



Growing  
**ideas**  
through  
**networks**

# Action CA16104

## Gravitational Waves, black holes and fundamental physics

**Dr. Fatima Bouchama - Science Officer**

**Brussels, April 7<sup>th</sup> 2017**



## CONTACT POINTS

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# COST Emergency instructions

## First Aider

- Leatitia Malone: leatitia.malone@cost.eu – 3800
- First Aid boxes are located at Reception

# COST Evacuation instructions

## In case of fire alarm\*:

- Try to stay calm, do not run
- Do not lose time in retrieving personal belongings
- Follow the evacuation signals
- Emergency exits are located in front of the toilets both sides of the building
- Do not use the elevators!
- The counting of those present will be done at the meeting point

**\*Fire alarm test TODAY: every 1st Friday of the month at noon!**





# AGENDA

07/04/2017 09:30-16:30

1. Welcome to participants
2. Adoption of the agenda
3. Establishment of quorum
4. Tour de table / introduction of the MC members
5. General information on COST mechanism and on the funding and reporting of coordination activities:
  - COST Overview, policies and structure
  - COST Action: Participation, Management, Monitoring and Final Assessment

----- *Coffee break* -----

  - COST Action Communication & Dissemination (CO)
  - COST Action's Administrative Rules and Guidelines (AO)
6. Setting the frame for the Action
  - Budget
  - Presentation of the Scientific Committee recommendations to the Action
7. Information on the internal rules of procedure for the Management Committee of the COST Action
8. Election of the Chair, Vice-Chair
9. Selection of:
  - The Grant Holder institution (Scientific Representative)
  - The FSAC rate for the Grant Holder institution

# AGENDA

07/04/2017 09:30-16:30

10. Presentation and discussion of the Action
  - MoU Objectives and working programme
  - Working method-organisation and management
  - Distribution of tasks
  - Strategies for implementing COST policies
11. Establishment of Action Management structure
  - Election of Working Group Leaders
  - Any other horizontal roles (STSM Coordinator, Website Host Institution, Composition of Core Group, STSMs committee, etc..)
12. Action implementation planning - 1st Grant Period (GP)
  - Grant Period Goals, WG tasks and deliverables
  - Activity and budget planning (Work and Budget Plan preparation)
13. Any Other Business (AOB) – **approval of IPCs** already in proposal “founders”
14. Closing

# TOUR DE TABLE/VERIFICATION QUORUM



- ✓ Name
- ✓ Country
- ✓ Background (expertise, previous experience with COST Actions?)
- ✓ Interest / Working Group



Home | COST Actions | COST Association | CA16104 | Parties

## CA COST Action CA16104

### Parties

#### Action details

MoU	103/18
CSO Approval date	24/10/2016
Start of Action	07/04/2017
End of Action	06/04/2021

#### Participations

Country	Date	Status
Belgium	25/01/2017	Confirmed
Bosnia and Herzegovina	21/11/2016	Confirmed
Bulgaria	05/12/2016	Confirmed
France	17/11/2016	Confirmed
Germany	22/11/2016	Confirmed
Greece	17/11/2016	Confirmed
Ireland	19/12/2016	Confirmed
Israel	27/11/2016	Confirmed
Italy	18/01/2017	Confirmed
Malta	17/11/2016	Confirmed
Netherlands	07/12/2016	Confirmed
Portugal	28/11/2016	Confirmed
Serbia	10/12/2016	Confirmed
Slovenia	17/11/2016	Confirmed
Spain	03/01/2017	Confirmed
Switzerland	28/11/2016	Confirmed
United Kingdom	17/11/2016	Confirmed

Total: 17

### COST Association COST Action CA16104

► Description

► Parties

► Management Committee

### General Information\*

Proposer of the Action:

[Prof Vitor Cardoso](#)

Science officer of the Action:

[Dr Fatima BOUCHAMA](#)

Administrative officer of the Action:

[Ms Andrea TORTAJADA](#)

### Downloads\*

Action Fact Sheet

[Download AFS as .RTF](#)

Memorandum of Understanding

[Download MoU as PDF](#)

# Kick off meeting purpose

- Official start date of the Action
- General information about COST, COST Action's Management
- Election of key positions within the Action and Selection of GH institution (by voting)
- Establishment of Action Management Structure (by voting)
- Discussion to prepare draft plan of activities in 1<sup>st</sup> Grant Period



# COST IMPORTANT DOCUMENTS


<http://www.cost.eu/participate>

Navigation: About COST | COST Actions | **Participate** | Events | Media | Petition

Home | Participate

**Participate**

Scientists and researchers from the 36 COST Member Countries and the Cooperating State can participate in science and technology networks known as COST Actions by:



- Submitting a proposal for a new COST Action
- Joining an existing COST Action
- Becoming a COST External Expert

**Who can participate?**

Participation is open to researchers:

- in universities, research centres, large and small, public and private organisations from all 36 COST Member Countries and its Cooperating State
- from any science and technology field
- at any career stage
- having any original, innovative idea

Particular emphasis is placed on the COST "inclusiveness" countries ensuring the aim of widening participation.

Researchers from Near Neighbour Countries and International Partner Countries can also participate in a COST Action on the basis of ascertaining mutual benefit.

You may refer to the COST Implementation Rules outlining conditions participating in and setting up COST Actions.

**COST Action Funding**

The average COST Action budget depends on the number of COST Countries participating in the Action.

The funding is provided via an yearly grant agreement. COST is supported by the EU Framework Programme for Research and Innovation Horizon 2020.

## COST Implementation Rules

- ▶ Action Proposal Submission Evaluation Selection and Approval (PDF, 276 kB)
- ▶ Rules for Participation in and Implementation of COST Activities (PDF, 308 kB)
- ▶ Action Management, Monitoring and Final Assessment (PDF, 299 kB)
- ▶ International Cooperation and Specific Organisations Participation (PDF, 338 kB)

## Vademecum

- ▶ COST Vademecum (PDF, 2 MB)

## COST Action Template Centre

- ▶ COST Grant Agreement Template (PDF, 359 kB)
- ▶ Monitoring Progress Report Template - MC Chair (DOCX, 156 kB)
- ▶ Monitoring Progress Review Template - Action Rapporteur (DOCX, 122 kB)
- ▶ Final Action Dissemination Grant request form (DOCX, 182 kB)
- ▶ e-COST Action Management Tool User Guide (eCAMT) (PDF, 2 MB)

## Key Documents

- ▶ Technical Annex (DOCX, 176 kB)
- ▶ COST Open Call – Submission, Evaluation, Selection and Approval (SESA) Guidelines (PDF, 236 kB)
- ▶ Guidelines for the Dissemination of COST Action Results and Outcomes (PDF, 2 MB)
- ▶ Guidelines for Action Management, Monitoring and Assessment (PDF, 566 kB)

