



Dissemination Conference Grants

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on February 2nd 2022*



Funded by the Horizon 2020 Framework
Programme of the European Union



Mission

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

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

According to the COST Annotated Rules, for each Grant Period, a maximum of 2,000 euros per grant for face-to-face conferences or 500 euros for virtual conferences can be reimbursed for members' attendance at approved Dissemination Conferences. Repeated attendance at Dissemination Conferences by the same Action members across Grant Periods should be avoided.

Eligibility

- Action participants who are MC Members or Working Group participants. Repeated attendance at Dissemination Conferences by the same Action members across Grant Periods should be avoided.
- MC Members or Working Group participants who are actively involved in WG1, WG2, WG3, WG4 or WG5.
- 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.

Evaluation Committee and Process

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

For each call, the following process will be followed:

- The Dissemination Conference Grants 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 made at WG level in coordination with the Evaluation Committee.
- The Dissemination Conferences 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

As approved by the MC, for the Dissemination Conferences, 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 topics that are relevant to the WGs of the Action.
- 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 spreading messages that are relevant to the Action throughout the professional community.
- Dissemination impact of the congress/conference in terms of scope, written publications, etcetera.

As approved by the MC, for the Dissemination Grant proposal, the following criteria will be considered:



- Distribution of grants preferably will be agreed by consensus at WG level.
- Relevance of the proposal: The topic and full content of the presentation 1) reflects the whole scale or region of Action's membership; 2) reports the key aspect or theme of the Action; 3) is linked to practice and policy or has strategic importance for spreading relevant Action messages across the professional community.
- Young Researchers will be encouraged.
- Repeated attendance at Dissemination Conferences by the same Action members across Grant Periods should be avoided.

The relevance of the proposal will be evaluated using 0-10 points for each relevance criteria. An extra point will be added to Young Researchers.

List of documents for the application

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

1. Dissemination Conference Grants Proposal.
2. Abstract submitted to the conference.
3. Acceptance letter from the organization committee.

Applicants must also upload their CV in their e-Cost profile. This information will be visible by the holders of leadership positions and any evaluation committee in the Action for evaluation purposes.

Dissemination Conference Grants Financial Support

- Dissemination Conference Grants will financially contribute (but not necessary cover all) costs for travel, accommodation, registration fee, and meal expenses.
 - Dissemination Conference 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 Conference Grant must respect the following criteria:
 - Eligible participants may receive financial support for their travel, accommodation, registration fee, printing of scientific poster, and meal expenses (in line with COST Annotated Rules).
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- 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 Conference Grants for Payment

The preapproved grantee has to submit the following documents 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:

1. A Scientific Report on the contacts made and potential for future collaborations;
2. The certificate of attendance to the conference/congress;
3. The programme of the conference or book of abstracts / proceedings indicating the oral presentation of the grantee;
4. A copy of the given presentation.

The Dissemination 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 shall 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 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-and-guidelines/>
