



Call for applications for ITC CONFERENCE Grant

for Conferences held between 15.10.17 and 28.2.18

Conference Grants are aimed at supporting PhD students and ECI researchers from **Participating ITC**¹ to attend international science and technology related conferences not specifically organised by the COST Action.

Who can submit an application?

1. Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an ITC.
2. The applicant must make an oral/poster presentation at the conference in question and must be listed in the official event/conference programme. The main subject of the oral presentation / poster presentation / speech at the approved conference must be on the topic of the Action and must acknowledge COST. The presentation/ poster should include acknowledgement to COST TU1305.
3. The participation of each applicant must be pre-approved by the Action MC. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

Financial support

A Conference Grant is a fixed financial contribution which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the delegated person(s).

A Conference Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee.

¹ **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.

The calculation of the financial contribution for each Conference Grant must respect the following criteria:

- Up to a maximum of EUR 2 500 in total can be afforded to each successful applicant;
- Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.
- Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the selected Grantee.

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

How to submit application?

The application must be submitted at least 45 days before the conference start date.

The applicant should submit his application through the e-cost portal. 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)).
- Bank details
- Financial support:
 - Amount for travel in EUR
 - Amount for Subsistence (in EUR) , up to a maximum of EUR160 per day
 - Amount for Conference fee (EUR), up to maximum of EUR 500.
- Supporting documents
 - CV
 - A short description of your involvement in the Action
 - Acceptance letter from the Conference organizer confirming either your speaking slot or your poster presentation.
 - A copy of the abstract or poster submitted to the Conference.

In addition to the online application, please send your supporting documents and evidence of the conference fee amount by e-mail to Ms. Smadar Amir smadaram@tx.technion.ac.il

The application, including the budget requested, will be reviewed by MC Chair. Please note that conference Grants do not necessarily cover all of the expenses related to participating in a given conference.

Outcomes will be sent in 2 weeks after submitting the application and sending by e-mail the supporting documents.

Scientific report

The Grantee has 30 calendar days from the end date of the Conference in question to submit a scientific report. The report should be uploaded to the e-cost and a copy should be sent by mail to Ms. Smadar Amir smadaram@tx.technion.ac.il

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 . The grantee must complete this template and save it in pdf before uploading it in e-COST.

For any questions please contact Ms. Smadar Amir smadaram@tx.technion.ac.il