**Note :**  
All presentations will be attached to the minutes of the Meeting

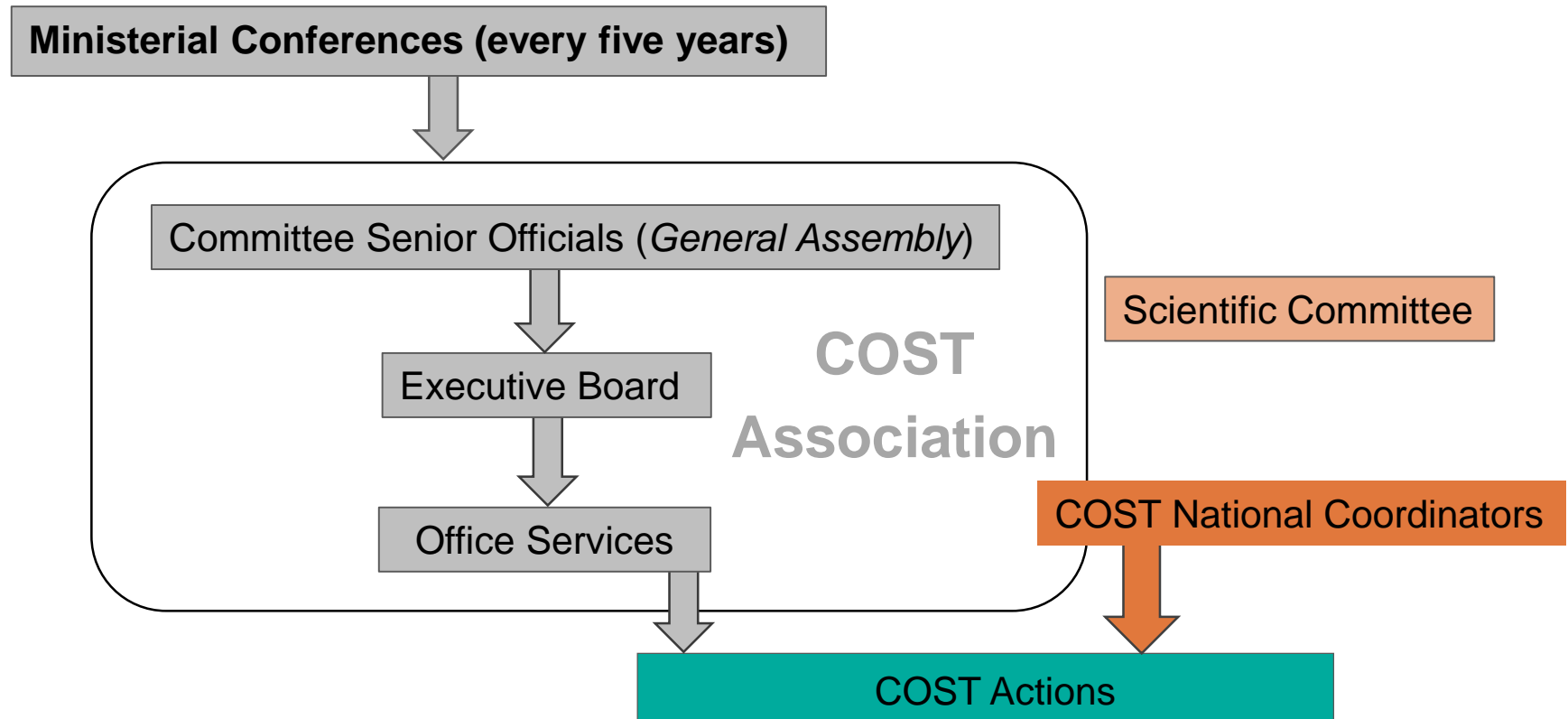
# COST OVERVIEW & STRUCTURE

# COST Strengths and Key Features

COST (Cooperation in Science & Technology) supports the networking of researchers through science and technology networks called '**COST Actions**' open to:

- Any novel and original idea (innovative)
- All fields of S&T (including interdisciplinary, new and emergent fields) – bottom-up
- Flexible participation - join at any time
- All partners (academia, public organisations, SME, industry, NGO, International Organisations)
- All career stages (young and senior researchers)
- All countries (COST Countries, NNC, IPC)

# COST Association organisation and relation with other actors



# COST Budget in H2020

EUR 292 million for 7 years from two H2020 work programmes:

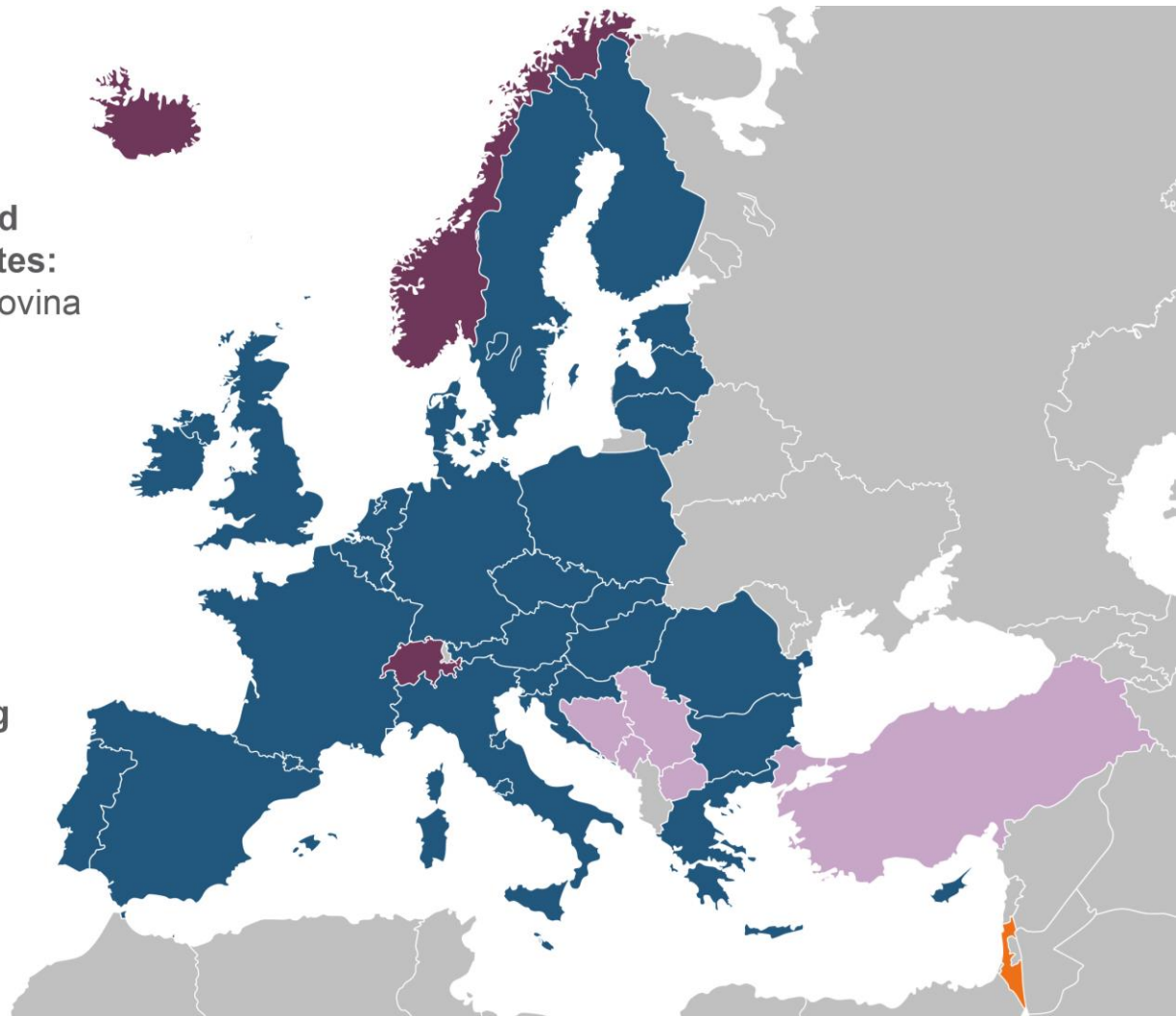
- Challenge 6 “Europe in a changing world – inclusive, innovative and reflective Societies”
- “Spreading Excellence and Widening Participation”

