

# INCLUSIVENESS TARGET COUNTRIES (ITC) CONFERENCE GRANTS

## User guide

April/2017



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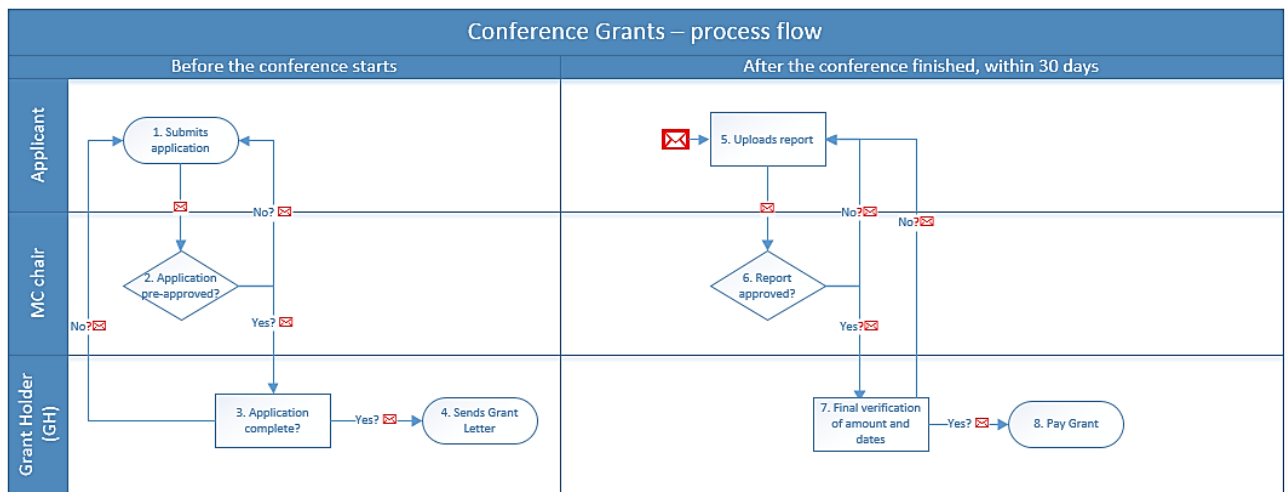
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# 1. PROCESS FLOW

This document describes the Conference Grants (CG) process, from the moment an applicant submits an application for approval by the Management Committee (MC) Chair to the payment and recording of the amount paid by the Grant Holder (GH) to the grantee.

It is necessary to separate the process in 2 parts: one describes the step to be performed before the mission starts and another the steps to be performed after the mission ends.

Process flow



# 2. KEY PLAYERS

- ITC Conference Grant applicant
- MC Chair coordinator
- Grant Holder (GH)

## ITC Conference Grant applicant

Any e-COST user who is a PhD student or an Early Career Investigator (ECI) and is affiliated with an institution located in an ITC<sup>1</sup> country participating in the Action can submit an application request for an ITC Conference Grant. The application must be submitted at least 45 days before the conference start date.

The applicant must be engaged in an official research programme as a PhD Student or postdoctoral fellow.

## MC Chair

The MC Chair performs the evaluation of each received Conference Grant application. The tasks include: evaluate applications, approve or reject these applications in e-cost, evaluate the scientific report after the mission, post-approve or reject the report.

<sup>1</sup> The following countries are considered ITC: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey.

## Grant Holder

The GH monitors the incoming approved applications, sends the successful applicants their Grant Notification and ensures that all grants are paid within the deadline of 30 days.

