



COST Action CA20112

CALL FOR ITC CONFERENCE GRANTS

PROFEEDBACK



Funded by
the European Union



HÉTFA RESEARCH INSTITUTE

ABOUT PROFEEDBACK

Policy evaluation is a key tool in understanding, developing and modernising EU policies, thus there is a growing demand for EU-wide and high-quality evaluation services. The aim of the **PROFEEDBACK** COST Action-funded project, running between November 2021 and October 2025, is to foster the **networking of the policy evaluation community** at EU-level, raise awareness on the importance of evaluation policy research and improve its impact on policy-making. The Platform, following a **bottom-up and open approach**, will gather researchers and professionals from various scientific fields and sectors to present and evaluate theories, topics, tools and methods of policy evaluation. This objective will be achieved by the **assessment of good practices** that will provide direct and high-quality inputs for national and EU bodies responsible for policy evaluation.

IMPORTANT DATES

- **Deadline for submission of applications:** There is no specific deadline, applications can be submitted at any time on a rolling basis, however applications must be submitted at least 30 days before the start of the mission.
 - **Outcome notification date:** Grant decisions are normally announced within 30 days after submission.
 - **Period within which ITC conference must occur:** 1 May 2022 – 31 October 2022
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OVERVIEW

The grants are exclusively reserved for applicants making an **oral/poster conference presentation** and are listed in the official event/conference programme. The main subject of the oral presentation/poster presentation/speech at the approved conference needs to be **closely related to the topic and objectives of PROFEEDBACK** and to acknowledge COST.

FINANCIAL SUPPORT

Conference grants do not necessarily cover all the expenses related to participating in a given conference. A conference grant is a contribution to the overall **travel, accommodation, meal expenses and conference registration and poster printing fees** of the selected grantee. In addition, when meal and accommodation expenses or registrations fees are supported by the hosting institution as part of the provisions offered in their conference package, the amount afforded to each eligible participant must be deducted from the grant. For this first ITC call, the Management Committee of the Action has allocated a total budget of **EUR 2.550,00**. The Core Group has decided that a maximum of **EUR 850,00** can be allocated to each successful applicant.

APPLICATION PROCEDURE

Applicants should read carefully the funding rules detailed in the COST Annotated Rules. Applicants need to have their e-COST profile at <https://e-services.cost.eu> and submit their application by selecting “Grant Applications” and then “Apply for Grant”.

The applicant shall fill in the following information in the e-COST system:

- **Title of the presentation;**
- **Conference title, date and country;**
- **Budget requested;**
- **Attendance type (face to face or virtual).**

The applicant shall upload the following documents into the e-COST system:

- **Application form** (template available on e-COST) describing: Relevance of the conference topic to the Action, and Motivation describing the potential for impact on the applicant’s career;
- **Copy of the abstract of the accepted oral or poster presentation;**
- **Acceptance letter from the conference organisers;**
- **A CV including a list of academic publications** - if applicable (max. 3 pages).

Grantees will be notified of the outcome by the Action’s Grant Awarding Coordinator as determined in this call.

FINAL PROVISIONS

Successful grantees are required to submit a **scientific report** and **supporting documents**. Payment of the grant is subject to the submitted scientific report and supporting documents being approved by the Grant Awarding Coordinator.

The grantee shall upload to e-COST the following documents:

- Scientific report on the outcome of the presentation of the accepted contribution, in terms of the grantee's visibility, including the establishment of new contacts for future collaborations,
- The certificate of attendance;
- The Programme of the conference or book of abstracts / proceedings indicating the title and type of the presentation (oral or poster) and the name of the grantee;
- Copy of the given presentation (oral or poster).

The applicant is responsible for obtaining an **official acceptance letter/email confirmation of acceptance** from the conference organizers.

Failure to submit the scientific report and the supporting documents within **15 days** after the conference will effectively cancel the grant.

Grant is payable up to **30 days** after the grantee's report and supporting documents have been approved by the Action Chair (or Vice-Chair).

Please contact the **Grant Awarding Coordinator** Noémia Bessa Vilela at nbessavilela@ophiz.org (CC-ing profedback@hetfa.hu) if any queries relating to ITC Grants occur.

NOTE: COST Association and Action's Grant Holder may request additional information to substantiate the information contained within the documents submitted by ITC Grant's applicants.

This document is based upon work from COST Action PROFEEDBACK, supported by COST (European Cooperation in Science and Technology). COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

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