# COST ACTION PARTICIPATION



# COST Countries

- **EU 28**
- **EU Candidates and Potential Candidates:**  
Bosnia and Herzegovina  
fYR Macedonia  
Montenegro  
Republic of Serbia  
Turkey
- **Other Countries:**  
Iceland  
Norway  
Switzerland
- **COST Cooperating State: Israel**



# How COST Countries join an Action

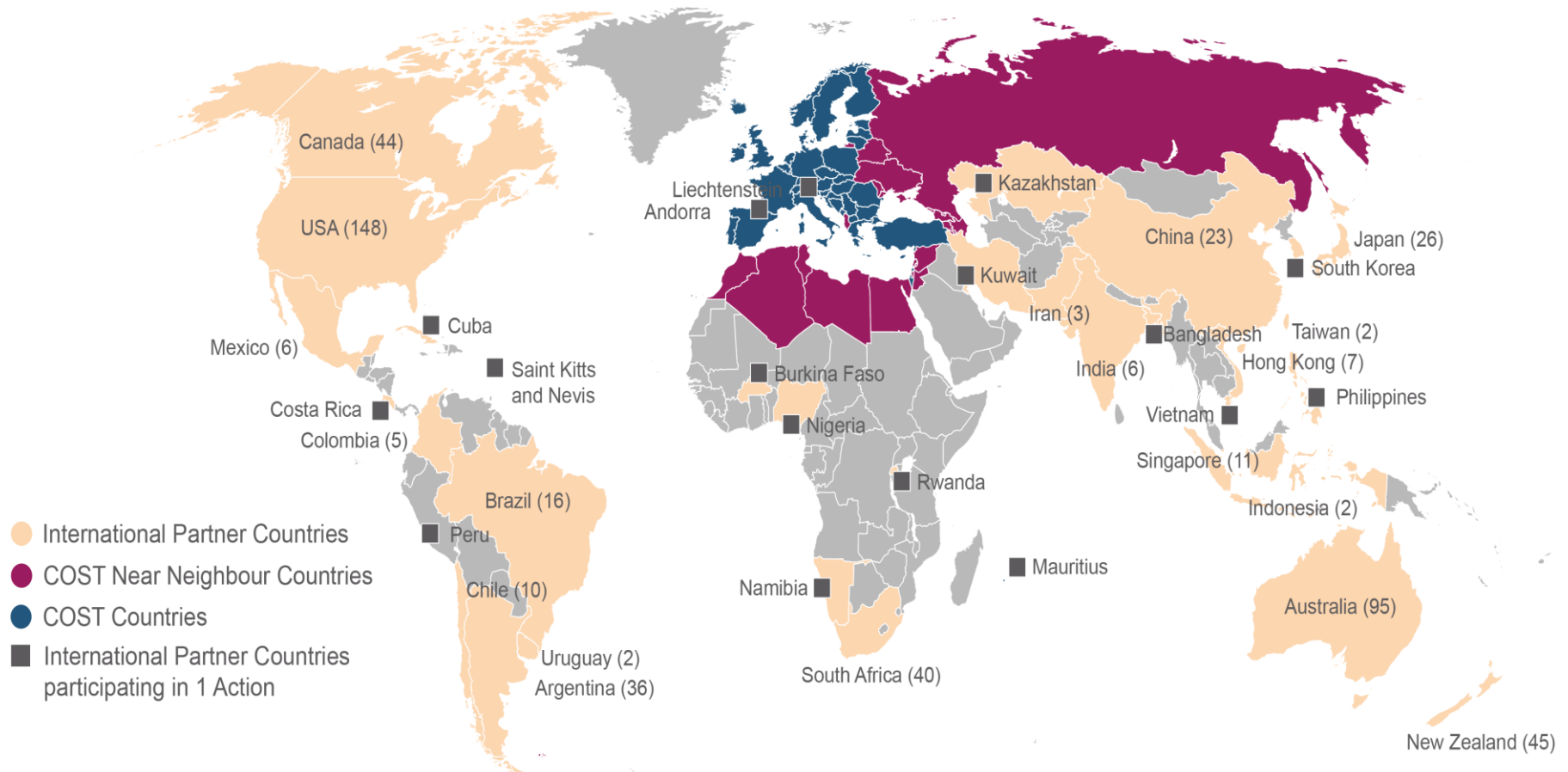
## Before Action Starts



## If new COST Countries join the Action



# NNC (Near Neighbour Countries) and IPC (International Partner Countries) Institutions



# How IPCs and NNCs institutions join an Action

## OPTION 1: NNC & IPC already included in the proposal = FOUNDERS

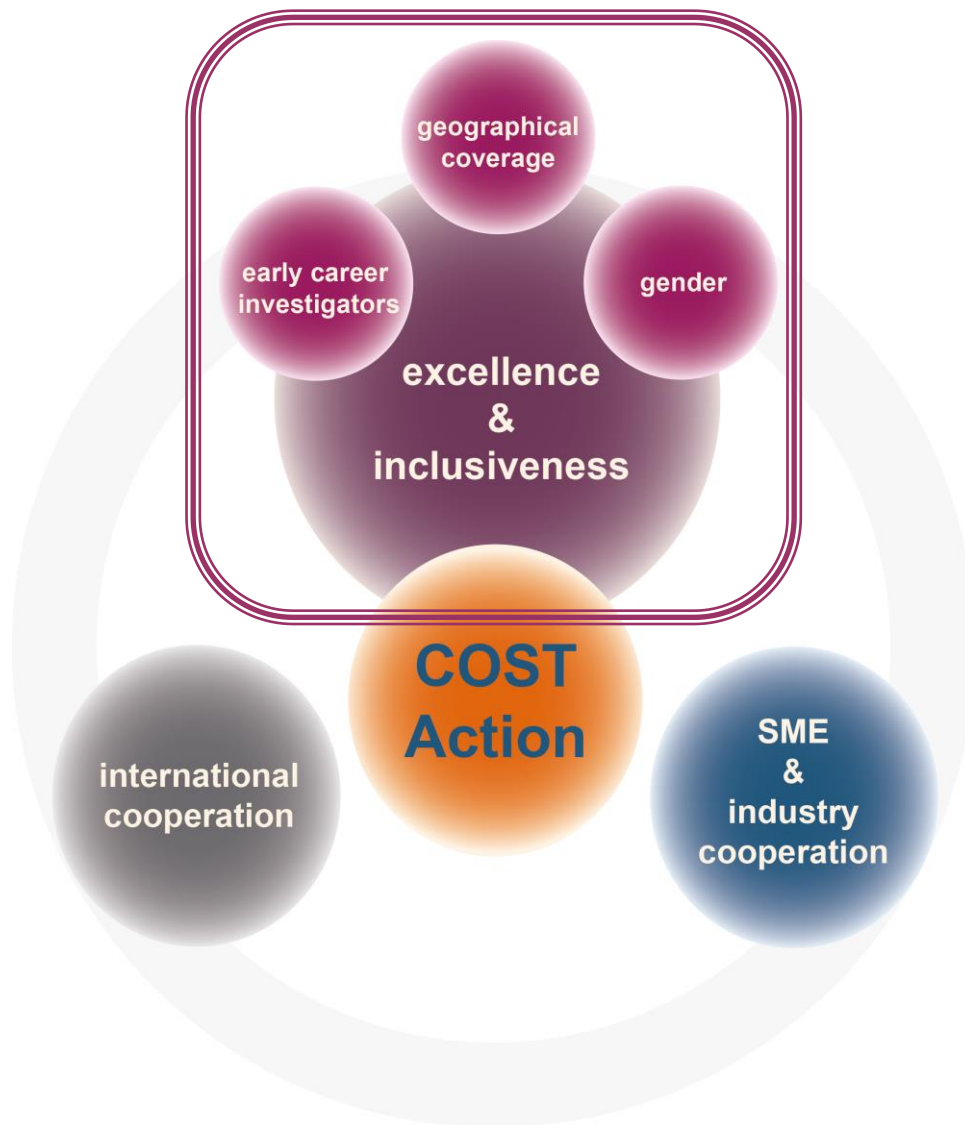
- Applicant encodes a new application
- Needs MC approval
- Officially approved by the CSO when the proposals is selected for funding