## 3. PROCESS OVERVIEW

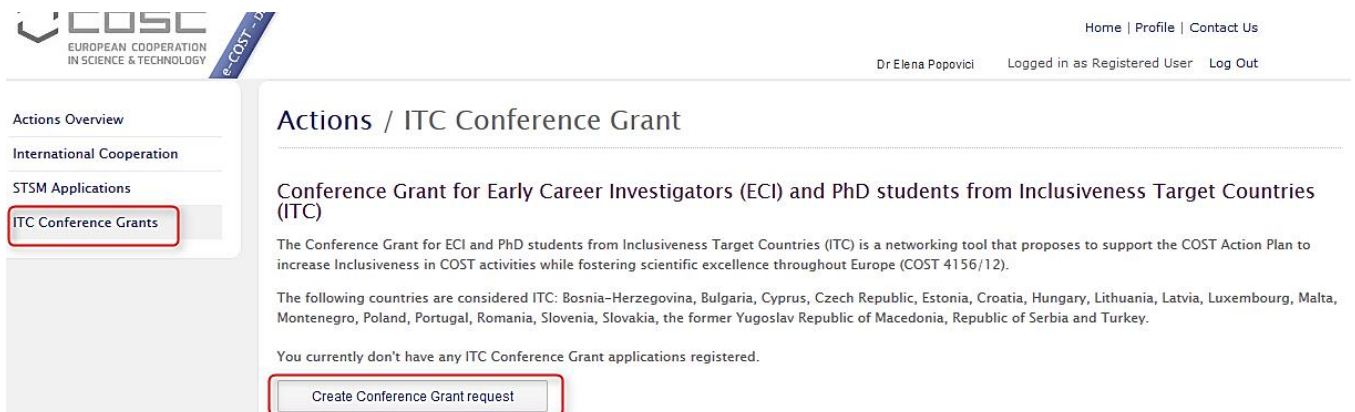
### 3.1 Applicant creates a Conference Grant request

The applicant encodes a CG application by logging into e-COST and clicking on the ITC Conference Grants tab.

The tab 'ITC Conference Grants' will not be available in the following cases:

- If the applicant's e-COST profile is incomplete, they will first have to fill in the missing information (affiliation, education details, CV)
- If the primary affiliation of the applicant is not in an ITC country
- If the Education details of the applicant do not demonstrate that (s)he is a PhD student or an ECI

Any already submitted applications are available for consultation in the applicant's e-COST profile. To submit a new application, the applicant presses the button 'Create Conference Grant Request'.



The screenshot shows the e-COST user interface. At the top left is the COST logo. At the top right are navigation links: Home | Profile | Contact Us. Below that, the user's name 'Dr Elena Popovici' and login status 'Logged in as Registered User' are displayed, along with a 'Log Out' link. On the left side, there is a sidebar menu with the following items: 'Actions Overview', 'International Cooperation', 'STSM Applications', and 'ITC Conference Grants' (which is highlighted with a red box). The main content area is titled 'Actions / ITC Conference Grant'. It contains the following text: 'Conference Grant for Early Career Investigators (ECI) and PhD students from Inclusiveness Target Countries (ITC)'. Below this, it explains that the ITC is a networking tool to support the COST Action Plan. A list of ITC countries is provided: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey. At the bottom, it states 'You currently don't have any ITC Conference Grant applications registered.' and features a button labeled 'Create Conference Grant request' (highlighted with a red box).

The application form contains the following sections:

- Applicant details
- Conference Grant details (the **attendance** at the conference must start and end during the same Grant Period (GP). If a GP is not active, the applicant will not be able to submit an application.
- Bank details
- Financial support
- Supporting documents (2<sup>nd</sup> page of the application also reachable by clicking on button in the upper left corner)

## Actions / Conference Grant / Application Form

### APPLICANT DETAILS

Home Institution \*

-- Select Institution --

Degree level	Scientific field	Year (to be) awarded
Doctoral level or equivalent	Health Sciences	2014

[Add/Edit Education Details](#)

### CONFERENCE GRANT DETAILS

Action Number \*

-- Select An Action --

Conference title \*

Conference web page (if available)

Grant period \*

-- Select Grant Period --

A Grant Period refers to the period of time that the Grant Holder of each Action has to complete their Action objectives. A Grant Period runs for one year unless stated otherwise. An ITC Conference Grant application must start and end during one single Grant Period.

Conference start date \*

Conference end date \*

Attendance start date \*

The attendance start and end date should fall within the selected Grant period.

