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

# Inclusiveness Target Countries (ITC) and Near Neighbour Countries (NNC) Conference Grants [1]

- *This is a call for applications for Conference Grants in the framework of the COST Action CA18229 (Grant Period 4: 1st November 2022 – 31st October 2023).*
- *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 31st October 2023*
- *The report has to be submitted within 30 calendar days from the end date of the Conference or 15 days after the end of the Grant Period (15/11/2023), whichever date comes first.*

## 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 Young Researchers and Innovators (< 40 years old) from ITC[2] and NNC[3] 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.

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[1] This document summarizes the most important information. Care has been taken to do this as accurate as possible. Refer also to the Annex 2 of the Annotated Rules for the COST Actions for up to date information.

[2] ITC: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Albania, Bosnia and Herzegovina, Moldova, Montenegro, North Macedonia, Serbia, Turkey. EU Member States Outermost Regions: French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal), and the Canary Islands (Spain)

[3] NNC: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo, Lebanon, Libya, Morocco, Palestine, Russia (subject to confirmation by the EC), Syria, Tunisia and Ukraine

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.

The participation at the conference must be completed within a single grant period and within the Action's lifetime.

## Applicants

➢ Conference Grants are exclusively reserved for Young Researchers with a primary affiliation in an institution located in an ITC or an NNC.

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 2 000 in total can be afforded to each successful applicant for a face-to-face conference, and EUR 500 for a virtual conference.

➢ 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 requested supporting documents (see Section After the Conference) 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 Young Researcher (< 40 years old) and is affiliated with an institution located in an IT or NN 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 Grant Applications tab. The applicant can select the grant from the page 'Apply for new grant'. 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

3. After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously [downloaded from the application page](#).

4. 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. ITC Conference grant application (based on [e-COST template](#))

   c. A short description of your involvement in the YEAST4BIO Action highlighting the overlap between the COST Action and conference contribution

   d. Acceptance letter from the conference organizers (confirming either your speaking slot or your poster presentation)

   e. A copy of the abstract of the accepted oral or poster presentation

5. As soon as the application is submitted, the Grant Awarding Manager and the ITC-Conference Manager is notified. The applicant also receives a copy of the notification. The application status will change from draft to submitted. Prior to approval of the application, if need be, the applicant will be able to revise the application.

## 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, 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, the granted budget and outlines the rights and duties of the grantee and of the Grant Holder.

## After the conference

The Grantee has to submit a scientific report via e-COST within 30 calendar days from the end date of the conference or 15 days after the end of the Grant Period (15/11/2023), whichever date comes first. 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.

The grantee must complete the report template, upload, and submit it in e-COST along with additional supporting documents:

    a)  Report on the outcome of the presentation of the accepted contribution, in terms of grantee's visibility, including the establishment of new contacts for future collaborations.

    b)  Certificate of attendance

    c)  Programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster)

    d)  Copy of the given presentation (oral or poster)

Payment of the Grant is subject to approval of the report and the additional supporting documents by the ITC-Conference Manager and the Grant Awarding Manager. Once approved, payment of the Conference grant will be made by bank-to-bank transfer.

## Acknowledgement of CA18229

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

The COST corporate logo, the EU emblem with accompanying text ("Funded by the European Union"), the YEAST4BIO logo 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

   –  Annotated Rules for COST Actions – Annex 2

   –  Grant Awarding User Guide

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

24th January 2023