## OPTION 2: NEW NNC & IPC institutions

- Chair encodes applicant details in e-COST
- Applicant and Chair complete application form in e-COST
- Online approval by MC and COST Association

**Once the Institution is approved the applicant becomes a MC Observer**

# **COST POLICY ON EXCELLENCE AND INCLUSIVENESS**





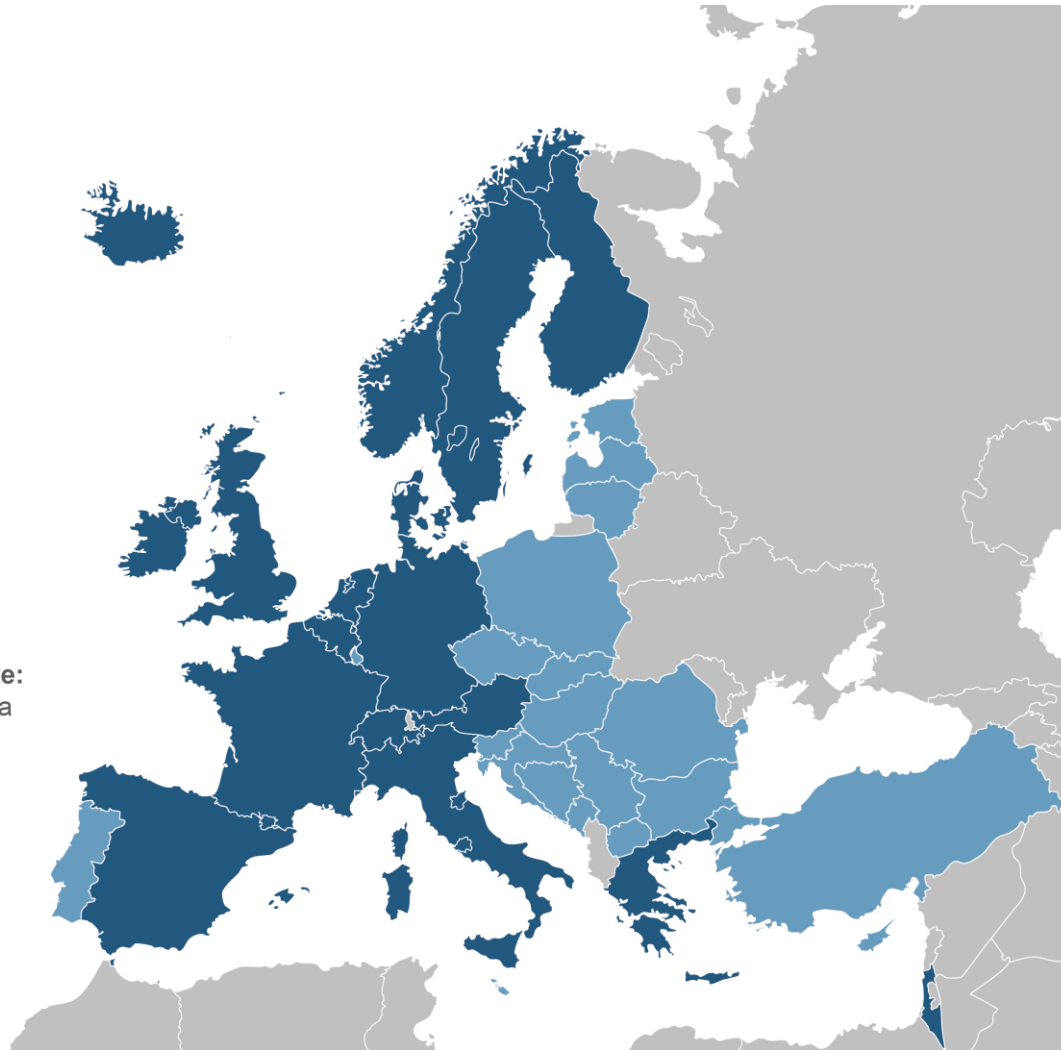
# Inclusiveness Target Countries (ITC)

● **EU 13:**  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Estonia  
Hungary  
Latvia  
Lithuania  
Malta  
Poland  
Romania  
Slovakia  
Slovenia

**EU Candidates:**  
fYR Macedonia  
Montenegro  
Republic of Serbia  
Turkey

**EU Potential Candidate:**  
Bosnia and Herzegovina

**EU Countries  
targeted by EC:**  
Luxembourg  
Portugal



# Inclusiveness Target Countries (ITC)

- **Originated from:**

- The political context of the Innovation Union (Horizon 2020)
- The intergovernmental context of the COST Member Countries

- **With the aim to:**

- Encourage and enable researchers from less research-intensive countries across the COST Member Countries to set up and/or join COST Actions and get more intensively involved in all COST activities
- Counterbalance research communities unequal access to knowledge infrastructures, funding and resources distribution
- Connecting “pockets of excellence” in science and technology operating from diverse locations in Europe, contributing to the realization of Horizon 2020 Widening Pillar objectives through COST Excellence and Inclusiveness Policy

# Early Career Investigators (ECIs) and gender balance



# Gender Balance

- With the aim to:
  - Encourage the under represented gender active participation and responsibility roles in all Action activities

## Early Career Investigators (ECIs)

- With the aim to:
  - Encourage the ECI active participation and responsibility roles in all Action activities
  - ECI = PhD + up to 8 years

