

**PROCEDURE TO APPLY FOR
INCLUSIVENESS TARGET COUNTRIES (ITC) Conference Grants
CA18112 – Mechanochemistry for Sustainable Industry**

ITC Conference Grants are a recent networking tool in COST that are aimed at supporting young researchers, Ph.D. students and Early Career Investigators (ECI). The tool aims to establish strong networks and increase the ITC visibility in the research community. They are an excellent tool for capacity building and their implementation can significantly impact the career of these researchers.

ELIGIBILITY RULES

Applicants must meet the following conditions

- Applicants must be engaged in an official research program as a Ph.D. student or postdoctoral fellow or being an Early Career Investigator- ECI (*Note: an Early Career Investigator is defined by COST as a researcher whose career spanned less than 8 years between the date of the PhD/doctorate or similar experience and the date of involvement in the COST Action*).
- The application should be submitted at least 45 days before the conference start date. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered. Registration fees in virtual conferences are also considered. COST Action 18112 directly related conferences (**but not organized by the COST Action**) are preferred.
- Applicants must make an oral/poster presentation at the conference in question. In the case of virtual conferences, the presentation will be carried out via the platforms indicated by the conference. The main subject of the oral presentation / poster presentation at the approved conference must be on the topic of the Action 18112 and must acknowledge CA18112 support. Oral presentations will be preferred.

Application

- Besides completing the online information in the e-COST, it is also necessary to upload the following support documentation: a) abstract or poster of the scientific work to present at

the meeting; b) support letter from the supervisor, including the motivation for the participation (on-site or virtual), in agreement with the Action objectives; c) other 'supporting documents' (CV, acceptance letter from the conference organizers, etc.) to upload in the e-COST area when the applicant encodes the request.

- ITC Conference grantee has to upload acceptance letter and if not accepted, no grant can be approved. In case the acceptance is not available during the e-COST submission, it can be 'temporarily' replaced by other support document justifying the pending status. However, grant can only be approved after acceptance is confirmed.

Deadline for the current open call:

- The application should be submitted before February 28th, 2021.

Evaluation criteria

- Scientific merit of the proposal based on the abstract submitted (better if the work was already published), also considering the scientific scope of the proposed participation (on-site or virtual) and how it will support the ACTION in achieving its scientific objectives.
- Presentation of research activities developed in the frame of a collaborative project within two (or more) different COST Member Countries will be preferred.
- Oral presentations are favoured over poster presentations.
- Applicants (or groups) priority awarded with a grant will have a lower priority.
- Applicants not benefitting of other funds (all types, directly or indirectly) will have the priority.
- Participation in European conferences (if on-site) will be preferred.
- Take into consideration geographical, gender and degree balance and consider the inclusiveness criteria.
- The ITC coordinator manages the evaluation according to the rules (see specific Guidelines for ITC Conference Grants) and approve/reject the application.

Appropriate scale of financing

A Conference Grant is a financial contribution, which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the ITC Conference Grant Coordination team. 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 300 for travels within Europe.
- Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the selected Grantee.
- Accommodation and meal expenses are calculated according to the daily allowance per day, based on the country of the meeting place, as defined by COST.
- Up to a maximum of EUR 2 000 in total can be granted to each successful applicant.

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 shall be deducted from the Grant. Documentary evidence of the conference fee amount shall be provided by the applicant and shall be archived by the Grant Holder along with the relevant administrative documents.

Multiple applications to several Actions by the same person to attend the same conference is strictly forbidden and may lead to the cancellation of the grant.

Commitments before/during the conference:

Acknowledge COST and EU H2020 Programs in presentation/posters. Always use the official logos and visual identity (*see specific guidelines*).

Commitments after the conference:

- After the conference implementation, the successful applicants must submit travel documentation, and/or fee invoice (if applicable) within 1 month in order to claim the

grant. The grant is only paid after the conference implementation and the submission of the requested information.

- Applicants must submit a detailed report within 1 month after the conference (mandatory) in the e-COST system. Late submission, beyond the deadline leads to Grant cancellation.
- The template for scientific report would be provided by the ITC Grant coordinator upon request; the use of the template is mandatory. The scientific report has to include: a) For oral presentations, the official conference program with the name of the applicant listed as a speaker has to be included at the end of the report referred to as ANNEX 1 (mandatory); b) The presentation (oral or poster) referred to as ANNEX 2 (mandatory).
- The applicant must send the presentation (oral or poster) to the ITC Grant Coordinator (mandatory) who manages to upload it in a private area of COST Action CA18112 website.
- Successful applicants should write a feedback form at the public website of the Action (mandatory).
- **The ITC conference grantee** is invited to share his/her results during the next Action meeting (*e.g.* WG meetings) upon funding availability.

The ITC Conference Grant Manager,

Vânia ANDRÉ