

HOW TO JOIN AN EXISTING COST ACTION

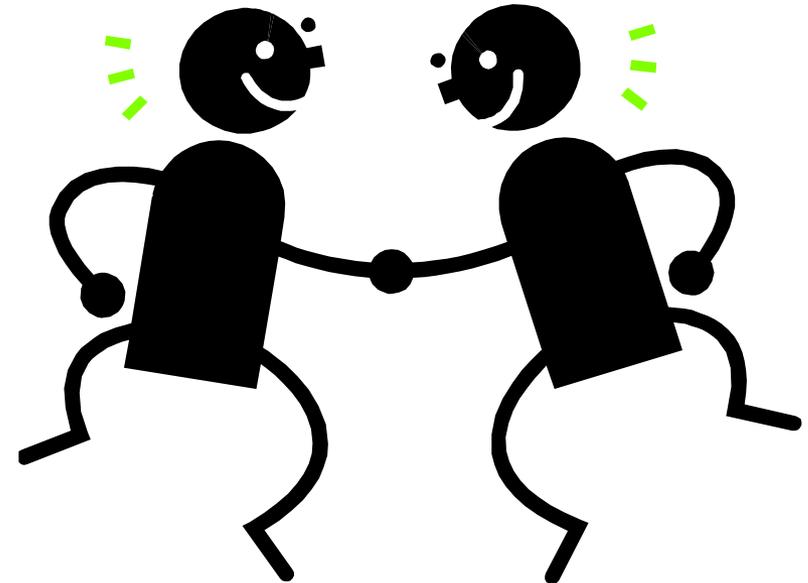
http://www.cost.eu/participate/join_action

http://www.cost.eu/about_cost/reciprocal_agreements

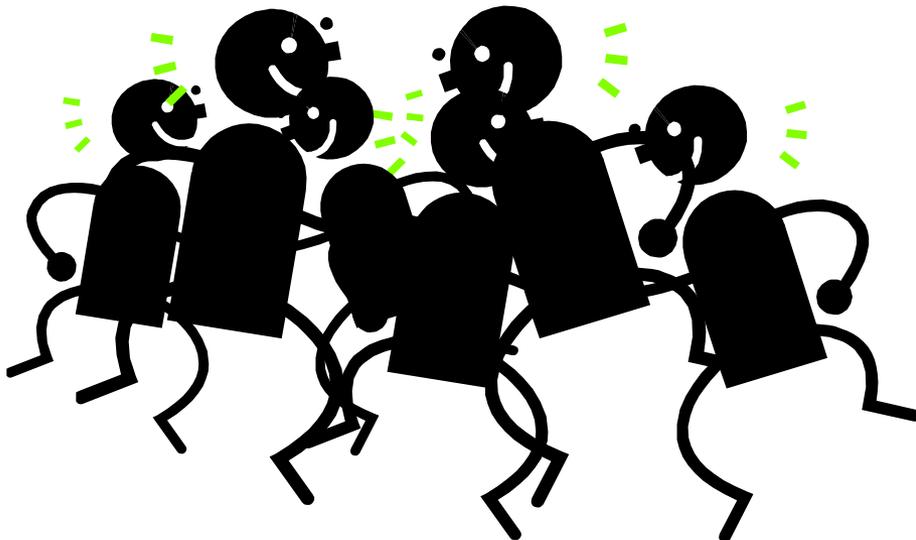
HOW CAN I JOIN AN EXISTING COST ACTION

2 POSSIBLE SCENARIOS:

**FOR INSTITUTIONS FROM
THE 36 COST COUNTRIES**



**FOR INSTITUTIONS FROM
NON-COST COUNTRIES:**



HOW CAN I JOIN AN EXISTING COST ACTION

FOR INSTITUTIONS FROM THE 36 COST COUNTRIES:

Within 1 year from the CSO approval:

Anybody can join the Action **without MC Approval**

After 1 year from the CSO Approval, the applicant must seek the **MC Approval** before he/she can join the Action.