# COST ACTION STRUCTURE

# Action Structure

**COST  
Association**

**GRANT HOLDER  
(GH)**

**MANAGEMENT  
COMMITTEE  
(MC)**

**Action Chair  
Action Vice-Chair**

**WG 1**

**WG 2**

**WG 3**

**WG X**



# Management Committee

## DECISION MAKING BODY

### **Coordination, Implementation, and Management of the Action:**

- Reporting, Membership approval, Dissemination and exploitation of results, Implementation of COST Policies

### **Supervising the appropriate allocation and use of funds**

### **Achieving the Action's MoU objectives**

## COMPOSED OF

Delegates nominated by their respective CNC

Up to 2 representatives per Participating COST Country

# MC decision making

## MC MEETINGS

Minimum once a year in a participating COST Country

Typical duration ½ day

Decisions only valid if at least 2/3 of the Participating COST Countries are represented

**Simple majority vote** of MC Members with **1 vote / Participating COST Country**

**MC decision must be in the minutes and these be sent to the COST Association**

## E-VOTE

Initiated and managed by the Chair (or Vice Chair when Chair affiliated to GH)

All MC members are in the e-mail list

Vote open for 7 days

**Simple majority vote** of MC Members with **1 vote / Participating COST Country**

**MC decision must be included in the official MC minutes of the following MC Meeting**

# Working Groups

## PRODUCTION & EXCHANGE OF RESEARCH

**Achieving the scientific objectives as defined in the MoU**

## COMPOSED OF

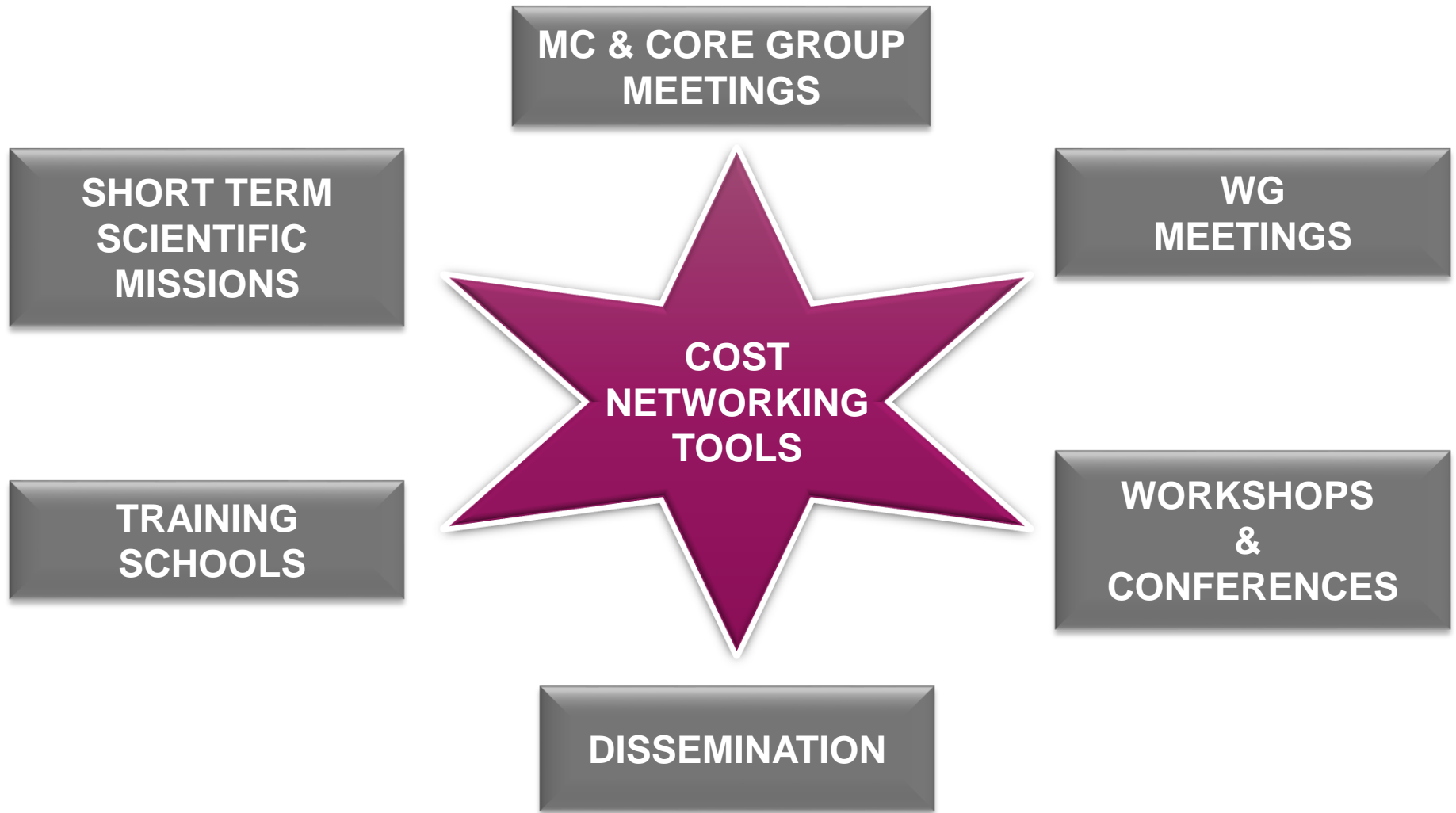
Researchers from Participating COST Countries

**MC members** (*all MC members should become members of WGs*)

MC Observers from approved NNC/ IPC institutions, Specific Organisations

**WG Leaders must be MC Members**

# COST Networking Tools



# COST ACTION FUNDING

# How are COST Actions funded?

**Grant Agreement**

**MANAGEMENT  
COMMITTEE  
(MC)**

**GRANT  
HOLDER  
(GH)**

**SO negotiates and  
approves W&BP**

**COST  
ASSOCIATION**

**COST ASSOCIATION e-signs GA with GH**

# e-COST

- Work and Budget (W&B) Plan drafting, negotiation and approval
  - Once the W&B has been approved by the COST Association e-COST will automatically launch an online MC vote for approval of the W&B
- Grant Agreement e-signature

# Work and Budget Plan Negotiation

- **Grant Period Goals to be defined (scientific goals not activities)**
- **Networking activities to be proposed (take into account COST policies when organising your activities)**
  - ✓ **description:** when relevant provide the rough schedule, e.g. 2hrs MC meetings, 2d WG meetings, 3hr plenary session with all WGs
  - ✓ **the objectives** and how it serves towards the achievement of the set Grant Period Goals
  - ✓ **the outputs:**
    - **tangible output(s)** e.g. proceedings, guidelines etc.
    - **less tangible output(s)** - knowledge exchange, strategic planning, technical know-how, policy development etc.



