### **Local Organizer Support**

Step by Step Guide



#### **Key Players**

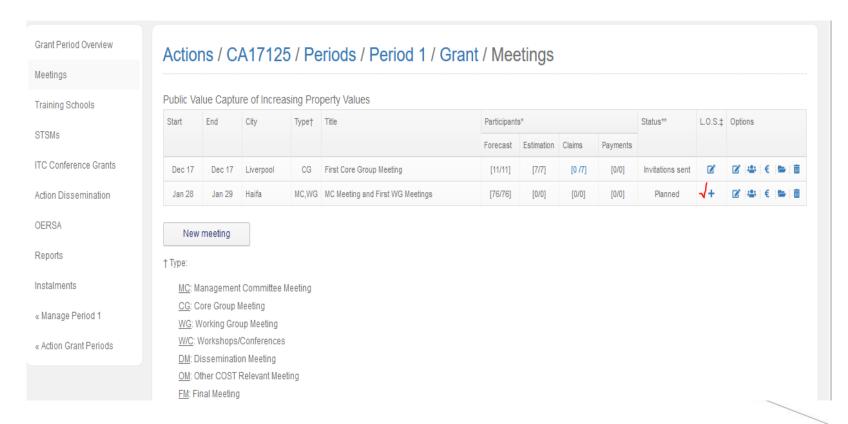
LO	Local Organiser
GH	Grant Holder
MC	Management Committee
LOS	Local Organizer Support



# Before the Meeting

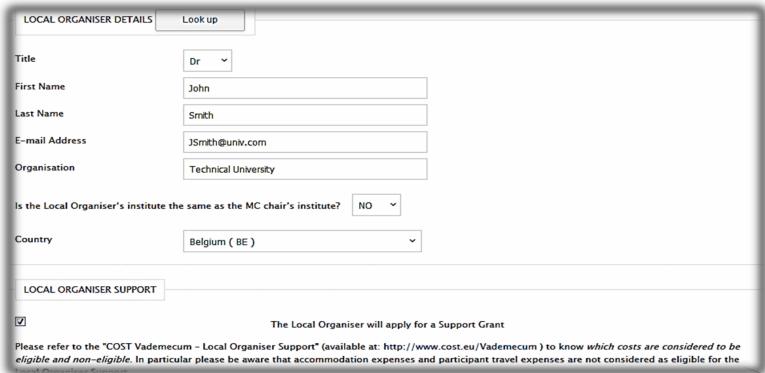


## LOS must always be added (when applicable)





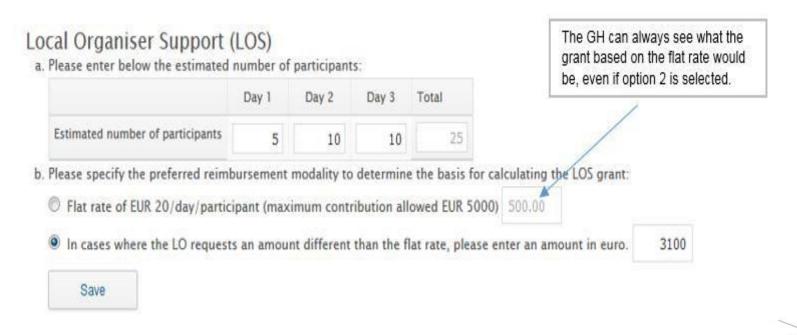
## The GH manually encodes the details of the LO or uses the Look Up button





#### The GH:

- Encodes the estimated number of participants per day
- Chooses the LOS reimbursement modality
- Submits the Request to the MC Chair/Vice Chair





## The MC Chair/Vice Chair approves or rejects the LOS request

#### Local Organiser Support (LOS)

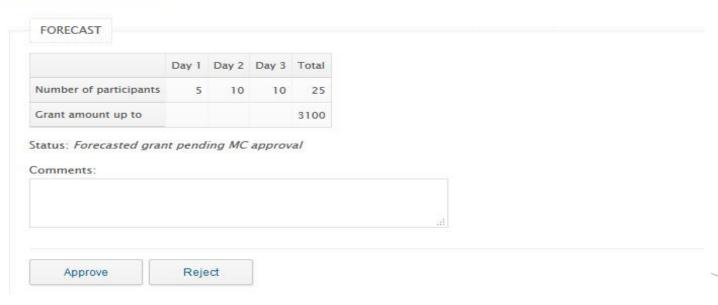
Meeting Title: All WGs meeting "Strategic research agenda"

Meeting Type: Core Group Meeting, Working Group Meeting, Workshops/Conferences, Other COST relevant meeting

Meeting Dates: Wednesday, March 16, 2016 to Friday, March 18, 2016

Meeting Venue:

Local Organiser Institution:





- If the LOS is rejected, the GH is informed and will be able to resubmit the application
- If the LOS is pre-approved, the LO receives a Grant notification letter (see example below)

#### Dear

With reference to your application for a Local Organiser Support grant, I am pleased to notify you that the Management Committee (MC) of COST Action has awarded a grant of up to 3,100.00 EUR as a contribution to the logistics of the aforementioned event.