Attendance end date \*

Number of conference days attended

Venue \*

City \*

Country \*

-- Select Country --

### BANK DETAILS

Bank account

-- Select Bank Account --

[Add/Edit Accounts](#)

The bank details can be set or changed later on when the applicant submits the Scientific Report after the end date of the conference.

### FINANCIAL SUPPORT

Amount for Travel in € \*

Amount for Subsistence in € \*

(up to a maximum of EUR 160 per day)

Amount for Conference fee in € \*

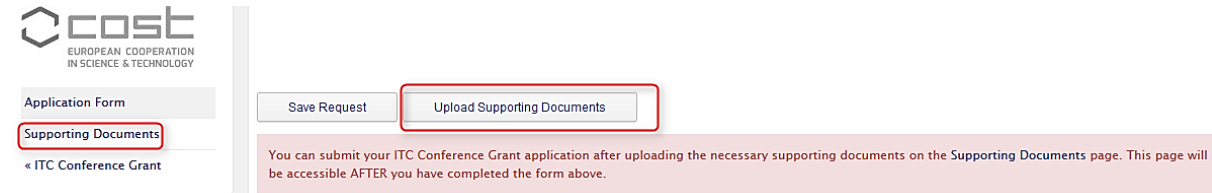
(up to a maximum of EUR 500)

Total Amount in €

Save Request

The request can be save only if all fields have been completely on the page, otherwise the information is lost.








After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application.



## Actions / Conference Grant / Supporting Documents

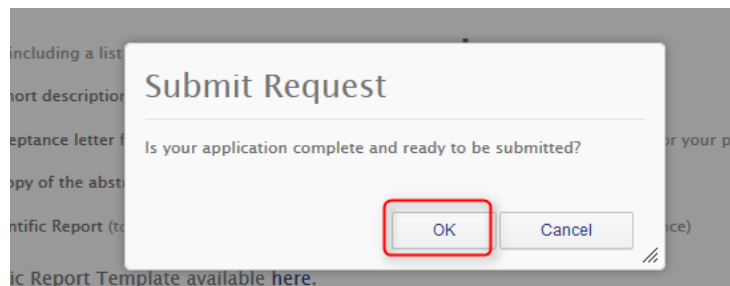
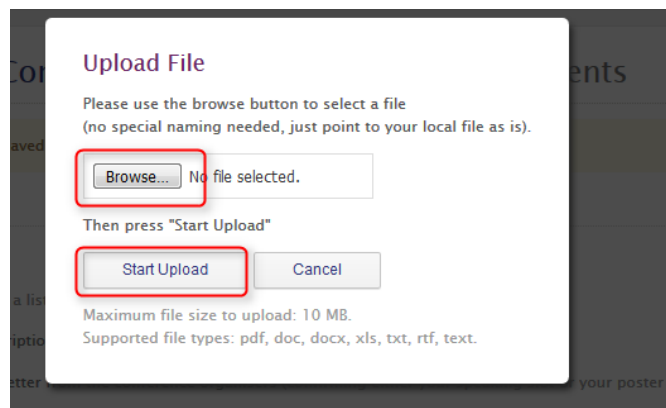
The application is pending submission.

### DOCUMENTS

- CV (including a list of academic publications – if applicable) 
- A short description of your involvement in this COST Action  
- Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation)  
- A copy of the abstract or poster submitted to the conference  
- Scientific Report (to be submitted at the latest 30 days after the end date of the Conference)

Scientific Report Template available [here](#).

**Submit Request**



## Actions / Conference Grant / Supporting Documents

Your application has been successfully submitted to the MC Chair of the Action [Dr. Janet Smith \(j.smith@gmail.com\)](mailto:Dr.Janet.Smith@gmail.com) for approval.

### 3.2 MC Chair approves/rejects the application

As soon as the application is submitted, the MC Chair is notified. The applicant also receives a copy of the notification.

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

If the MC Chair wishes to approve the application, the MC must confirm that the applicant is a PhD student or an ECI, decide the level of the Grant that can be awarded, and confirm that the supporting documents are valid.

The amount of the awarded Grant can never be higher than what the applicant requested.

If the application is rejected, the MC Chair must provide a justification to guide the applicant in her/his resubmission.