In brief, for BM1006 up to 01 December 2011 no MC Approval is needed to join the Action



HOW CAN I JOIN AN EXISTING COST ACTION

PROCEDURE FOR INSTITUTIONS FROM 36 COST COUNTRIES:

UNTILL date

There are **2 Options**:

1) Your country has **not yet accepted** the Action's MoU

A. Contact your CNC and inform the Chair of the Action of your interest

B. The CNC accepts the MoU and nominates you as representative of your country to the MC

2) Your country has **accepted** the Action's MoU

BUT has **not yet nominated** 2 representatives:

A. Contact your CNC and inform the Chair of the Action of your interest

B. The CNC will nominate you as representative of your country to the MC

AND has already nominated 2 representatives:

Contact the Action Chair for possible nomination by the MC as WG Member

HOW CAN I JOIN AN EXISTING COST ACTION

PROCEDURE FOR INSTITUTIONS FROM 36 COST COUNTRIES: FROM date

1. Submit your Application to the MC
2. The MC approves the Application - at MC Meeting or by written procedure
3. You contact your CNC to inform them of the MC Decision and ask them to:
 - Accept the MoU (imperative to be able to become MC Member)
 - To nominate you as MC Member
4. The CNC accepts the MoU and nominates you as MC Member
5. You receive from e-COST an invitation to create your e-COST Profile
6. You are now a member of the MC and will receive all the relevant information/invitations etc.

HOW CAN I JOIN AN EXISTING COST ACTION

FOR NON-COST COUNTRIES:

There are **3 options**:

- 1) Invited Expert** for a **specific meeting** (can be reimbursed)
- 2) Participation** in COST action on basis of **mutual benefit**
(JAF approves on case-by-case basis)
 - Participants from non-COST country institutions are **NOT** reimbursed
 - Participants from formally approved institutions from Near Neighbour Countries can be reimbursed
- 3) Reciprocal Agreement** with
Australia, New Zealand, South Africa and Argentina

PROCEDURE FOR NON-COST COUNTRIES:

1. Complete the **“non-COST country institution template”** and write a one page **“motivation letter”** summarizing the institution, its research relevant to the Action and the mutual benefit of joining the Action.
2. Send these documents to the **Chair of Action** and to the **COST Officers**
3. The **MC** evaluates the application and sends the approval to COST
4. COST Office forwards the documents to the **Domain Committee** who after **approval** sends it to executive group (**JAF**) of the Committee of Senior Officials (CSO)
5. The MC and DC approvals can be processed by written procedure but the JAF approval can only be processed at one of JAF’s three meetings each year.
6. Once **application has been approved by JAF** the participants from **Near Neighbour** countries will be entitled to **one reimbursement per meeting** under the same rules as the COST participants. Participants from other non-COST Countries will NOT be reimbursed.

A COST ACTION CONSISTS of:

Management Committee



Nominated MC Members

Nominated Substitute MC Members



Working Groups

Chair/Vice Chair/Members approved by MC



Core Group

MC Chair/Vice Chair/WG Leaders



STSM Panel

STSM Coordinator + 2

COST Action = how is it composed

Management Committee

- *Max. 2 members per country and the Chair
Nominated by the CNC*
- *Max. 2 substitute members per country
Nominated by the CNC*

WGs - Working Groups

- A small number of researchers working together
- MC members or other scientists from the Parties
- Invited experts/speakers (workshops/conferences)
- Members from NON-COST institutes
- The WG has a Chair and Vice Chair also called Working Group Leader

COST Action = how is it composed

Core Group

The MC May decide to set up a Core Group that can take decisions on behalf of the MC.

The Core Group consists normally of the MC Chair and Vice Chair and the Working Group Leaders

STSM Panel

The MC May decide to set up a STSM Panel that will review and approve the STSMs.

The STSM Panel normally has a STSM Coordinator and 2 experts elected from among the MC Members.

