



Call for ITC conference grants

- ITC Conference grants

This grants help PhD students and Early-Career Investigators (ECI) from participating Inclusiveness Target Countries (ITC) attend international science and technology related conferences that are not specifically organized by a COST Action.

ITC: Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, FYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey

- Eligibility Criteria

The following eligibility criteria apply:

- Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an ITC.
- 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 (see Section 9 of [COST Vademecum](#)).
- 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.
- **In COST CA16116 we have selected the BioRob (<https://www.biorob2018.org/>), WeRob/ICNR (www.werob2018.org/) as the conferences of primary interest, but also conferences like the IROS (<https://www.iros2018.org/>) could be targeted, if the conditions for an application are met.**

- Evaluation and Selection of Applicants

The evaluation of each received Conference Grant application is performed by the Action's MC. CA16116 involves the STSM manager, the Inclusiveness/ITC manager and the MC chair primarily in the evaluation process. The selection of successful applicants is done in consideration of the scientific scope of Action CA16116 and its objectives as formulated in the Memorandum of Understanding (https://e-services.cost.eu/files/domain_files/CA/Action_CA16116/mou/CA16116-e.pdf) as well as the general application rules.

- 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). 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.

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.

- **Approving Conference Grants for Payment**

The Grantee has 30 calendar days from the end date of the Conference in question to submit a scientific report to the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) and the Action's Grant Holder. Payment of the Grant is subject to the submitted scientific report being approved by the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution). Written approval of the submitted scientific report must be sent to the Grant Holder for archiving purposes.

- **How to apply**

1. Applicants must read the funding rules detailed in Section 9 of [COST Vademecum](#)
2. Applicants must have/create a e-COST profile at <https://e-services.cost.eu/>
3. After registration, applicants can initiate the application by pressing "Create Conference Grant Request", available here: http://www.cost.eu/ITC_conferencegrants_userguide
4. The following information needs to be provided: Applicant details, Conference Grant details, Bank details, Financial support, Supporting documents (see below)
5. Application must be done at least 45 days before a conference.

The list of supporting documents to be submitted in pdf format for the evaluation:

- The submitted ITC application form (downloadable when the online application is submitted – see point 4 above);
- A short description of involvement in the COST Action;
- Acceptance letter from the conference organisers (If applicable: confirming either your speaking slot or your poster presentation);
- Preferably: A copy of the abstract or poster submitted to the conference;
- A Full C.V. (including a list of academic publications – if applicable)

- **Contacts**

- Jan Veneman (Action Chair): jan.veneman@hocoma.com
- Heike Felzmann (STSM manager): heike.felzmann@nuigalway.ie
- Zoran Pandilov: (ITC manager): panzo@mf.edu.mk
- Je Hyung Jung (Grant holder): jehyung.jung@tecnalia.com
- For more information: Section 9 in [COST Vademecum](#)