The application is pending approval from the MC Chair of the Action.

MC CHAIR PRE-APPROVAL

The applicant is enrolled as a PhD student or as an ECI.

The requested grant is: EUR  for a duration of 4 days.

The awarded grant amounts to: EUR

The information contained in the Supporting Documents is valid and complete.

Comments in case the application is rejected:

### 3.3 The GH sends the applicant the Grant Notification Letter

As soon as the MC Chair approved the CG application, the GH is notified to send the Grant Letter notification. The applicant also receives a copy of the approval.

Dear Grant Holder

With reference to the following application for an ITC Conference Grant:

COST Action: TN1302

CG reference number: COST-ITCCG-TN1302-2

Conference title: The Voice of Adm

CG venue: Tokyo Daigaku, Tokyo, Japan

CG attendance start and end date: 2017-05-10 - 2017-05-13

Applicant: Dr Elena Popovici

Applicant home institution: Universitatea de Medicina, Iasi, Romania

On behalf of the Management Committee of the COST TN1302, I would like to inform you that:

- The proposed ITC Conference Grant application has been approved;
- **The awarded grant amounts to: 2000 EUR;**
- The supporting documents are eligible and complete.

Please verify that funds are available to support this application and send the applicant the Grant Notification Letter.

Kind regards,

MC Chair

Ref: CG-2

The GH logs into e-cost and activates the application.

FFR deadline date – Wednesday, 13 December 2017

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
<b>&gt;&gt; ITC Conference Grants</b>	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



Revise forecast for the activity Approved Applications...

Export Selected Select ▾

ID	Participant	Start	End	Duration	Grant Amount	Report	Payment	Options
No ITC Conference Grants for this action.								

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.

The list below only shows the approved ITC Conference Grant applications whose attendance start and end date fall within the Grant Period from 2017-05-01 to 2017-10-14.

Choose an application and click the "Review"-icon to proceed.

#	Applicant Name	Applicant E-mail	Amount	Start Date	End Date	Submission Date	Matching Period	Duration	Options
2	Dr Elena Popovici	elena@gmail.com	2100	2017-05-10	2017-05-13	2017-05-02	AGA-TN1302-6	4 day(s)	<span style="border: 1px solid red; padding: 2px;">✎</span>

Cost per ITC Conference Grant

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MC CHAIR PRE-APPROVAL

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The applicant is enrolled as a PhD student or as an ECI.  
The requested grant is: EUR 2100 for a duration of 4 days.  
The awarded grant amounts to: EUR 2000

The information contained in the supporting documents is valid and complete.

MC Chair approval date: 2017-05-02

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Activate

Cancel

The GH is able to see the initially requested Grant amount and also the amount approved by the MC Chair, which will be the amount to be paid to the grantee. elena@gmail.com

The GH can consult the approved application by using the different options available for each ITC CG as shown below.

Export Selected Select ▾

ID	Participant	Start	End	Duration	Grant Amount	Report	Payment	Options
86631	Dr Elena Popovici	2017-05-10	2017-05-13	4 days	EUR 2 000.00			<span style="border: 1px solid red; padding: 2px;">✎ € 📄 🗑️</span>

The GH is able to modify the dates of the attendance to the conference, should this be required.

If the MC Chair awarded a Grant lower than the amount requested by the applicant, the distribution of the Grant would be updated accordingly (the amounts for travel and subsistence would be reduced).

**Current Total** EUR 2000

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**BREAKDOWN OF EXPENSES**

Travel	<input type="text" value="900"/>
Subsistence	<input type="text" value="1000"/>
Conference fee	<input type="text" value="100"/>
Cost per ITC Conference Grant	<input type="text" value="2000.00"/>

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**Current Total** EUR 2000




### 3.4 ITC Conference Grants grantee uploads the scientific report







1 day and 15 days after the end of the participation in the conference, the grantee receives a reminder to upload the scientific report. The deadline to submit the last supporting document is 30 days from the end of the participation in the conference.

The submission of the report is mandatory or the Grant is cancelled. Late submission, beyond the deadline, can also lead to the cancellation of the Grant.

