Virtual Mobility (VM) Guidelines

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Mission

Virtual Mobility is part of Virtual Networking Tools, which aims to develop skills and capacities through virtual collaboration between researchers across Europe. Virtual Mobility Grants (VMG) foster the establishment of existing networks through virtual collaborations by sharing knowledge, by learning new skills and techniques, by reaching deliverables and by disseminating the COST Innovators Grant's (CIG) results.

Eligibility

- The Home institution of the applicant should be located in a Participating COST Full Member/ COST Cooperating Member, or in a COST Near Neighbour Country.

- The applicant's proposal shall generate results that benefit the CIG, by contributing in activities, objectives and deliverables of the CIG.

Evaluation Committee

EurofamNet has approved that the evaluation process be carried out by a committee for transparency and inclusion reasons.

The committee shall be composed by the WP1 and WP2 leaders and co-leaders, the Grant Awarding Coordinator, the Virtual Networking Manager and the Science Communication Manager.

Evaluation Criteria for excellence

1. Relevance of the proposal: the degree to which the work plan is detailed in its scientific goals of the work and how these goals are applicable to the CIG's objectives (1-10 points).

2. Feasibility of the proposal: the degree to which the time spend in the virtual setting will be effective to reach the goals of the proposed activity (1-10 points).

Evaluation Process

- The evaluation criteria defined by EurofamNet are promptly communicated to all potential applicants on the website of the CIG.

- Deadlines for applications and for evaluation are clearly set and communicated via the website of the CIG.

- For each call:

    o The Virtual Networking Manager will evaluate if the applications meet the criteria for eligibility, and if documents required are part of the application.

    o The committee will grade each applicant's proposal based on a ranking point from 1-10, and will formulate a list of applicants ranked from the highest to the lowest points.

    o Starting from the ranking, COST policies on excellence and inclusiveness and available budget will be considered by the committee for a final decision.

- Upon completion of evaluation, inter-rate reliability is calculated (if insufficient - proceed with election procedure).

List of documents for the application

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

1. A complete proposal which includes (maximum 4 pages):
   - Aims/goals of the Virtual Mobility Grant
   - Working plan (description of planned activities and implementation process during the time spend in virtual setting).
   - Participation (short description of participants, their contribution and expertise in the collaborative initiative)
   - Outputs of the grant and its benefits to the progress of the CIG objectives and deliverables (progress in research coordination and/or capacity building).
   - Contribution to the CIG Strategy (named contributions to Excellence, and Inclusiveness, stakeholders engagement, participation of NNC and IPC, contribution to the virtual networking strategy).
2. Applicants must upload their CV in their e-cost profile.
3. Confirmation letter from the participant/s of the collaborative virtual mobility.

Implementation procedures

- The grantee(s) will have to implement all the approved proposed activities within the period of time in the work plan and within the Grant Period.
- Suitable activities for implementation for successful applicant(s) may be the following:

1. Activities that support standardisation of methods and procedures within the range of networking activities of the CIG;

2. Activities that support implementation of research and that do not require face-to-face meetings;

3. Mentoring activities which support capacity building and new skills, especially for early researchers;

4. Coordination of science communication activities within the scope of VMG, and which cannot be funded under existing networking tools.

- The applicant must confirm that they have all the required infrastructure to implement the planned activities via virtual settings.

VMG Financial Support

- The calculation of the financial contribution for each VMG will be up to a maximum of EUR 1500.

- Based on the complexity and aims of the task and activities, the Committee will define the amount of the grant.

Approving VMG for payment

- The grantee within 30 calendar days from the end date of the VMG or within 15 calendar days from the end date of the Grant Period, whichever comes first, will submit via e-cost a report which should include the following sections:

1. Outcomes and achieved outputs (description of achieved deliverables or publications that are a product of the VMG);

2. Benefits for the CIG Strategy (description of activities that contributed to the strategy and how)

3. Reflections on the virtual collaboration (constructive feedback on the implementation of the activities in the virtual settings, identifying successful practices, challenges and lessons that were learned during the process).

- The Virtual Networking Manager and the Vice Chair will be responsible for approving the scientific report.

- The Grant Holder shall pay the approved grant no later than 15 days from the end of the Grant Period.

Deadlines

During the course of the CIG, specific application periods will apply. The evaluation will happen within 15 days after the end of the application period.

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