HAPLO-iPS

Guidelines for ITC Conference Grants for Young Researchers

cost
EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

HAPLO-iPS

Mission

ITC Conference Grants are aimed at supporting Young Researchers from Participating ITC or NNC to attend international science and technology related conferences, events or activities on the topic of the Action that are not organised by the COST Action.

Eligibility

- Conference Grants are exclusively reserved for Young Researchers – researchers under the age of 40 - with a primary affiliation in an institution located in an ITC or NNC participating in the Action.

- Current ITCs (Inclusiveness Target Countries) and NNC (Near Neighbour Countries) according to COST Annotated Rules (ANNEX I: COUNTRY AND ORGANISATIONS TABLE)

- The applicant must make an oral/poster presentation at the conference in question and must be listed in the official event/conference programme. The main subject of the oral/poster presentation at the approved conference must be on the topic of the Action and must acknowledge COST.

- The participation of each applicant must be pre-approved by the Action MC. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

Submission of applications

- The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab. The applicant can select the grant from the page 'Apply for new grant'

- After encoding the Grant application form by filling all requested sections, the applicant will need to upload additional supporting documentation:

  - ITC Conference Grant Application Form (based on e-COST template).

  - Abstract submitted to the conference.

  - Acceptance letter from the conference organiser committee (confirming either your speaking slot or your poster presentation).

  - Other documents required by the Action:

    - 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

    - Letter of support from the applicant's supervisor or host institution (if applicable)

Evaluation committee

As approved by the Management Committee (MC), the evaluation will be performed by an expert selection committee for transparency and inclusivity reasons. The committee will include the Grant Awarding Coordinators, the Chair, the Vice Chair, the Project Coordinator, the WG leader and co-leader of WG6 (Training and Dissemination) and the Scientific Communication Coordinator.

Participants will be selected on the basis of an evaluation-criteria score (see below). The committee will also seek an acceptable gender balance in successful applicants.

Evaluation Criteria Score

- General (to be rated as NO/YES by the Grant Awarding Coordinators on the e-cost system):

    o The applicant is a Young Researcher from an ITC or NNC

    o The applicant has an approved oral/poster presentation

    o The conference is taking place within the current Grant Period

If any of the previous 3 is "NO" - do not proceed with the application assessment – decision is "NO"

- Specific (from 0 to 10 points):

    o 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 (1-4 points).

    o European conferences are preferred. However, conferences held elsewhere can also be considered (0-1 points).

    o Relevance of the proposal: The topic and full content of the presentation is relevant to the topic of the WG of the Action: based on solid theoretical background in regard with acknowledged theoretical frame of the Action; design and methodological ground; the level of novelty of the material presented (1-4 points).

    o 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 (0-1 points).

In case of decision making between candidates identical scores, applications will be prioritised as follows:

- Gender Balance
- 1 student/applicant per centre

Evaluation Process

The evaluation criteria defined by the Action's MC are communicated to all potential applicants on the website of the Action and via other means including partner institutions and social media.

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

For each Dissemination Grants call:

The Grant Award Coordinators evaluate applications for compliance with the criteria for eligibility, and to confirm that the requested supporting documents have been submitted.

The Grant Award Coordinators send the eligible applications to the Evaluation committee members by email, highlighting non-eligible candidates (if applicable).

The Evaluation committee scores each applicant's proposal (1 to 10).

The Grant Award Coordinators list the applicants ranking from the highest to the lowest score. Starting from the ranking, COST policies on excellence and inclusiveness and available budget will be considered by the committee for a final decision.

Dissemination Grants Financial Support

A Dissemination Grant will cover (but not necessary cover all) costs for economy travel, accommodation, and meal expenses for the selected candidates. Dissemination Grant grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, travel insurance and pension matters.

- The calculation of the financial contribution for each ITC Conference grant will be up to a maximum of EUR 2000 in total or up to a maximum of the daily allowance per day in the specific country and travel costs for face to face conferences.

- 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 Further details can be consulted at the COST Annotated Rules.

Approving ITC Conference Grants for Payment

The preapproved grantee must 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:

- A Scientific Report describing the outcome of the presentation of the accepted contribution, in terms of grantee's visibility, including the establishment of new contacts for future collaborations;
- The certificate of conference attendance;
- The programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster) of the grantee.;
- A copy of the given presentation (oral or poster).

The Grant Award Coordinators and the Vice Chair are responsible for approving the scientific report and informing the Grant Holder that the mission has been successfully completed.

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 or written summary (max. 500 words) describing the experience for the website page including: affiliation, field of research interest, possibly including a photo, a quote about the experience in the conference and its relevance to COST Action.

Further information on applications can be obtained from haploips@idibell.cat

Appendix 1. ITC Grant application (see attached document)

Appendix 2. ITC Grant Report (see attached document)