A scientific report template is available on the Supporting documents page or on-line here: [http://www.cost.eu/ITC\\_conference\\_grant\\_report\\_template](http://www.cost.eu/ITC_conference_grant_report_template). The grantee must complete this template and save it in pdf before uploading it in e-COST.

Below you can find an overview of all your personal ITC Conference Grant applications. You can edit these until they are processed.

#	Action	Title	Attendance Start Date	Attendance End Date	Submission Date	Status	Options
1	CA15140	<b>The voice of administration</b>	2017-05-18	2017-05-19	2017-05-03	Pending upload of SC Report	  

- CV (including a list of academic publications – if applicable) 
  - A short description of your involvement in this COST Action 
  - Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation) 
  - A copy of the abstract or poster submitted to the conference 
  - Scientific Report** (to be submitted at the latest 30 days after the end date of the Conference)  
- Scientific Report Template available here.

Please ensure that the Scientific Report is uploaded in order to be able to submit it to the MC Chair for approval.

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

### 3.5 MC Chair approves/rejects the scientific report

The MC Chair is notified when the applicant submitted the scientific report and host approval and has to verify the validity of the report by clicking the link in the notification.

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

If the application is rejected, the MC Chair must provide a justification to guide the grantee in her/his resubmission.

If the MC Chair approves the report, the GH is notified that the grant can be paid.

Application Form

Supporting Documents

« ITC Conference Grant

The application is pending approval of the Scientific Report.

DOCUMENTS

- CV (including a list of academic publications - if applicable) 
- A short description of your involvement in this COST Action 
- Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation) 
- A copy of the abstract or poster submitted to the conference 
- Scientific Report (to be submitted at the latest 30 days after the end date of the Conference) 

Comments in case the Scientific Report is rejected:

Approve SC Report

Reject SC Report

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

### 3.6 The GH makes the payment of the Grant

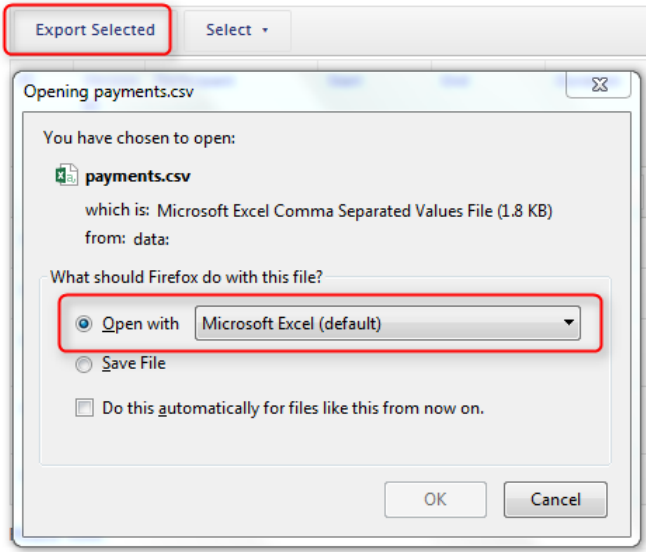
The GH is now ready to pay the Grant. The GH can download an excel list of Grants that are ready to be paid. This list contains the necessary information for the GH financial and accounting department to process the Grant transfer.

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

Revise forecast for the activity		Approved Applications...						
Export Selected		Select ▾						
ID	Participant	Start	End	Duration	Grant Amount	Report	Payment	Options
86815	Dr Elena Popovici	2017-05-18	2017-05-02	1 days	EUR 1 100.00	Approved	Record View Delete	  

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.



Once the GH financial and accounting department processed the Grant transfer, the GH can record the the payment and complete the process. By recording the payment, the status changes to Paid.

The process is complete.

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

[Revise forecast for the activity](#)
[Approved Applications...](#)

ID	Participant	Start	End	Duration	Grant Amount	Report	Payment	Options
86815	Dr Elena Popovici	2017-05-18	2017-05-02	1 days	EUR 1 100.00	Approved	Paid View Revert	