The funding must be spent according to the rules for "Local Organiser Support" that can be found on <a href="http://www.cost.eu/Vademecum">http://www.cost.eu/Vademecum</a>.

The payment of this grant will be made after:

- the event has taken place,
- the Grant Holder has verified the eligibility of the claim (be aware that a final breakdown of expenses and supporting documents may be needed),
- and the MC has approved the final request

Kind regards,



# After the Meeting



## The LO will receive 2 reminders: 1 day after and 25 days after the meeting

Dear Local Organiser,

This e-mail is to remind you that you haven't completed the steps related to the reimbursement of Local Organiser Support (LOS) grant following the below COST event:

Meeting Title: All group meeting - Policy Strategy

Meeting Type: Core Group meeting, Working Group meeting, Other COST relevant meeting

Meeting Dates: Wednesday, December 9, 2015 to Thursday, December 11, 2015

Meeting Venue: Technical University of Brussels

You are kindly asked to complete the following steps in order to submit your claim:

1. Add the bank details of your institution to your e-cost profile.

To add the bank details, please:

- log into <a href="https://e-services.cost.eu">https://e-services.cost.eu</a>
- o Click on the tab 'Profile', then on 'Bank accounts', 'Add bank accounts', select as 'Type of the account': 'Institution'.

If you had previously entered the bank details of your institution in your e-cost profile, please proceed to step 2.

Click on the link below before Saturday, January 9, 2016 in order to submit your claim in time. Please see section 6
"Local Organiser Support" of the Vademecum available on <a href="http://www.cost.eu/Vademecum">http://www.cost.eu/Vademecum</a>

http://qa-ecost-dev.cost.local/reimbursement/958811a3f9752148665a8538a5048831

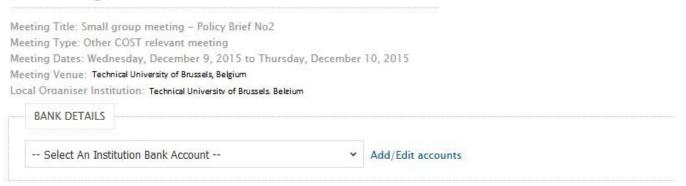
Failure to submit your claim in time may result in the cancelation of the Local Organiser Support (LOS) grant. Kind regards,

Grant Holder



## The LO completes the actual number of participants and chooses the reimbursement modality

#### Local Organiser Reimbursement



#### Local Organiser Support (LOS)

Please enter below the number of participants who attended the event (based on the attendance list)

	Day 1	Day 2	Day 3	Total
Number of participants	5	10	10	25

Please specify the preferred reimbursement modality to determine the basis for calculating the LOS grant:

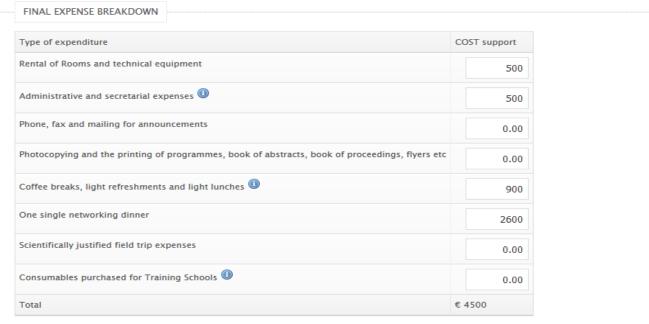
Flat rate of EUR 20/day/participant (maximum contribution allowed EUR 5000)

In cases where the LO requests an amount different than the flat rate, please enter an amount in euro:



4500

## The LO enters the expense breakdown if not using the flat rate modality



#### Instructions:

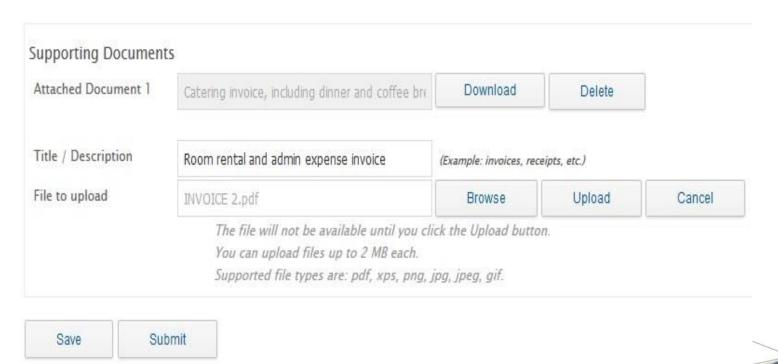
All amounts must be in EUR. For amounts in currencies other than the EUR, please convert them to EUR using InforEuro. VAT is not an eligible expense.

