



COST Action CA18229: Non-conventional Yeasts for the Production of Bioproducts (YEAST4BIO)

## Inclusiveness Target Countries (ITC) Conference Grants <sup>1</sup>

---

- *This is a call for applications for Conference Grants in the framework of the COST Action CA18229 (Grant Period 2: 1<sup>st</sup> May 2020 – 30<sup>th</sup> April 2021).*
- *Ideally, the application should be submitted at least 45 days before the conference start date, but never less than 15 days before the conference start date.*
- *The conference participation must be completed by 30<sup>th</sup> April 2021*
- *The report has to be submitted within 30 calendar days from the end date of the Conference and in any case before 10<sup>th</sup> May 2021.*

### COST

The European Cooperation in Science and Technology (COST) is a funding organisation for the creation of research networks, called COST Actions. These networks offer an open space for collaboration among scientists across Europe (and beyond) and thereby give impetus to research advancements and innovation.

COST funding intends to complement national research funds, as they are exclusively dedicated to cover collaboration activities, such as workshops, conferences, working group meetings, training schools, short-term scientific missions, and dissemination and communication activities.

### Conference Grants

Conference Grants are aimed at supporting PhD students and Early Career Investigators (ECI)<sup>2</sup> from Participating Inclusiveness Target Country (ITC)<sup>3</sup> to attend international science and technology related conferences, event or activity on the topic of the Action that are not specifically organised by the COST Action. Ideally, the application should be submitted at least 45 days before the conference start date, but never less than 15 days before the conference start date.

Financial support may be provided to eligible applicants to attend international science and technology related conferences and the participation must be done so in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives.

---

<sup>1</sup> This document summarizes the most important information. Care has been taken to do this as accurate as possible. Refer also to the [COST Vademecum](#) for up to date information.

<sup>2</sup> ECI: A researcher within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

<sup>3</sup> ITC participating in the Action: Bosnia and Hervegovina, Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, North Macedonia, Poland, Portugal, Serbia, Slovakia, Slovenia and Turkey

The participation at the conference must be completed within a single grant period and within the Action's lifetime (30<sup>th</sup> April 2020).

## Applicants

- Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an ITC country participating in the YEAST4BIO Action.

Note that the ITC should have accepted the memorandum of understanding of this Action (see [here](#)). The nationality of the applicant is not a bar to eligibility.

- 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 participation of each applicant must be pre-approved by the ITC Conference Grant Manager of the YEAST4BIO Action.

## 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 ITC-Conference Manager and the ITC-Conference Committee.

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 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. Virtual conference fees can be considered eligible provided all other eligibility conditions are fulfilled.

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 to the Grant Holder along with the relevant administrative documents.

Please note that the grant will only be paid to the grantee at the end of the conference, and after the grantee has submitted the payment document of the conference fee, certificate of attendance and scientific report to be approved by the ITC-Conference Manager.

Grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, etc.

## Application procedure for a Conference Grant

1. Any e-COST user with a complete profile (with institutional affiliation, education details, CV), who is a PhD student or an Early Career Investigator (ECI) and is affiliated with an institution located in an ITC country participating in the Action, can submit

an application request for an ITC Conference Grant. Ideally, the application should be submitted at least 45 days before the conference start date, but never less than 15 days before the conference start date.

2. The applicant encodes a Conference Grant (CG) application by logging into e-COST and clicking on the ITC Conference Grants tab. The application form contains the following sections:
  - a. Applicant details
  - b. 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.)
  - c. Bank details
  - d. Financial support requested
  - e. Supporting documents (2<sup>nd</sup> page of the application also reachable by clicking on button in the upper left corner)
3. After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application.
  - a. CV (including a list of academic publications – if applicable)
  - b. A short description of your involvement in the YEAST4BIO Action
  - c. Acceptance letter from the conference organizers (confirming either your speaking slot or your poster presentation)
  - d. A copy of the abstract or poster submitted to the conference
4. As soon as the application is submitted, the ITC-Conference Manager is notified. The applicant also receives a copy of the notification.

## Evaluation process and result announcement

The evaluation of each received Conference Grant application is performed by the ITC Grant Manager and the ITC-Conference Committee, on behalf of the Management Committee. The MC has given the ITC-Conference Manager and the ITC-Conference Committee the mandate to perform this task on their behalf.

The selection of successful applicants will be based in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives (you can check the objectives in the [MoU](#) of the Action).

The evaluation will be based on the scientific excellence of the applicant, the benefit from attending the conference for which the funding is requested with regards to personal development and contribution to YEAST4BIO scientific objectives. There should be special considerations with respect to supporting COST policies on promoting gender and geographical balance, enabling Early Career Investigators (ECI), etc.

The ITC-Conference Manager and the ITC-Conference Committee will evaluate the Conference grant proposals within a week after the application has been submitted and will inform the Grant Holder of the successful evaluated proposal. The successful applicants will then receive a grant letter from the Grant Holder, stating the official approval of the application and the granted budget. The applicant has to notify acceptance of the grant by returning the letter, with his/her signature, a week after receiving the grant letter.

## After the conference

The Grantee has 30 calendar days from the end date of the Conference and no later than *10<sup>th</sup> May 2021* to submit a scientific report via e-COST. The submission of the report is mandatory or else 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.

Payment of the Grant is subject to the submitted certificate of attendance and the submitted scientific report being approved by the ITC-Conference Manager. Once approved, payment of the Conference grant will be made by bank-to-bank transfer.

## Acknowledgement of CA18229

The oral presentation/poster presentation/speech at the approved conference must acknowledge COST as follows:

The COST corporate logo<sup>4</sup>, the [EU emblem](#) with accompanying text (“Funded by the Horizon 2020 Framework Programme of the European Union”), the YEAST4BIO logo<sup>5</sup> and the name, acronym and reference number of the COST Action need to be visible on all relevant materials which are on display or are being distributed at the conference.

## More information

- [COST Vademecum](#)
- [Inclusiveness Target Countries \(ITC\) Conference Grants – User Guide](#)

For further information, you may contact the ITC-Conference Manager Dr. Hana Sychrova ([sychrova@biomed.cas.cz](mailto:sychrova@biomed.cas.cz))

1<sup>st</sup> September 2020

---

<sup>4</sup> The COST logo is available in the [COST website media section](#).

<sup>5</sup> The leader of WG 6 Dissemination will provide it to the grantees