenses without relevant scientific justification
- Purchase of technical equipment & IT devices (i.e. mobile phones, computers, printers, etc.)



# **Short Term Scientific Mission (STSM)**

# STSMs – Financial Support

- Duration:
  - minimum 5 days (including travel)
- STSM activities: within 1 Grant Period
- **Selection of Grantees:** responsibility of the MC
- Financial support: fixed contribution (grant= no receipts)
  - up to EUR 160 per day
  - Up to EUR 300 for travel
  - max EUR 3500
  - ✓ Scientific report approved before payment



## STSM – Specific Provisions

- **Researchers from Participating  
\*Inclusiveness Target Country (ITC) :**

50% of the grant upon completion of the 1st day of the STSM can be paid upon Host confirmation

# STSM eligibility rules

from where to where?

**From** a COST  
Participant  
COST full  
member

**To** another  
COST  
Participants  
COST full  
member

**To** a COST  
Partner  
Member

**To** an approved  
EC Bodies or  
Agency/an  
approved RTD  
Organization / an  
approved IO

**To** an  
approved NNC  
Institutions

**To** a COST  
Cooperating  
member

## STSM eligibility rules

**From** an  
approved RTD  
Organization or  
an approved  
NNC Institution

from where to where?

**To** a COST  
Participants  
COST full  
member

**To** a COST  
Cooperating  
member

**To** a COST  
Partner Member

# **\*ITC Conference Grants for PhDs and ECIs**

**\*Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, the Republic of North Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Moldova, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey**



### Who:

- Only PhD students and Early Career Investigators (ECI) with affiliation in a Participating Inclusiveness Target Country (ITC)
- Oral/poster presentation
- Listed in the official program
- Pre-Approval by the MC/ITC CG Coordinator

### Location:

Attendance at European event/conferences is preferred. However, events/conferences held elsewhere can also be considered.

### Financial Support:

- **Grant** up to EUR 2500 paid after the event.
- Scientific report approved before payment.

A grayscale image of a hand reaching out, overlaid with a network of white dots and lines. The background is a blurred office setting. The word "Dissemination" is written in a bold, purple font across the center of the hand.

# Dissemination

## Aim

To communicate the work and results of the COST Action to a wide range of audiences, including non-scientific ones. Must comply with COST branding rules (<https://www.cost.eu/visual-identity//>) and have minimum 3 co-authors from 3 different countries participating in the Action.

### Eligible Expenses

- Promotional material
- Action website (Throughout the lifetime of the Action, website expenses cannot exceed EUR 9 000).
- Graphic design (up to a maximum of EUR 1000 across the lifetime of the Action – e.g. creation of an Action logo.)
- Multimedia contents
- Publications – including Open Access licenses
- Proof reading, lay outing and editing
- Conference booths (can be considered eligible on a case by case basis and based on the approval of the Action's Science Officer)

### Non-eligible Expenses

- Value Added Tax (V.A.T.).
- Use of COST Funds for sponsorship of events / conferences.
- Fees or charges associated with disseminating or advertising media content and publications that go beyond what is detailed in Section 10.4 of COST Vademecum.
- Marketing gifts such as calendars, pens, notepads, USBs, other gadgets, etc.
- Translation costs.
- Advertisement costs.
- Any expense not listed in the list of eligible expenses detailed in Section 10.4. of COST Vademecum.

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## Final Action Dissemination (FAD)

Additional grant (up to EUR 10.000) to be requested 6 months before the official end date of the Action. The request should be delivered and invoiced no later than 12 months after the official end date of the Action



# OERSA –Other expenses related to Scientific Activities

- Bank charges
  - ✓ Paying participants via bank transfers
  - ✓ Proof of payment
- ✗ Receiving the grant payment
- ✗ Erroneous bank details by participants

# Commonly Used Acronyms

|      |   |  |
|------|---|--|
| SO   | Science Officer   |  |
| AO   | Administrative Officer  |  |
| GH   | Grant Holder  |  |
| MC   | Management Committee  |  |
| WG   | Working Group   |  |
| AGA  | Action Grant Agreement  |  |
| GP   | Grant Period  |  |
|      |   |  |
| FSAC | Financial and Scientific Administration and Coordination (FSAC) |  |
| IFR  | Intermediate Financial Report                                   |  |
| FFR  | Final Financial Report  |  |
| LOS  | Local Organiser Support   |  |
| LO   | Local Organiser   |  |
| STSM | Short Term Scientific Mission                                   |  |
|      |   |  |
| ITC  | COST Inclusiveness Target Countries                             |  |
|      |   |  |
| ECI  | Early Career Investigator                                       |  |
| NNC  | Near Neighbour Country  |  |
| IPC  | International Partner Country                                   |  |
| CNC  | COST National Coordinator                                       |  |

**Thank you**