Meals (light lunches and one networking dinner) can be reimbursed if deducted from the daily allowance of the eligible participants.



#### The LO must:

- Upload all invoices
- Click on "Submit" the LOS claim to the GH





## The GH receives an email notification about the LOS submission by the LO

Dear Grant Holder,

The Local Organiser of this event has submitted the Local Organiser Support (LOS) request.

You are kindly asked to review this request by clicking on the link below:

http://qa-ecost-dev.cost.local/ghs/1622/meetings/68429/editlo/

You are kindly asked to:

- 1. Verify that the actual number of participants who attended the aforementioned meeting corresponds to the attendance list
- 2. Upload the event attendance list in e-cost
- Verify the eligibility of the expenses claimed by the Local Organiser. Please be reminded that VAT is not an eligible expense.
   Ineligible amounts must be deducted from the payable amount.

For a complete overview of the Local Organiser Support (LOS), please see the relevant section of the Vademecum

at http://www.cost.eu/Vademecum

Kind regards,

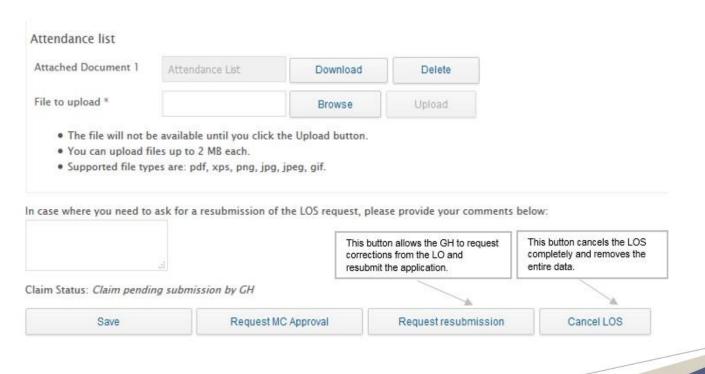
e-cost



#### The GH must:

- Verify the claim
- Upload the attendance list
- Request for MC Chair/Vice Chair approval

The GH can also send back the LOS to the LO for resubmission.





When the LO claims an amount different from the flat rate, the GH must make sure that the amount in the box matches the final amount in the breakdown of expenses before submitting for approval to the MC Chair.

ase specify the preferred reimbursement modality to determine the basis for calculating th	e LOS grant:
Flat rate of EUR 20/day/participant (maximum contribution allowed EUR 5000) 2100.00	
In cases where the LO requests an amount different than the flat rate, please enter an amo	ount in euro: 10000.0
s evidenced by the signed attendance list	
FINAL EXPENSE BREAKDOWN	
Type of expenditure	COST support
Rental of Rooms and technical equipment	3129.03
Administrative and secretarial expenses ①	800.00
Phone, fax and mailing for announcements	160.52
Photocopying and the printing of programmes, book of abstracts, book of proceedings, flyers etc.	437.62
Coffee breaks, light refreshments and light lunches $lacktriangle$	5472.83
One single networking dinner	0.00
Scientifically justified field trip expenses	0.00
Consumables purchased for Training Schools (1)	0.00
Total	€ 10000 _



## The MC Chair/Vice Chair receives an email to approve/reject the claim

Dear MC Chair,

Meeting Title: All group meeting

Meeting Type: Core-Group meeting, Working Group meeting, Other COST relevant meeting

Meeting Dates: Wednesday, December 9, 2015 to Thursday, December 11, 2015

Meeting Venue: Technical University of Brussels

Status: Claim pending MC approval

The Grant Holder is requesting the MC approval for the Local Organiser Support (LOS) associated with this event.

Please approve or reject the budget application by clicking on the link below: http://ga-ecost-dev.cost.local/action/instruments/68429

We thank you for your cooperation.

Kind regards,

Grant Holder

Comments:

Approve Request additional information



## Once approved, the GH receives an email notification. This effectively finalizes the claim on e-cost

Dear Grant Holder,

Meeting Title: All group meeting

Meeting Type: Core-Group meeting, Working Group meeting, Other COST relevant meeting

Meeting Dates: Wednesday, December 9, 2015 to Thursday, December 11, 2015

Meeting Venue: Technical University of Brussels

On behalf of the Management Committee of the COST Action, the MC Chair of the Action has approved the request of Technical University of Brussels for a budget of 4 500.00 EUR to support the aforementioned event.

The LOS process is complete and can be sent for payment.

We thank you for your cooperation.

Kind regards,

MC Chair



# The GH clicks on 'Claims' and records the payment. An email notification with the payment details will be sent to the LO.