COST GRANT SYSTEM

CGS

Acronyms:

Grant Agreement = GA

Grant Holder = GH

Work Plan = WP

Budget Plan = BP

Costs that can be reimbursed

1. Range of costs related to the following activities:
 - ✓ Travel and subsistence allowances for meeting participants;
 - ✓ Local organiser support;
 - ✓ Short-Term Scientific Missions (STSMs);
 - ✓ Training schools;
 - ✓ Dissemination, e.g. Scientific Publication, Action website, Action promotion for meetings and training schools, Communication,
2. Outreach activities:
 - ✓ Other Expenses Related to Scientific Activities (such expenses need an approval from the COST Office) ex: bank fees;
 - ✓ Financial and scientific administration and coordination of the Action.

All these expenses are approved in the Action's BP and reflect the activities in the Action's WP

Costs that can not be reimbursed

- VAT and any other indirect taxes;
- Duties;
- Interest owed;
- Provisions for possible future losses or charges;
- Exchange losses, costs related to return on capital;
- Costs declared or incurred, or reimbursed in respect of another project;
- Debt and debt service charges, excessive or reckless expenditure.

for any specific question regarding VAT or other indirect taxes, please consult the COST Office Financial Controller - Adrien Routelous - adrien.routelous@cost.eu

Guidelines for Organising a COST MEETING

1) THE MEETING

COST Action meetings where members
present the outcomes related to their
actions **networking activities**

COST Action meeting **in conjunction with a non-COST Meeting = COST Day Session CLEARLY**
outlined in the PROGRAMME

COST workshops/conferences open,
in general, to the whole scientific community.
only MC and WG Members are reimbursed

Reimbursed participants in COST meetings
good balance from the participating countries

Invited non-COST Experts/Session Chairs
eligible for reimbursement! **Limited to 4 AND** must
contribute to the COST objectives

If a Participant entitled to reimbursement
cannot attend meeting may be **replaced with**
the approval of the MC Chair

MC Member cannot attend the meeting, may be
replaced by **substitute nominated by the CNC**

Guidelines for Organising a COST MEETING

2) THE PROGRAMME

COST must be clearly mentioned on the **FRONT** page of the programme including the **COST Logo**.

The title of the programme reflects **COST Activity**

Programme = **detailed and contains**

Scientific Programme Coffee Breaks, lunches etc.

Programme = **clear Agenda**

number of talks per session per day

Each **session contains:**

Chair, Title of talks/presentations, Name of the presenter

Programme contains **abstracts** of talks/presentations and **titles of posters** presented



*COST Reimbursement
Tools and Rules*



Definition of COST Participants

The participants are all of the people who attend a COST meeting



eligible participants



entitled participants

Definition of COST Participants

- For meeting participants, a distinction is made between **participants**, **eligible participants** and persons **entitled to reimbursement**.
- The **participants** are all of the people who attend a COST meeting.
- Among the **eligible participants** a certain number can be selected by the Chair of the Action on behalf of its Management Committee (MC) as **entitled to reimbursement**.

Eligible participants

- Each country participating in an Action can nominate up to 2 MC members (in addition to the MC Chair).
- If a MC member cannot attend a meeting, he can be replaced by a substitute nominated by the National Coordinator.
- Working Groups Members.
- DC Action rapporteur(s) invited to the Management Committee meeting.

Participants entitled for reimbursement

- ✓ It may be necessary to invite external experts to a COST meeting to address a topic where their expertise would contribute to the objectives of COST.
- ✓ The reimbursement of invited experts, keynote speakers and session chairs from non participating countries is normally limited to 4.
- ✓ The **Chair** has the **final responsibility for approving the list of participants** entitled to be reimbursed and to notify it to the Grant Holder who sends the invitations.
- ✓ The Chair can delegate this approval task to another MC member (i.e. when the MC member is the Local Organiser of a meeting or a member of the MC Core Group)

- Participants in COST meetings should arrive/depart as close as possible to the beginning/end date of the meeting – keeping in mind the start and end hour of the meeting
- If participants have **activities not related to COST** either before or after the meeting, they should indicate the **dates and times of departure** from **and return** to their home as if they had only attended the **COST meeting**.
- The participant eligible to receive reimbursement for travel expenses and allowances must declare that **he/she has not received or is not entitled** to any similar reimbursement or allowance **from a third party**.
- For audit purposes, the Grant Holder or the COST Office may contact the participants.

