

ANTICIPATE CA24144

Guidelines for Inclusiveness Target Countries (ITC) Conference Grants

1. MISSION

ITC Conference Grants are aimed at supporting participants from ITC or NNC to attend international science and technology related conferences, events or activities on the topic of the Action that are not organized by the COST Action.

2. ELIGIBILITY

- ITC Conference Grants are exclusively limited to individuals affiliated to a legal entity located in Inclusiveness Target Countries (ITCs) or Near Neighbour Countries (NNCs) participating in the Action.
- The applicant must be member of the Action at the time of application.
- The applicant must have a confirmation of an accepted oral presentation at a conference celebrated in a different country than the country of affiliation.
- The main subject of the submitted abstract must be on the topic of the Action and the abstract must acknowledge COST.

3. SUBMISSION OF APPLICATIONS

The evaluation of grant applications and the issuance of a formal decision regarding approval must be completed prior to the applicant's attendance at the conference where the scientific presentation will occur. Applicants should ensure that their submission is made before the cutoff date preceding the conference they plan to attend.

- The applicant encodes a grant 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'. After encoding the Grant application form by filling all requested sections, the applicant will need to upload additional supporting documentation:
 - ITC Conference Grant application form.
 - Copy of the accepted oral presentation.
 - Acceptance letter/mail from the conference organiser committee (confirming your speaking slot presentation).
 - CV (max. 3 pages).
 - Letter of support from the applicant's supervisor or employer, in case of PhD students and post-docs.
 - Copy of the information sheet of the congress where the registration fees are listed.

4. EVALUATION COMMITTEE

As approved by the Core Group, the evaluation will be performed by the Grant Awarding Board (GAB). Participants will be selected on the basis of an evaluation-criteria score (see below). The committee will also seek an acceptable gender balance in successful applicants.

4.1 EVALUATION CRITERIA

- General
 - The applicant is from an ITC or NNC.
 - The applicant has an approved oral presentation.
 - The conference is taking place in a different country than the country of affiliation of the applicant.
 - The conference is taking place within the current Grant Period.

- Specific (from 0 to 10 points):
 - *Relevance of the congress/conference*: The congress is recognized within the academic/professional community forum for presenting and discussing topics that are relevant to the WGs of the Action (1-4 points).
 - *European conferences are preferred*. However, conferences held elsewhere can also be considered (0-1 points).
 - *Relevance of the proposal*: The topic and full content of the presentation is relevant to the topic of the WG of the Action: based on solid theoretical background in regard with acknowledged theoretical frame of the Action; design and methodological ground; the level of novelty of the material presented (1-4 points)
 - *Additional Action Dissemination*: Additional Action Dissemination Activities at the conference will be considered (0-1 points).

In case of decision making between candidates identical scores, applications will be prioritized as follows:

- Gender balance
- Country balance

The Grant Holder will inform each approved applicant by sending a Grant Letter generated from e-COST.

5. DISSEMINATION GRANTS FINANCIAL SUPPORT

An ITC Conference Grants will cover (but not necessary cover all) costs for economy travel, accommodation, and meal expenses for the selected candidates. Dissemination Grant grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, travel insurance and pension matters.

- The calculation of the financial contribution for each ITC Conference Grant will be up to a maximum of the daily allowance per day in the specific country and travel costs for face-to-face conferences, up to a maximum of EUR 1200 in total.
- When meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the accommodation and meal allowances afforded to each eligible participant must be deducted from each claim accordingly

Further details can be consulted at the COST Annotated Rules.

6. APPROVING ITC CONFERENCE GRANTS FOR PAYMENT

The pre-approved grantee must submit the following documents at the latest 30 days after the end date of the conference or 20 days before the end date of the Grant Period, whichever comes first:

- A Scientific Report, describing the outcome of the presentation of the accepted contribution, in terms of grantee's visibility, including the establishment of new contacts for future collaborations;
- The certificate of conference attendance;
- The programme of the conference or book of abstracts / proceedings indicating the presentation (oral) of the grantee;
- Copy of the given presentation (oral).

For dissemination purposes the following materials shall be also uploaded on the website:

1. It should include a short summary for dissemination purposes: A very short summary (maximum 280 characters, including spaces) for the social media accounts, including a photo during the conference.
2. Link to the abstract of the presentation, if published by the Congress. Copy of the given presentation.

The Grant Award Coordinators and the Grant Holder Scientific Representative are responsible for approving

the scientific report and informing the Grant Holder that the mission has been successfully completed.

Failure to submit the requested documents within the established period from the end date of the ITC Conference Grant will effectively cancel the Grant.

Additional documents

<https://www.cost.eu/uploads/2025/01/COST-Grant-Awarding-user-guide.pdf>

<https://www.cost.eu/cost-actions-event/action-networking-tools/>

<https://www.cost.eu/uploads/2025/11/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-V3.0-25-IX-2025.pdf>