

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)

Grant Period Overview

Meetings

Training Schools

STSMs

ITC Conference Grants

Action Dissemination

OERSA

Reports

Instalments

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« Action Grant Periods

Actions / CA17125 / Periods / Period 1 / Grant / Meetings

Public Value Capture of Increasing Property Values

Start	End	City	Type†	Title	Participants*				Status**	L.O.S.‡	Options
					Forecast	Estimation	Claims	Payments			
Dec 17	Dec 17	Liverpool	CG	First Core Group Meeting	[11/11]	[7/7]	[0 /7]	[0/0]	Invitations sent		
Jan 28	Jan 29	Haifa	MC,WG	MC Meeting and First WG Meetings	[76/76]	[0/0]	[0/0]	[0/0]	Planned		

† Type:

- MC: Management Committee Meeting
- CG: Core Group Meeting
- WG: Working Group Meeting
- WC: Workshops/Conferences
- DM: Dissemination Meeting
- OM: Other COST Relevant Meeting
- FM: Final Meeting

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

LOCAL ORGANISER DETAILS

Title

First Name

Last Name

E-mail Address

Organisation

Is the Local Organiser's institute the same as the MC chair's institute?

Country

LOCAL ORGANISER SUPPORT

The Local Organiser will apply for a Support Grant

Please refer to the "COST Vademecum – Local Organiser Support" (available at: <http://www.cost.eu/Vademecum>) to know *which costs are considered to be eligible and non-eligible*. In particular please be aware that accommodation expenses and participant travel expenses are not considered as eligible for the Local Organiser Support.

The GH:

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

Local Organiser Support (LOS)

a. Please enter below the estimated number of participants:

	Day 1	Day 2	Day 3	Total
Estimated number of participants	5	10	10	25

The GH can always see what the grant based on the flat rate would be, even if option 2 is selected.

b. 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) 500,00
- In cases where the LO requests an amount different than the flat rate, please enter an amount in euro. 3100

Save

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:

FORECAST

	Day 1	Day 2	Day 3	Total
Number of participants	5	10	10	25
Grant amount up to				3100

Status: Forecasted grant pending MC approval

Comments:

Approve

Reject

- 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 <http://www.cost.eu/Vademecum>.

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:

- o log into <https://e-services.cost.eu>
- 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.

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 <http://www.cost.eu/Vademecum>

<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

Meeting Title: Small group meeting – Policy Brief No2

Meeting Type: Other COST relevant meeting

Meeting Dates: Wednesday, December 9, 2015 to Thursday, December 10, 2015

Meeting Venue: Technical University of Brussels, Belgium

Local Organiser Institution: Technical University of Brussels, Belgium

BANK DETAILS

-- Select An Institution Bank Account --

Add/Edit accounts

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

FINAL EXPENSE BREAKDOWN

Type of expenditure	COST support
Rental of Rooms and technical equipment	<input type="text" value="500"/>
Administrative and secretarial expenses ⁱ	<input type="text" value="500"/>
Phone, fax and mailing for announcements	<input type="text" value="0.00"/>
Photocopying and the printing of programmes, book of abstracts, book of proceedings, flyers etc	<input type="text" value="0.00"/>
Coffee breaks, light refreshments and light lunches ⁱ	<input type="text" value="900"/>
One single networking dinner	<input type="text" value="2600"/>
Scientifically justified field trip expenses	<input type="text" value="0.00"/>
Consumables purchased for Training Schools ⁱ	<input type="text" value="0.00"/>
Total	€ 4500

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

Supporting Documents

Attached Document 1	Catering invoice, including dinner and coffee bri	Download	Delete	
Title / Description	Room rental and admin expense invoice	<i>(Example: invoices, receipts, etc.)</i>		
File to upload	INVOICE 2.pdf	Browse	Upload	Cancel

*The file will not be available until you click the Upload button.
You can upload files up to 2 MB each.
Supported file types are: pdf, xps, png, jpg, jpeg, gif.*

Save Submit

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
3. 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.

Attendance list

Attached Document 1

File to upload *

- The file will not be available until you click the Upload button.
- You can upload files up to 2 MB each.
- Supported file types are: pdf, xps, png, jpg, jpeg, gif.

In case where you need to ask for a resubmission of the LOS request, please provide your comments below:

This button allows the GH to request corrections from the LO and resubmit the application.

This button cancels the LOS completely and removes the entire data.

Claim Status: *Claim pending submission by GH*

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.

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) 2100.00
- In cases where the LO requests an amount different than the flat rate, please enter an amount in euro: 10000.00 ✓

** As 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 ⓘ	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 ⓘ	5472.83
One single networking dinner	0.00
Scientifically justified field trip expenses	0.00
Consumables purchased for Training Schools ⓘ	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

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://qa-ecost-dev.cost.local/action/instruments/68429>

We thank you for your cooperation.

Kind regards,

Grant Holder

Status: Claim pending MC approval

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.

Meetings

[Action] TU1405 - European network for shallow geothermal energy applications in buildings and infrastructures (GABI)

Start	End	City	Type†	Title	Participants*				Status**	L.O.S.‡	Options
					Forecast	Estimation	Claims	Payments			
Jul 02	Jul 03	Cambridge	MC,WG	MC Meeting & WG Meeting	[35/45]	[38/38]	✓ [38/38]	[38/38]	Paid	Yes ✎	
Dec 09	Dec 11	Lisbon	WG,MC,CG	WG1&4 Meeting	[28/50]	[46/46]	[41/46]	[0/5]	TBR	Yes ✎	
Mar 15	Mar 16	Bucarest	MC,WG	MC Meeting & WG Meeting	[35/35]	[0/0]	[0/0]	[0/0]	Planned	No ✎	

New meeting