Reimbursement rules

- ❖ The Grant Holder is obliged to use **COST web-tool for management** of the **CGS** – a detailed training is provided by COST Office and a User Guide with clear instructions are given to the GH
- ❖ The Grant Holder is responsible for the **reimbursement** of eligible costs **within 30 days** from the receipt of a claim.
- ❖ Such a **claim shall be submitted within 30 days** following the event.
- ❖ Depending on the availability of funds, payments to eligible participants should be made no later than 60 days following the event giving rise to the claim.

Reimbursement - accommodation

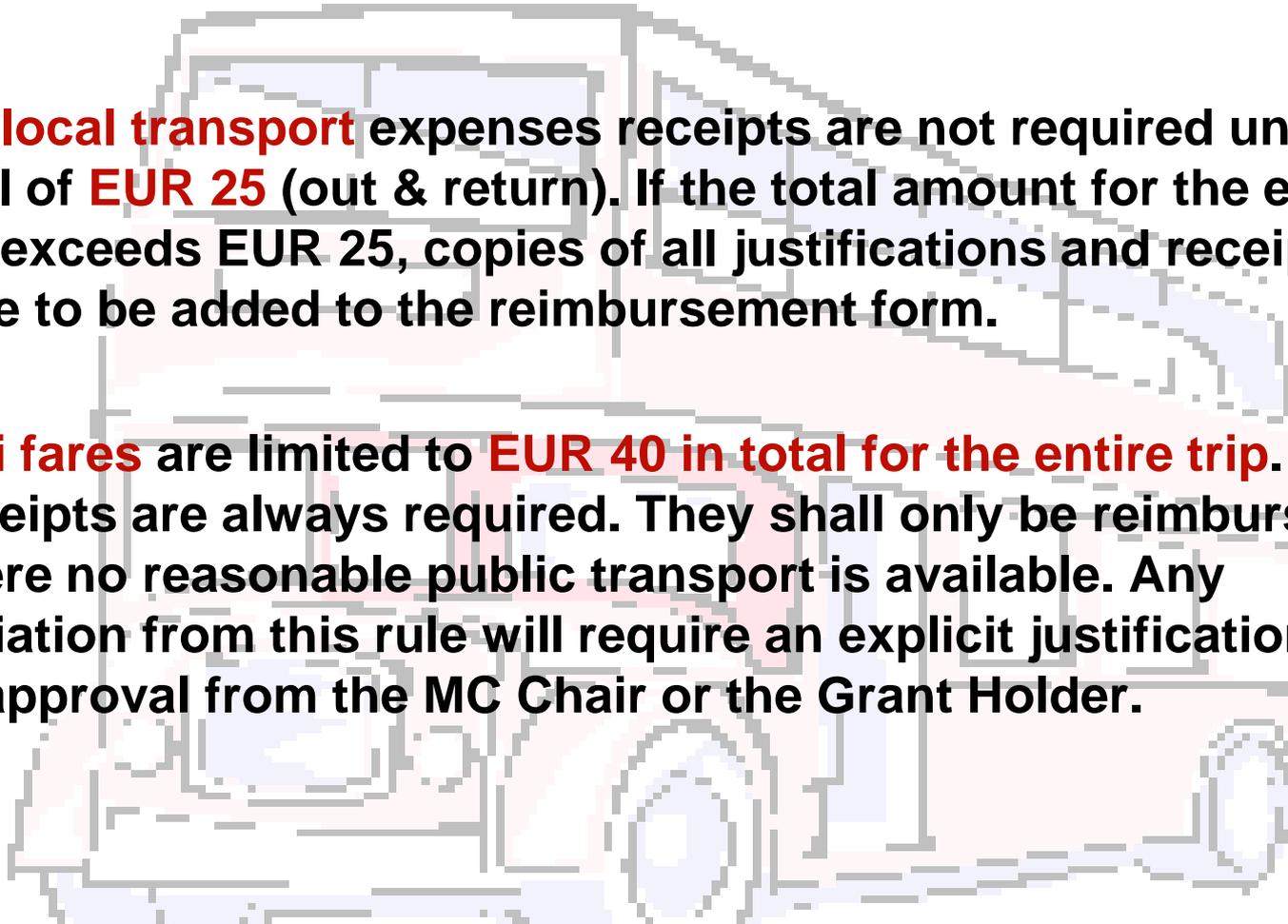
- 🏠 The flat reimbursement rate is **EUR 120 per night** for accommodation **INCLUDING** breakfast.
- 🏠 The MC may decide to lower this rate in the case of economic accommodation arrangements.
- 🏠 The accommodation costs are paid directly by the participant.
- 🏠 The **maximum** number of **nights** that may be reimbursed equals the number of **attended meeting days** (as evidenced by the signed attendance list) **+ 1** (the night prior to the start date of the meeting).
- 🏠 **Any deviation will require an explicit justification** under "Other/remarks" of the COST Travel Reimbursement Request, supporting documentation, **and an approval from the COST Office and the Management Committee prior to the meeting.**

