



ITC Conference Grants for Young Researchers

*Proposed by the ITC Grants coordinator Dr. Camellia Hancheva and agreed
by the Management Committee - Updated on 2nd February 2022*





Mission

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

Eligibility

- Conference Grants are exclusively reserved for Young Researchers – researchers under the age of forty - with a primary affiliation in an institution located in an ITC or NNC participating in the Action.
- Current ITCs (Inclusiveness Target Countries) according to COST Annotated Rules: Albania, Azores and Madeira (Portugal), Bosnia and Herzegovina, Bulgaria, Canary Islands (Spain), Cyprus, Czech Republic, Estonia, Croatia, French Guiana, Greece, Guadeloupe, Hungary, Lithuania, Latvia, Malta, Martinique, Mayotte, Moldova, Montenegro, Poland, Portugal, Reunion Island and Saint-Martin (France), Romania, Slovenia, Slovakia, Republic of North Macedonia, Serbia and Turkey.
- Current NNC (Near Neighbour Countries) according to COST Annotated Rules: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo, Lebanon, Libya, Morocco, Palestine, Russia, Syria, Tunisia and Ukraine.
- 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.

Evaluation Committee

In accordance with the COST Annotated Rules, and as approved by the MC (09.02.2022), the committee will be composed by the ITC Grants Coordinator, the Grant Awarding Coordinator, the Chair, the Vice Chair, the STSM Coordinator, the Dissemination Conferences Grants Coordinator, the Virtual Networking Manager, and the Science Communication Manager.

Evaluation Criteria

- General (to be rated as No/Yes by the ITC Grants Coordinator on the e-cost system):
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1. Is the applicant a Young Researcher from an ITC or NNC?

*"Conference Grants are limited to Young Researchers with a primary affiliation in an institution located in an ITC or NNC participating in the Action."*2. The applicant has an approved oral/poster presentation.

"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."

3. Is the Conference taking place within the current Grant Period?

If any of the previous 3 is "NO" - do not proceed with the application assessment - decision is "NO"

- Specific (from 0 to 10 points are ascribed by the evaluation committee):

1. 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 WG of the Action.

- *"Golden standard" (10 points) ascribed when ALL of the following 4 are unquestionably present:*

1) Family support is (one of) the explicit topic of the event;

2) International event taking place in Europe;

3) Multidisciplinary forum;

4) Presence and involvement of policy makers.

- *Zero points are ascribed if there is no relevance of the event or presentation to the Action objectives.*

- *One point is ascribed if the congress/conference is remotely connected to Family support.*

2. 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.

- Ten points are ascribed if the presentation is also (besides covering academic standards) clearly addressing implementation of research findings into practice.

3. Additional 3 points will be granted if application meets the following criteria: There are clear links of the selected conference/congress to practice and policy OR strategic importance for spreading messages that are relevant to the Action throughout the professional community.

Final score is based on “Agreement” on ratings of the evaluation committee, not on “Average of the independent ratings”.

Applications eligible to grants should be ascribed a minimum of 16 points.

Evaluation Process

- The evaluation criteria defined by the Action’s MC are promptly communicated to all potential applicants on the website of the Action.
- Deadlines for applications and for evaluation are clearly set and communicated via the website of the Action.
- For each call:
 - The ITC Grants Coordinator will evaluate if the applications meet the general criteria for eligibility, and if documents required are part of the application. The ITC Grants Coordinator will send the eligible applications by email to the rest of the committee giving reasons for non-eligible applications (if applicable).
 - The committee will grade each applicant’s proposal based on a ranking point from 1-23.
 - The ITC Grants Coordinator will formulate a list of applicants ranked from the highest to the lowest points.
 - Starting from the ranking, COST policies on excellence and inclusiveness and available budget will be considered by the committee for a final decision.
 - The participation of successful applicants is pre-approved on e-cost.

List of documents for the application

For the application to be eligible, applicants need to submit the following supporting documents:

1. ITC Grant Application (automatically generated summary of Applicant Details, Conference Grant Details, Financial Support Required).

2. CV (including a list of academic publications - if applicable) to be uploaded on the applicant's e-cost profile.
3. A Complete Proposal including a short description of your involvement in this COST Action. (Please specify also: a) relevance of the conference/congress at European level and for the WG of the Action topics; b) relevance of the proposal for the topics of the WG of the Action; c) links to practice and policy OR strategic importance for spreading messages that are relevant to the Action throughout the professional community.)
4. Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation).
5. A copy of the abstract or poster submitted to the conference

ITC Template for Complete Proposal (<https://eurofamnet.eu/activities/itc-grants>)

Interested applicants should sign into **e-COST profile** (or sign up if they do not have a profile) and apply online on the webpage: <https://e-services.cost.eu/user/login>

ITC Conference Grants Financial Support

- Conference Grants do not necessarily cover all 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 for a face to face conferences and up to EUR 500 for virtual conference 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.

- Differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the country will apply.

Approving ITC Conference Grants for Payment

The preapproved grantee has to submit a **Scientific Report** at the latest 30 days after the end date of the Conference or 15 days after the end date of the Grant Period, whichever comes first, via e-cost.

For the grant to be approved apart from the report and certificate, the programme/book of abstracts is needed and a copy of the given presentation.

ITC Template for Scientific Report [*include link here*]

The ITC Conference Grants Coordinator and the Vice Chair are responsible for approving the scientific report and informing the Grant Holder for archiving purposes.

For dissemination purposes the following materials would be uploaded on the web site:

1. Scientific report.
2. Abstract of presentation/poster.
3. A short video or written summary (max. 500 words) for the website page including: affiliation, field of research interest, possibly including a photo, a quote about the experience in the conference and its relevance to COST Action.

ITC Template for Webpage Summary (<https://eurofamnet.eu/activities/itc-grants>)

ITC Instructions for Webpage Video (<https://eurofamnet.eu/activities/itc-grants>)

Deadlines

During the course of the Action, specific application periods will apply. However, while COVID-19 restrictions apply, applications for the ITC grants could be submitted at any time during the course of the Action and evaluation time will be within 15 days after the application submission.



Further information on the COST Action CA18123 and Working Groups is available on the website: <https://www.cost.eu/actions/CA18123>

Further details can be consulted at the COST Annotated Rules: <https://www.cost.eu/funding/how-to-get-funding/documents-guidelines/>