## Final considerations

**COST Actions do not fund research**

**COST Actions DO NOT SPONSOR**

**COST Actions ORGANISE  
if appropriate,  
COST Actions CO-ORGANISE**

# COST ACTION MONITORING

# Monitoring

Review Type	Purpose and features	Reviewed by
Progress Review 1  (M12)	Implementation of Scientific Committee Recommendations & COST Policy on Excellence and Inclusiveness	Scientific Committee
	Identifies any specific interventions needed	
	The Action will have to assess their implementation of the COST Policy on Excellence and Inclusiveness (data of the Action will be provided by the COST Association)	
Progress Review 2  (M24)	Monitors the progress (towards achievements), Impacts & Successes, Dissemination & Exploitation	Independent External Expert assigned by the COST Association
	Identifies specific interventions / urgent needs for improvement	
	An Action Rapporteur will be appointed by the COST Association and will perform the evaluation remotely based on a report prepared by the Action Chair	

# Final Assessment

Review Type	Purpose and features	Reviewed by
Final Assessment  (End of the Action)	Identify how well the Action has reached the defined MoU objectives and deliverables (Achievements, Impacts & Successes, Dissemination & Exploitation, and added value of the networking)	Independent External Expert assigned by the COST Association
	Collects data for: <ul style="list-style-type: none"> <li>▪ COST Association reporting to EC</li> <li>▪ Impact Analyses</li> <li>▪ The identification of success stories</li> <li>▪ The identification of emerging themes/potentially important future developments</li> </ul>	
	An Action Rapporteur will be appointed by the COST Association and will perform the evaluation remotely based on a report prepared by the Action Chair (MC approval needed)	

# QUESTIONS ?

# COST ACTION COMMUNICATION

# **COST ACTION ADMINISTRATIVE RULES AND GUIDELINES**



Growing  
**ideas**  
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# COST Actions

## Administrative Rules and Guidelines

Andrea Tortajada – Brussels – 7th April 2017





# Content

- How is your Action funded?
- COST Grant System
  - The Grant Holder Institution
- COST Networking Tools
- Communicating with COST Association



## How is your Action funded?

- **The 1st Management Committee (MC)**  
Meeting is administered and paid directly by the COST Association
- **After the 1st MC Meeting** all activities will be administered by your Grant Holder



## **COST Grant System (CGS)**

- Grant Holder Institution
- Grant Agreement
- Annex A - activities of Work and Budget plan
- COST Vademecum
- e-COST management tool



## The Grant Holder Institution

- Institution with Management Committee (MC) affiliation
- Legal entity
- Financially stable
- Apply by COST rules – flat rates
- Accept electronically signed documents



## Grant Holder Institution – Financial Support

- FSAC - Financial and Scientific Administration and Coordination support
- Fixed percentage contribution of **up to 15%** of the scientific expenditure



## Payment of the Grant

- First Grant payment: 50% of the Grant
- Second Grant payment: Up to 35% of the Grant
- Third Grant Payment: Up to 15% of the Grant



## Content

- How is your Action funded?
- COST Grant System
  - The Grant Holder Institution
- **COST Networking Tools**
- Communicating with COST Association

# COST Networking Tools

- Meetings
- Training Schools
  - Local Organiser Support (LOS) for Meetings and Training Schools
- Short Term Scientific Missions (STSM)
- Conference Grant for Inclusiveness Target Country (ITC)
- Dissemination





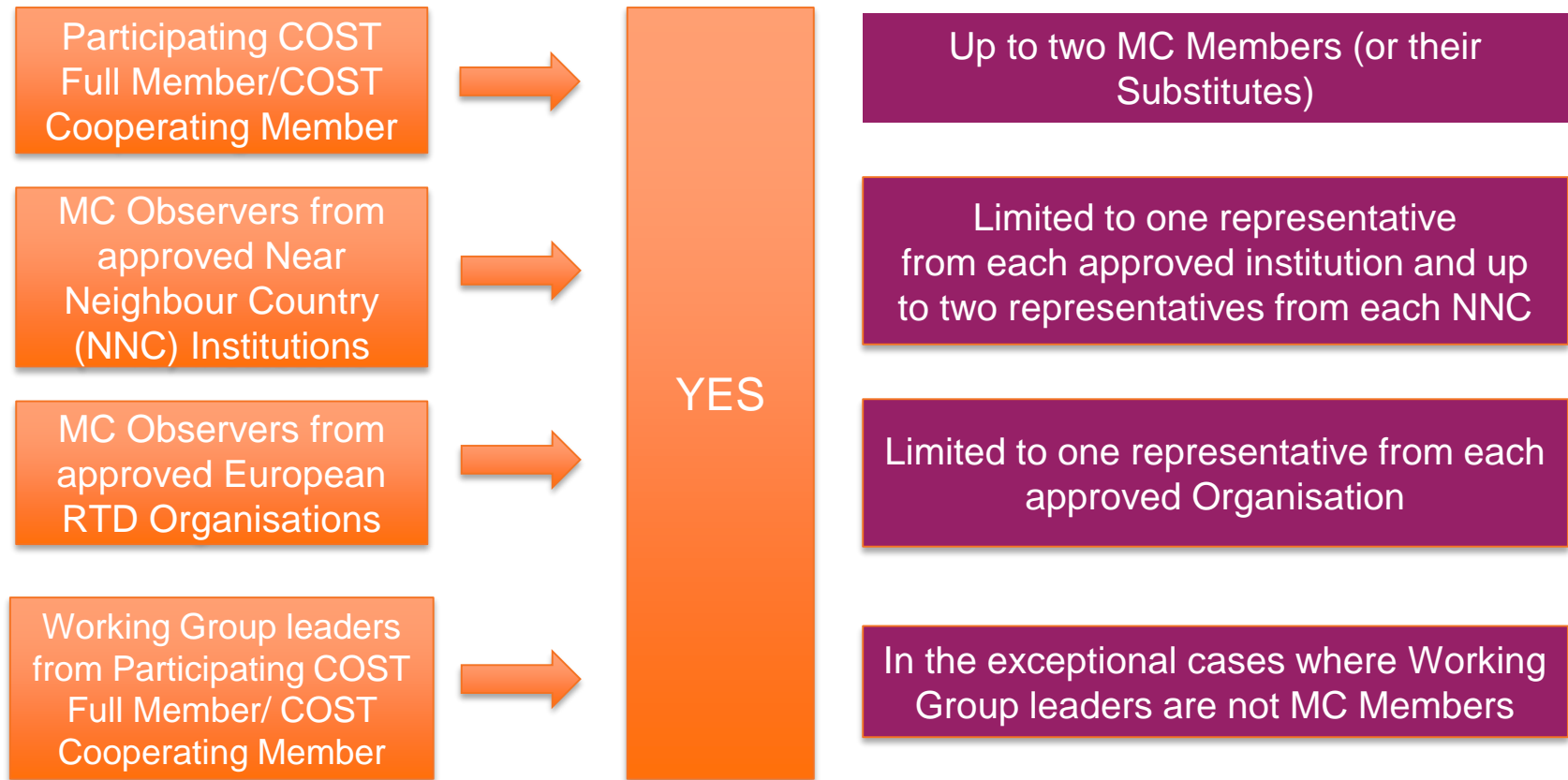
# Meetings



## Meeting Types

- Management Committee Meeting
  - Should not last more than 1 full day
  - Maximum 3 MC meetings per Grant Period

# Eligibility for MC Meetings



# Eligibility for MC Meetings

MC Observers from  
COST Partner Members,  
approved IPC  
Institutions, approved IO,  
the EC and EU Agencies

