



## Dissemination Meetings Grants

*Proposed by the Dissemination Meetings Grants coordinator Dr. Berna Akcinar and reviewed by the Chair - Updated on July 28th 2020*

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## **Mission**

Dissemination Meetings are high profile events or conferences not organized by the COST Action. Action MC Members or their substitutes from COST or Cooperation participant countries shall attend these meetings for the purpose of disseminating the Action's achievements.

In CA18123, participation in Disseminations Meetings is proposed in the form of dissemination meetings grants, aimed at supporting MC members or their substitutes to attend international science and technology related conferences on the topic of the Action that are not organized by the COST Action. Dissemination Meetings Grants will help MC members or their substitutes to connect with reputed researchers in the area as well as to disseminate the results derived from the Action.

According to the Vademecum, for each Grant Period, a maximum of two Action MC members or their substitutes are eligible to be reimbursed for their attendance at approved Dissemination Meetings. Repeated attendance at Dissemination Meetings by the same Action MC members or Action MC substitutes across Grant Periods should be avoided.

## **Eligibility**

- Action participants who are MC Members or substitutes from COST or Cooperation participant countries. Repeated attendance at Dissemination Meetings by the same Action MC members or Action MC substitutes across Grant Periods should be avoided.
  - Action MC Members or substitutes who are also active WG1, WG2, WG3, WG4 or WG5 members.
  - The applicant must make an oral presentation at the conference in question and must be listed as a speaker in the official event/conference programme.
  - The main subject of the oral presentation at the approved conference must be on the topic of one of the WG-related outputs of the Action, particularly tasks related to WG2, WG3, and WG4. The presentation must result in promoting the scientific activities being performed by the COST Action.
  - The participation of each applicant must be pre-approved by the Action MC and the Scientific Officer. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.
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## **Evaluation Committee and Process**

The committee will be composed by the Dissemination Grants Coordinator, the Chair, the Vice Chair, the WG leaders and co-leaders, the ITC Grants Coordinator, and the STSM Coordinator.

One call will be proposed for each Grant Period.

For each call, the following process will be followed:

- The Dissemination Meeting(s) to be funded in each Grant Period will be proposed by the Evaluation Committee and will be agreed by the Action Management Committee.
- Deadlines for applications will be clearly set and communicated to all potential applicants.
- Decisions on grantees will be done at WG level in coordination with the Evaluation Committee.
- The Dissemination Grants Coordinator will evaluate if the applications meet the general criteria for eligibility, and if documents required are part of the application. The Dissemination Grants Coordinator will send the eligible applications by email to the rest of the committee giving reasons for non-eligible applications (if applicable).

## **Evaluation Criteria**

For the Dissemination Meetings, the following criteria will be considered:

- Relevance of the congress/conference: The congress is recognized within the academic/professional community forum for presenting and discussing relevant to the WG of the Action topics.
- European conferences are preferred. However, conferences held elsewhere can also be considered.
- Symposium format will be preferred, so symposium availability will be considered.
- Links of the selected conference/congress to practice and policy or strategic importance for voicing up relevant to the Action messages to the professional community.
- Dissemination impact of the congress/conference in terms of scope, written publications, etcetera.

For the grantees, the following criteria will be considered:

- Distribution of grants preferably will be agreed by consensus at WG level.
  - Early Career Investigators will be encouraged.
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- Repeated attendance at Dissemination Meetings by the same Action MC members or Action MC substitutes across Grant Periods should be avoided.

### **List of documents for the application**

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

1. Dissemination Meeting Grants Proposal.
2. Abstract to be submitted to the conference.

### **Dissemination Meetings Grants Financial Support**

- Dissemination Meetings Grants will financially contribute (but not necessary cover all) costs for travel, accommodation and meal expenses.
- Dissemination Meetings grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters.
- The calculation of the financial contribution for each Dissemination Meeting Grant must respect the following criteria:
  - Eligible participants may receive financial support for their travel, accommodation and meal expenses.
  - Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the grantee.
- 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.

### **Approving Dissemination Meetings Grants for Payment**

The preapproved grantee has to submit the following documents at the latest 30 days after the end date of the Conference:

1. A Scientific Report.
  2. A certificate of attendance to the conference/congress.
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The Dissemination Meetings Grants Coordinator and the Vice Chair are responsible for approving the scientific report and informing the Grant Holder for archiving purposes.

For the dissemination purposes following materials would be uploaded on the website:

1. A summary for the website page.
2. The abstract of the presentation. If published by the Congress, the full presentation.
3. If possible, a short video describing the experience.

Further information on the COST Action CA 18123 and Working Groups is available on the website: <https://www.cost.eu/actions/CA18123>

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

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