- o **Lunch (including coffee breaks) and dinner expenses will be reimbursed at a flat rate of EUR 20 each.**
- o **Meals offered by the Local Organiser will not be reimbursed.**

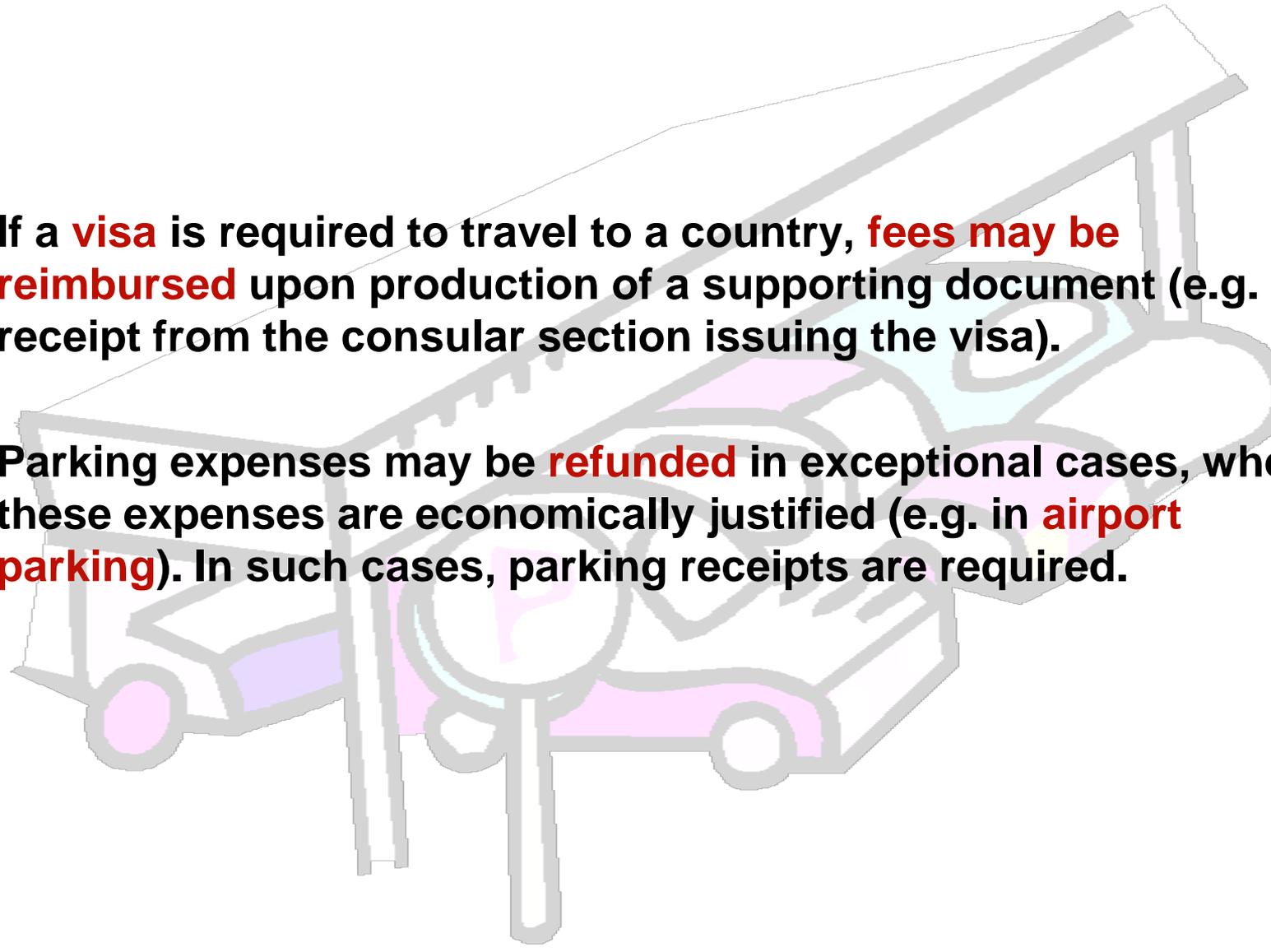
Reimbursement - Travel

- The **most economical** arrangement has to be considered when traveling by air.
- **Originals or legible copies of the ticket** must be attached to the travel reimbursement form.
- **Business class travel** is normally **NOT** reimbursed. Under exceptional circumstances and approved by GrantHolder prior to the meeting it can be reimbursed.
- **Air tickets exceeding 1200€** require **prior approval** from the COST Office and GrantHolder.
- If the **Price and/or Method of Payment not mentioned** on the e-ticket, an **invoice** or copy of the **credit card statement proving the payment** must be provided.
- For local **airport transfer**, the **most economical** means of transport should be used.
- The **shortest and most economical route by rail or bus**. First class rail or bus travel may be reimbursed.
- Costs of **seat reservation, transport of necessary luggage, and supplements for fast trains and sleepers (instead of hotel)** are **eligible expenses**.

- The use of a private or hire **car** is reimbursed on the basis of **EUR 0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone.
- Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of EUR 0.30 per kilometre and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of **more than 2000 km total is normally not reimbursed** and in any case no additional accommodation is paid.
- A **proof of distance including address of departure has to be attached** (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps, etc.).

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- For **local transport** expenses receipts are not required under a total of **EUR 25** (out & return). If the total amount for the entire trip exceeds EUR 25, copies of all justifications and receipts have to be added to the reimbursement form.