Invited Speakers

Not eligible to  
be reimbursed



## Meeting Types

- All other categories of meetings
  - Core Group
  - Working Group
  - Workshops or Conference
  - Final Meeting
- Dissemination Meeting

## Eligibility – all other categories

Any Action Participant from  
Participating COST Full Member/  
COST Cooperating Member

Any Action Participant from  
approved NNC Institutions

Any Action Participant from  
approved European RTD  
Organisations

Up to four Invited Speakers from  
non-Participating COST Full  
Member/ COST Cooperating  
Member, non-Approved NNC and  
IPC institutions

Eligible to be  
reimbursed

## Eligibility – all other categories

MC Observers from  
approved COST Partner  
Members, IPC Institutions,  
approved IO, the EC and  
EU Agencies

Any other participant not  
specifically mentioned as  
being eligible

Not eligible to be  
reimbursed



## Meeting Types

- All other categories of meetings
  - Core Group
  - Working Group
  - Workshops or Conference
  - Final Meeting
- **Dissemination Meeting**





## Dissemination Meetings

- A maximum of two Action Participants per Grant Period
- The attendees must be listed in the official programme
- Up to EUR 500 for conference fees

## Meetings – What to do as participant?

- Register an e-COST profile <https://e-services.cost.eu/user/login>
- Accept the invitation & book your trip asap
- Sign attendance list for everyday
- Encode expenses, upload travel documentation and submit the claim
- **Claim Submission Deadline: 30 Days**

# Long distance travel = cross border travel

## Flight expenses:

- Economy class only
- Max EUR 1200

**You must submit an invoice and full itinerary**



## Car travel expenses:

- Maximum distance 2000 km at
  - ✓ EUR 0.20 per km
  - ✓ EUR 0.30 per km with 2 or more eligible participants

**Proof of distance travelled is required (Google Maps print out)**



## Trains, bus and ferry expenses:

- Can claim for first, second and business class travel tickets

**You must submit invoice / receipts**



# Local Transport – travel within 1 country

Public transport expenses (shuttle, bus, train, metro and tram):

- Claimed amount  $\leq$  EUR 25  $\rightarrow$  No receipts required
- Claimed amount  $>$  EUR 25  $\rightarrow$  All receipts required



Taxi expenses are allowed when:

- No other means of public transport is available
- Travelling between 10pm and 7am

AND

Maximum EUR 80 in total with receipts



Also eligible (paid against amounts on invoices / receipts)

- Ferry travel
- Car travel\*
- Luggage fees
- Parking expenses
- Visa fees

\*Proof of distance is required (Google Maps print out)



## Accommodation Expenses

- Flat rate EUR 120 per night (no receipts!)
- Maximum number of nights = **actual number of meeting days attended\*** plus 1
- Management Committee can decide to lower the flat rate



## Meals expenses

- Flat rate of EUR 20 per meal for lunch and dinner (no receipts!)
- Number of meals depends on the participant's travel times
- Meals offered by the Local Organiser must be deducted
- Management Committee can decide to lower the flat rate



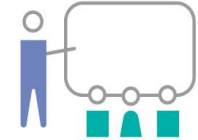
## **COST Networking Tools**

- Meetings
- **Training Schools**
  - Local Organiser Support (LOS) for Meetings and Training Schools
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# Training Schools





## Training Schools - Eligibility Rules

- Recommended duration: from 3 days up to 2 weeks
- Recommended ratio: 3 Trainees per 1 Trainer
- Location:
  - Participating COST Full Member/COST Cooperating Member Or
  - an approved NNC Institution
- Financial Support for:
  - **Trainers:** same as the COST reimbursement rules for meetings (no Honoraria, no lecture fees)
  - **Trainees:** fixed grants - up to EUR 1500 (No justification of expenses required)

# Training Schools - Eligibility

**Trainers** eligible for reimbursement:

- From Participating **COST Full Member/ COST Cooperating Member**
- From **approved NNC** Institutions
- From **approved IPC** Institutions
- From **approved IO, European RTD Organisations**
- Up to a Maximum of **4 Invited Speakers**

**Trainees** eligible for funding:

- From **COST Full Member/ COST Cooperating member**
- From **approved NNC** Institutions
- From **approved European RTD Organisations**



# Local Organiser Support (LOS)

## LOS - Eligible Expenses

- Rental of **meeting rooms** and technical equipment
- **Photocopying** and **printing**
- Up to a **maximum of 15%** to support the administrative expenses
- **Field trip** expenses if scientifically justified
- **Coffee breaks and light lunches** (such as sandwiches)
- One single **networking meal** (lunch or dinner)
- **Laboratory materials - rental** of scientific equipment for a Training School

# Payment Modalities

## LOS - Lump Sum

A lump sum of EUR 20 per participant per day as evidenced by the number of signatures on the signed attendance list

Up to maximum EUR 5 000

No invoices are required

## LOS - Actual Expenses

Claimed against the invoices (V.A.T. excluded)

Up to maximum EUR 10 000

Final breakdown of expenses must be submitted by the claimant

Invoices must be uploaded onto e-COST

# COST Networking Tools

- Meetings
- Training Schools
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- **Short Term Scientific Missions (STSM)**
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# **Short Term Scientific Mission (STSM)**



# STSM

- STSM
- STSM for Early Career Investigator (ECI)
- Special Provisions for Inclusiveness Target Country (ITC)



# STSM - Home & Host Institution

Home Institution	Host Institution
<b>STSM from</b> a Participating COST Full Member/ COST Cooperating Member	<ul style="list-style-type: none"> <li>✓ <b>To</b> another Participating Full Member/ COST Cooperating Member</li> <li>✓ <b>To</b> a COST partner member</li> <li>✓ <b>To</b> an approved NNC institution</li> <li>✓ <b>To</b> an approved IPC institution</li> <li>✓ <b>To</b> an approved EC Bodies or Agency/ an approved European RTD Organisation/ an approved International Organisation</li> </ul>
<b>STSM from</b> an approved NNC institution	<ul style="list-style-type: none"> <li>✓ <b>To</b> a Participating COST Full Member/ COST Cooperating Member</li> </ul>
<b>STSM from</b> an approved European RTD Organisation	<ul style="list-style-type: none"> <li>✓ <b>To</b> a Participating COST Full Member/ COST Cooperating Member</li> </ul>

# STSMs

- Duration
  - min 5 days
  - max 90 days
- Selection of Grantees: direct responsibility of the MC
- Financial support fixed contribution (grant= no receipts):
  - allowance per day: max **EUR 160**
  - in total max **EUR 2500**

## STSMs – Early Career Investigator (ECI)

- Duration
  - min 5 days
  - max **180 days**
- Selection of Grantees: direct responsibility of the MC
- Financial support fixed contribution (grant= no receipts):
  - allowance per day: max **EUR 160**
  - in total max **EUR 3500**



## STSM – Special provisions ITC

- Researchers from Participating **Inclusiveness Target Country (ITC)** can receive 50% of the grant upon completion of the 1st day of the STSM



## COST Networking Tools

- Meetings
- Training Schools
  - Local Organiser Support (LOS) for Meetings and Training Schools
- Short Term Scientific Missions (STSM)
- **Conference Grant for Inclusiveness Target Country (ITC)**
- Dissemination



