

HAPLO-iPS

Guidelines for Dissemination Conference Grants

November 2025

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 HAPLO-IPS, 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 1400 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.
- 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. 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. 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 by filling all requested sections, the applicant will need to upload additional supporting documentation:

- Dissemination Conference Grants Application form (based on e-COST template)
- Abstract submitted to the conference.
- Acceptance letter from the conference organiser committee.
- 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

- 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).
- European conferences are preferred. However, conferences held elsewhere can also be considered (0-1 points).
- Contribution to the Action Science Communication Plan and to meeting the Action challenge and objectives. (1-2 points).
- Dissemination impact of the congress/conference in terms of scope, written publications, visibility, etc. (1-2 points).
- Young Researchers will be encouraged (0-1 points).

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

- Member of an ITC country and meet the general TS eligibility criteria (see above)
- Gender Balance
- 1 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 Dissemination Grant will be up to a maximum of EUR 1400 in total or up to a maximum of the daily allowance per day in the specific country and travel costs.
- 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 Dissemination 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 conference presentation, including contacts made and potential for future collaborations.
- The certificate of conference attendance.
- The programme of the conference or book of abstracts / proceedings indicating the oral presentation of the grantee.
- A copy of the given presentation.

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 to 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 applications can be obtained from haploips@idibell.cat

Appendix 1. Dissemination Grant application (see attached document)

Appendix 2. Dissemination Grant Report (see attached document)