 - **Taxi fares** are limited to **EUR 40 in total for the entire trip**. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval from the MC Chair or the Grant Holder.

Reimbursement - Other eligible costs

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- If a **visa** is required to travel to a country, **fees may be reimbursed** upon production of a supporting document (e.g. receipt from the consular section issuing the visa).
 - Parking expenses may be **refunded** in exceptional cases, when these expenses are economically justified (e.g. in **airport parking**). In such cases, parking receipts are required.

Reimbursements - **Non-eligible costs**

THE GRANTHOLDER MAY **NOT REIMBURSE** THESE EXPENSES

- Registration fees, costs of health, life and luggage insurance are **not** reimbursed.
- Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs.
- Other costs such as telephone calls etc. cannot be reimbursed.

Travel Reimbursement Request Form (TRRF) and Reimbursement procedure

- Specific « TRRF » is sent by the Grantholder
- On-line registration for bank details **BEFORE** the meeting:
<https://e-services.cost.eu>;
- During the meeting sign available attendance list
- Completed « TRRF » with copy of the train, plane tickets, taxi receipts, parking car tickets (airport!) has to be submitted to the local organiser **DURING** the meeting;
- Receipts for the home journey (taxi, shuttle) to be submitted by e-mail or fax **latest within 1 week after the meeting;**
- The reimbursements are processed in batches

Local Organiser support

- ☺ COST's support is normally only a **contribution** to the total budget.
- ☺ A lump sum of up to **EUR 30 per participant**, based on the **signed** attendance list, will be granted as a fixed grant. Justification of expenses is not required in this case.
- ☺ In case the Local Organiser requests a contribution above 30 EUR per participant, supporting documents for the justification of expenses and a final breakdown of expenses are required.
- ☺ The COST contribution shall **not exceed EUR 10,000 per meeting** (including joint meetings).

