# \*ITC Conference Grants for ECIs and PhDs

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



### **Key Players**

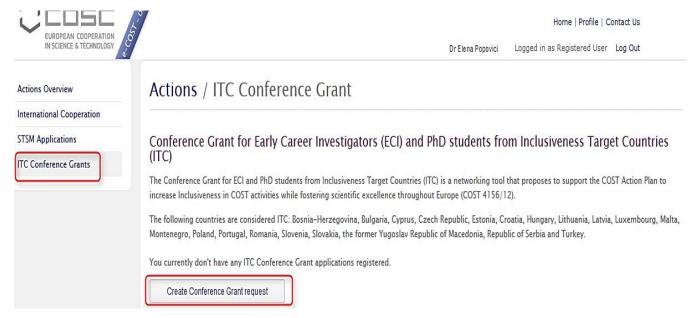
- ITC Conference Grant applicant strictly PhD candidates and Early Career Investigators
- ITC CG Coordinator
  — ITC Conference Grant Coordinator
- GH Grant Holder Manager



### **Before the Conference**



## 1. The applicant submits a request via his e-COST profile.





# 2. The ITC CG Coordinator is notified of the request

Dear MC Chair,

Dr Elena Popovici has submitted an on-line application request for an ITC Conference Grant.

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

http://mirror.prod.cost.local/conferencegrant/approve/2

We thank you for your cooperation.

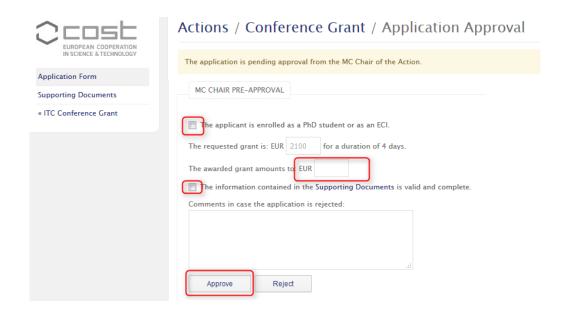
Kind regards,

e-COST

Ref: CG-1



# 3. The ITC CG Coordinator approves or rejects the request.





4. The GH is notified of the approval of the grant application and sends out the Grant Letter on e-COST:

Go to ITC Conference Grants

Revise the forecast

**Click Approved Applications** 

Activate the Application

Send the Grant Letter

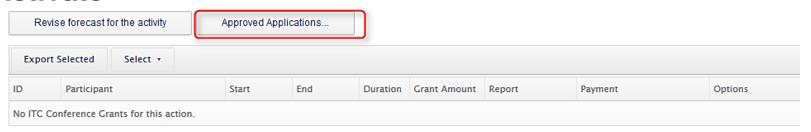


### **Go to ITC Conference Grants**

Networking Tools	Rolling workplan	
	Forecasts	Estimations
>> Meetings	EUR 58 020.00	EUR 2 280.00
>> Training Schools	EUR 0.00	EUR 0.00
>> Short Term Scientific Missions (STSM)	EUR 6 880.00	EUR 0.00
>> ITC Conference Grants	EUR 0.00	EUR 0.00
>> COST Action Dissemination	EUR 1 015.00	EUR 0.00
>> Other Expenses Related To Scientific Activities (OERSA)	EUR 106.00	EUR 0.00
TOTAL EXPENDITURE	EUR 66 021.00	EUR 2 280.00

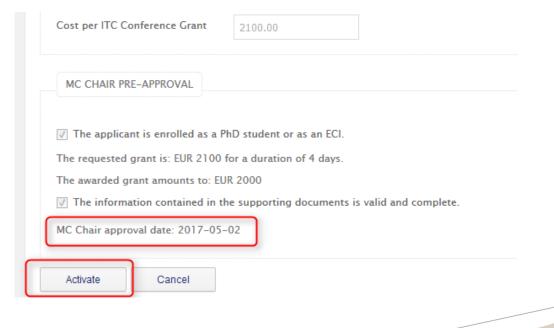


## **Click Approved Applications and then Activate**



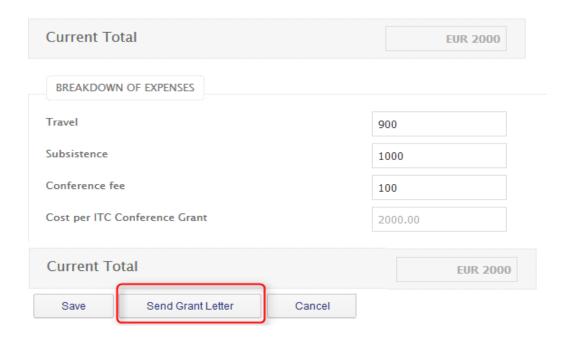
#### Please note:

- You can add an ITC Conference Grant when you have received an e-mail from the MC Chair notifying that an application has been approved.
- Using the "Approved Applications..." you can retrieve the approved ITC Conference Grant from the list of submitted applications.
- When reviewing the approved application you can activate the ITC Conference Grant using the appropriate button.





## Verify details and click Send Grant Letter





### **After the Conference**



# 1. A reminder is sent to the Grantee twice: 1 day and 15 days after the Conference for the applicant to upload his scientific 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-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

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://integ.qa.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



# 2. The ITC CG Coordinator is notified that the scientific report is submitted/uploaded on e-cost. He/She can either approve or reject the report.

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



# 3. The GH is notified that the scientific report is approved

### Dear Grant Holder,

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

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,

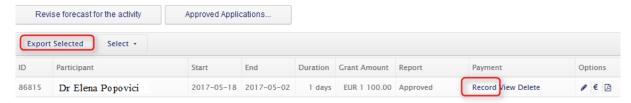
MC Chair

Ref: CG-7



# 4. The GH can proceed with the payment of the grant by clicking Record

### Actions / Periods / Manage Grant 2 / ITC Conference Grants



#### Please note:

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- Using the "Approved Applications..." you can retrieve the approved ITC Conference Grant from the list of submitted applications.
- When reviewing the approved application you can activate the ITC Conference Grant using the appropriate button.

### Actions / Periods / Manage Grant 2 / ITC Conference Grants





## Thank you