# Inclusiveness Target Country (ITC)\* Conference Grants

\* Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey

## ITC Conference Grants – Eligibility

- **PhD students and Early Career Investigators (ECI) with affiliation in a Participating Inclusiveness Target Country (ITC)**
- **Attend international conference/ event**
- **At least oral/poster presentation**
- **Listed in the official programme**



## ITC Conference Grant – Financial Support

- Financial support fixed contribution (grant= no receipts):
  - allowance per day: max **EUR 160**
  - in total max **EUR 2500**
  - max **EUR 500** for conference fees





## **COST Networking Tools**

- Meetings
- Training Schools
  - Local Organiser Support (LOS) for Meetings and Training Schools
- Short Term Scientific Missions (STSM)
- Conference Grant for Inclusiveness Target Country (ITC)
- **Dissemination**



# Dissemination

## Eligible Expenses

- **Promotional Material** (e.g. flyers, posters and pens)
- **COST Action booths**
- **Action website**
- **Graphic design** max EUR 1,000
- **Multimedia contents**
- **Publications expenses** – including Open Access licenses
- **Proof reading, layouting and editing expenses**



## Non-eligible

- Value Added Tax (VAT)



## Communicating with COST

- Communicate **outcomes** of MC decisions
- Always indicate your **Action number** in the subject line of your email



# Thank you

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# AGENDA

07/04/2017 09:30-16:30

1. Welcome to participants
2. Adoption of the agenda
3. Establishment of quorum
4. Tour de table / introduction of the MC members
5. General information on COST mechanism and on the funding and reporting of coordination activities:
  - COST Overview, policies and structure
  - COST Action: Participation, Management, Monitoring and Final Assessment

----- *Coffee break* -----

  - COST Action Communication & Dissemination (CO)
  - COST Action's Administrative Rules and Guidelines (AO)
6. Setting the frame for the Action
  - Budget
  - Presentation of the Scientific Committee recommendations to the Action
7. Information on the internal rules of procedure for the Management Committee of the COST Action
8. Election of the Chair, Vice-Chair
9. Selection of:
  - The Grant Holder institution (Scientific Representative)
  - The FSAC rate for the Grant Holder institution

# COST ACTION BUDGET



# CA16104 – Grant Periods

Foreseen Grant Periods:

GP1: 01 / 05 / 2017 → 30 / 04 / 2018

GP2: 01 / 05 / 2018 → 30 / 04 / 2019

GP3: 01 / 05 / 2019 → 30 / 04 / 2020

GP4: 01 / 05 / 2020 → 06 / 04 / 2021

# Work and Budget Plan

- 1<sup>st</sup> Grant period: 01/05/2017 – 30/04/2018
- Allocated budget: **86.000 EUR** (based on 17 COST Countries)

## A. SUMMARY BUDGET

(1) MEETINGS

(2) SHORT-TERM SCIENTIFIC MISSIONS

(3) TRAINING SCHOOLS

(4) PUBLICATIONS, DISSEMINATION, OUTREACH

(5) OTHERS

**B. TOTAL SCIENCE EXPENDITURE (sum of (1) to (5))**

**C. Financial and Scientific Administration and Coordination (FSAC) (max. of 15% of B.)**

**D. TOTAL EXPENDITURE (B+C) = 86.000 EUR**

# SC Recommendations

- The proposed Action must develop and implement specific plans to increase the participation of Inclusiveness Target Countries at the leadership as well as participation levels of the Action.
- The plans for enhancing the participation of Early Career Investigators and maintaining the gender balance must be implemented.
- International cooperation with researchers from outside the COST countries, for example the USA, could be sought.

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# Internal rules procedures for the MC

<http://www.cost.eu/participate>

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## Participate

Scientists and researchers from the 35 COST Member Countries and the Cooperating State can participate in science and technology networks known as COST Actions by:



- Submitting a proposal for a new COST Action
- Joining an existing COST Action
- Becoming involved in specific COST Action activities
- Becoming a COST Expert

### What are COST Actions?

COST Actions are bottom-up science and technology networks, open to researchers and stakeholders with a duration of four years. They are active through a range of [networking tools](#), such as workshops, conferences, training schools, short-term scientific missions (STSMs), and dissemination activities. **COST does not fund research itself.**

COST prides in its support for high-risk, innovative and emerging research themes. However, **COST does not set any research priorities.**

COST Actions can also pave the way to or establish synergies with [EU-funded research projects](#). Moreover, collaboration within research projects can also lead to new [Actions](#), thus enhancing the networking potential of such consortia.

- Submit your COST Action proposal
- Join an Existing COST Action
- Become a COST Expert

## COST Implementation Rules

- Rules for Participation in and Implementation of COST Activities (COST 132-14) (PDF, 352 kB)
- Action Proposal Submission Evaluation Selection and Approval (COST 133-14) (PDF, 286 kB)
- Action Management, Monitoring and Final Assessment (COST 134-14) (PDF, 355 kB)
- International Cooperation and Specific Organisations Participation (COST 135-14) (PDF, 220 kB)

## Vademecum

- COST Vademecum (PDF, 3 MB)

## COST Action Template Centre

- COST Grant Agreement Template (PDF, 397 kB)
- Final Achievement Report Template - MC Chair (DOCX, 160 kB)
- Final Assessment Report Template - Action Rapporteur (DOCX, 126 kB)
- Monitoring Progress Report Template - MC Chair (DOCX, 155 kB)
- Monitoring Progress Review Template - Action Rapporteur (DOCX, 122 kB)
- Final Action Dissemination Grant request form (DOCX, 117 kB)
- e-COST Action Management Tool User Guide (eCAMT) (PDF, 2 MB)

## Key Documents

- Technical Annex (DOCX, 111 kB)
- COST Open Call – Submission, Evaluation, Selection and Approval (SESA) Guidelines (PDF, 2 MB)
- Guidelines for the Dissemination of COST Action Results and Outcomes (PDF, 2 MB)
- Guidelines for Action Management, Monitoring and Assessment (PDF, 3 MB)
- Anonymity in COST Action proposals (PDF, 239 kB)

# Internal rules procedures for the MC



## ANNEX I

### Rules of Procedure for COST Action Management Committees

#### Article 1

The Action Management Committee (Action MC) for COST Action has been set up in accordance with the provisions of the “COST Action Management, Monitoring and Final Assessment”.

The members of the Action MC shall be nominated by the COST National Coordinator (CNC) of the respective COST Full or Cooperating Member participating in the Action. The Action MC consists of up to two representatives for each COST Full or Cooperating Member. Action MC members shall be considered as representatives of their COST Full or Cooperating Member. The CNCs should nominate up to three Action MC substitutes.

Representatives from COST Partner Members may participate in the Action MC as MC Observers, with no voting right.

Researchers, engineers or scholars or other stakeholders from non-COST Countries may be MC Observers; participation shall be limited to up to two representatives provided they come from two different institutions of the country in question.

Specific Organisations may be represented in the Action MC as MC Observers. Their participation shall follow the “Rules for Participation of Non-COST countries and Specific Organisations”. MC observers have no voting right and shall be approved by the Action MC.

#### Article 2

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