LOCAL ORGANISER SUPPORT

Eligible costs:

- ☺ Rental of Meeting Room and technical equipment;
- ☺ Photocopying, printing of programmes, flyers, book of abstracts, proceedings, application forms, draft report etc.;
- ☺ Phone, fax, mailing costs for announcements, letters of confirmation;
- ☺ Personnel - staff involvement - or temporary recruitment of a secretary if necessary, or services of a Congress organising agency (if the Meeting/Workshop/Conference is very large);
- ☺ Local transport - e.g. bus for field trips;
- ☺ Coffee breaks and light refreshments;
- ☺ One conference meal if deducted from the daily allowance of the reimbursed participants. Beware: VAT on restaurant tickets is not reimbursable. This is important when during the meeting the LO decides to pay one global bill for all participants and ask the money back through LOS.

Non-eligible costs:

VAT and any other indirect taxes are non-eligible costs.

STSM = Short Term Scientific Mission - Aims:

- to **contribute** to the scientific **objectives** of a **COST Action**
- to **strengthen** the **existing networks** by allowing scientists to go to an institution or laboratory **in another COST Country** to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory.
 - particularly intended for **young scientists**

Duration: min. 1 week max. 3 months OR beyond 3 months for ESR less than Phd +8

An Action should normally set up at least 4 STSMs per year

- ◆ The financial support is a **contribution** to the costs of a STSM and may not necessarily cover all the costs in each case. **The grant should normally cover only travel and subsistence.**
- ◆ The financial contribution for a STSM will be a **fixed grant** based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee.
- ◆ An amount of **60 to 90€ for the daily allowance** in particular for longer stays and **300€ for the travel** is recommended but not obligatory.
- ◆ The total of a STSM shall normally **not exceed 2500€** up to **3 months** (or **3500€** for Early Stage Researchers – above 3 months).
- ◆ In any case the costs associated with the STSM must not exceed the limits set in the rules for reimbursement by COST of expenses for experts eligible for reimbursement.
- ◆ An **advance payment** may be made in **exceptional** circumstances, which will require additional special justification.

Training Schools

Training Schools (TS) - Aims:

- Intensive training on a **new and emerging subject**.
- Familiarisation with **unique equipment or know-how** in one of the laboratories of the Action.
 - TS are not intended to provide general training or education.
- **Typically** for – but not exclusively – **young researchers** from across Europe.
- A TS can also take the form of an **ESR** (less than PhD + 8 years) network created as a **"think tank"**.

Training schools

- The following items can be reimbursed:
 - **Travel and subsistence for trainers** - same as for participants to COST meetings, but **no lecture fee**.
 - **Individual grants for trainees** - amount to be decided by the Management Committee. Each grant cannot exceed the normal reimbursement rates of COST.
 - **General guide: the individual grants should be based on the most economic accommodation arrangement and on the most economic travel arrangement.**

Training schools

- **The following items can be reimbursed:**
 - **General support (Local Organiser Support)** required for the **organisation** such as **meeting room rental, lecture materials, secretarial support, coffee breaks, technical equipment** as well as **consumables** specifically purchased for the Training School.

The rules are the same as for Meeting Local Organiser Support.

Dissemination

covered by **Action budget**

- ☀ COST either covers costs for production and distribution by a printing house, or for the purchase of a fixed number of copies of the Action's high-level publication by a publishing house.
- ☀ Related costs such as graphic design, proofreading, translation and editing are normally not covered. Exceptions need specific approval from the COST Office.
- ☀ The costs of dissemination are covered by Action budget.

covered by **COST Office budget**

- ☀ Final Action Publications (on average one publication per Action to the amount of typically maximum EUR 10 000) are foreseen to be funded directly by the COST Office.



Supporting tools and documents

e-COST

<https://e-services.cost.eu/>

COST Vademecum “COST Grant System”

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

COST Grant Agreement

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

ESF-EC grant agreement

http://www.cost.eu/about_cost/structure

How to join a COST Action

http://www.cost.esf.org/participate/join_action

COST Reciprocal Agreements

http://www.cost.esf.org/about_cost/reciprocal_agreements