



COST Vademecum

Part 2: Other COST Activities

28/06/2013



COST is supported
by the EU Framework Programme



ESF provides the COST Office
through a European Commission contract

1. DC Chair GDSG	3
2. Conference Grant for ESR	3
2.1 Definition and eligibility	3
2.2 Financial Support.....	3
3. Honoraria	3
3.1 Definition and eligibility	3
3.2 Financial Support.....	4
4. DC related Activities	4
5. Strategic Activities	4

1.1 DC Chair General Support Domain Grant

1. Definition, procedure and eligibility:

The DC may assign a grant out of the Domain budget to the DC Chair for the general support of the Domain. The DC Chair must report on the actual expenditure to DC. The necessary steps for the grant application are the following:

- The DC members must approve the application either verbally during a DC meeting (the decision must be recorded in the minutes of the related meeting) or by written online procedure;
- The DC Chair must submit his/her grant request to the COST Office by letter or by email, together with the reference to the decision, including the amount requested;
- The COST Office will then send a grant letter and a PRF to the DC Chair for signature. These documents must be hand signed by the DC Chair and sent by post to the COST Office.

2. Financial support:

The GASG amount is fixed by the DC but cannot exceed EUR 2 000 per year.

2. Conference Grant for ESR

2.1 Definition, procedure and eligibility

A Conference Grant for ESR is a grant paid by the COST Office to allow the grantee to participate as a speaker to an international conference outside of the COST Action Activities. Each DC can give up to 3 grants per year. The oral presentation of the grantee at the selected international conference must be accepted; otherwise the grant will not be eligible. The selection process takes place by written procedure, during a DC meeting or before/after a DC meeting by the Executive Group of the DC. The approval process is as follows:

1. A written application must be submitted to the DC by the COST Office SO, via the MC Chair. The Action should perform a first round of selection amongst the applications received. Applications (based on the COST provided template) must contain:
 - Personal data and a short scientific CV of the applicant;
 - A short description of involvement in the respective COST Action (300 words);
 - Any relevant data on the conference to which the applicant would like to participate;
 - A copy of the abstract submitted to the conference and a proof of acceptance of this abstract by the conference;
 - The amount of the support needed;
2. The applicant selection depends on the criteria as defined by the DC;
3. The final decision shall be taken by written procedure by the DC Chair and 3 other DC members;
4. After the conference, a short written report shall be prepared by the speaker and be sent to the COST Office SO. The SO will then communicate it to the DC and the MC of the related Action.
5. The payment of the grant is only possible upon approval of this written report by the COST Office SO.

2.2 Financial Support

Each DC can offer a maximum of 3 grants per year for their respective domains. The maximum amount to be paid to ESR is EUR 3000 per Grant. A Conference Grant should contribute to travel and subsistence expenses, conference fees and other costs in relation to the conference participation.

3. Honoraria

3.1 Definition and eligibility

COST considers the participation of external independent assessors/evaluators an essential part of its goal to ensure for quality control. Different levels of Honoraria are paid depending of the tasks the assessors/evaluators carry out. The Honoraria described in this section are only applicable in the

frame of the Open Call applicable to the 9 DC. The rules applicable to the Trans Domain Proposals are available on-line only, due to the pilot nature of this procedure. 2 main types of honoraria are considered:

1. Honorarium for on-site participation in a COST panel;

Assessors/evaluators who are entitled to receive a honorarium for their evaluation in an on-site COST panel convened by the COST Office are:

- Each assessor/evaluator (including DC experts) for External Expert Panel (EEP);
- Each assessor/evaluator (including DC members and DC experts) for Actions Final Evaluation Panel and other panels;

Assessors/evaluators participating in on-site COST panels (including DC members and DC experts) are also eligible for the reimbursement of travel and related costs (Vademecum part 1 section 4) in addition to an eventual honorarium.

2. Honoraria for remote written evaluation.

Assessors/evaluators who are entitled to receive a honorarium for their evaluation in remote written evaluation are:

- Each assessor/evaluator (including DC experts) taking part in a remote written evaluation;
- Each assessor/evaluator (including DC members and DC experts) for Actions Final Assessment Panel and other panels if requested by the COST Office with the explicit information that honoraria will be paid.

3.2 Financial Support

1. Honoraria for on-site participation in a COST panel are of EUR 250 per day for meetings with a maximum of EUR 500;
2. Honoraria for remote written evaluation are of EUR 100 per evaluation.

Payments of Honoraria are subject to the submission of the related evaluation report and related approval of the DC.

4. DC related activities

DC meetings, APCs (COST 4113/11), DC Hearings and any other DC related activities (such as EEPs) are managed by the COST Office according to the rules as defined in the Vademecum part 1 section 4.

5. Strategic Activities

COST also funds certain Strategic activities as defined by the CSO. Applicable reimbursement rules for participants eligible and entitled to be reimbursed are defined in Vademecum part 1 section 4. Special provisions may be agreed upon with the COST Office in the course of the budget definition and preparation of the activity. Strategic activities are aimed at supporting COST in achieving its overall strategic objectives. As such, they must meet a number of strategic requirements and must conform to external communication and corporate identity guidelines established by the COST office and the CSO.

Targeted Networks are managed under the COST Grant System as defined in the Vademecum part 1 section 2.