▶ **PRO**FEEDBACK ◀

COST
EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

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INCLUSIVENESS TARGET COUNTRIES CONFERENCE GRANTS

OPEN CALL

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INCLUSIVENESS TARGET COUNTRIES (ITC)
CONFERENCE GRANTS

**APPLICATIONS FOR MISSIONS OCCURRING
BETWEEN THE PERIOD 1 NOVEMBER 2023 - 31 OCTOBER 2024**

CA20112
PLATFORM OF POLICY EVALUATION COMMUNITY FOR IMPROVED EU POLICIES AND BETTER ACKNOWLEDGEMENT (PROFEEDBACK)

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 main challenge is that currently there is no bottom-up platform for European researchers and professionals working in policy evaluation. They have limited possibilities to discuss common problems, assess country specific practices and share their knowledge in a mutually beneficial and effective way.

The PROFEEDBACK Action aims 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 Action, following a bottom-up and open approach, gathers researchers and professionals from various scientific fields and sectors to present and evaluate theories, topics, tools and methods of policy evaluation. Results of the Europe-wide assessment of good practices provide direct and high-quality inputs for national and EU bodies responsible for policy evaluation.

ABOUT ITC CONFERENCE GRANTS

The Inclusiveness Target Countries (ITC) Conference Grants provide financial support for Young Researchers and Innovators affiliated in an Inclusiveness Target Country / Near Neighbour Country for their participation in high-level conferences. The conference must be fully organized by a third party (i.e. not organized nor co-organized by the COST Action). The grantee receives support for attending and presenting their work (poster/oral presentation) at a conference and can establish new contacts for future collaborations.

ELIGIBILITY RULES

You may apply for an ITC Conference Grant if:

Profile of applicant

- You are a Young Researcher or Innovator (i.e. a researcher or innovator under the age of 40).
- You have been accepted to present a paper/poster/panel and are listed in the official event/conference program. You must acknowledge COST in your contribution.
- Your primary affiliation is with an institution located in a COST ITC (Inclusiveness Target Country)* or a COST NNC (Near Neighbour Countries)**.

Duration

- The actual number of days of attendance to the approved conference.
- The participant may arrive on the day before the conference commences and/or leave one day after the activity finishes. The requested grant should be then calculated accordingly.

Location

- There is no limitation on the location of conferences, they can take place anywhere in the world (including the country of the applicant). However, the grant amount is limited, it might not cover the total costs incurred during the conference.

Specific eligibility criteria

- The conference topic must be relevant to the PROFEEDBACK Action. The participation in the conference should have a potential for impact on the applicant's career.

FINANCIAL SUPPORT RULES

The financial support in the form of an ITC Conference Grant provides a contribution for traveling, accommodation and subsistence expenses, as well as contribution to conference registration fee and poster printing fee. A maximum of **850 EUR** can be allocated to each successful applicant for face-to-face conferences or **400 EUR** for virtual conferences.

For this call, the Management Committee of PROFEEDBACK Action has allocated a total budget of **3.400 EUR** for 4-8 ITC grants. As the allocated budget is limited, the application process is organised on a "first come first served basis". Additional funding might be considered during this Grant Period upon MC decision.

The requested amount by the applicant should reflect the duration and location of the ITC Conference. When determining the grant amount, the applicant should take into account an estimation of travel costs and the official COST daily allowance rates. 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.

The final grant amount will be determined during the evaluation process by the Core Group of the PROFEEDBACK Action.

Please note that the awarded grant will be paid only after the ITC Conference has been completed, and after the required reporting documents have been submitted and approved.

TIMELINE

- **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 November 2023 – 31 October 2024
- **Deadline for submission of report after ITC Conference:** Report and supporting documents must be submitted 30 days from the end of the ITC Conference, or within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.
- **Payment of grant:** Grant is payable up to 30 days after the grantee's report and supporting documents have been approved

APPLICATION PROCESS
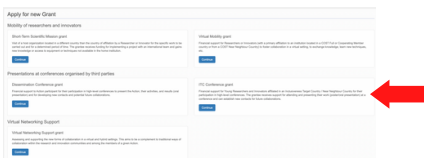
1. Create a Grant application

The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab. To encode a new application, the applicant clicks on 'Apply for grant'.

2. Choose the type of grant

The applicant can select the grant from the page 'Apply for new grant'.

3. Fill out the required info on the application page

For each type of grant the application page will contain different sections, some are pre-filled by e-COST such as Applicant name or Primary Affiliation, others are mandatory to be filled. Grant applications require an active Action Grant Period.

Upload the supporting documents

After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously downloaded from the application page. The applicant will need to upload additional supporting documentation for each type of grant.

ITC Conference – supporting documentation
- ITC Conference grant application based on e-COST template: https://www.cost.eu/ITCConference_GrantApplication
- Copy of the abstract of the accepted oral or poster presentation
- Acceptance letter from the conference organisers
- Full CV (max. 3 pages), including a list of academic publications if applicable

Submit the application

After adding the supporting document(s), the applicant can submit the grant application.

EVALUATION PROCESS

The submitted applications will be assessed by the Grant Awarding Coordinator together with the Core Group of the PROFEEDBACK Action. They will perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed conference will make against the scientific objectives outlined in the PROFEEDBACK Action's Memorandum of Understanding.

REPORTING PROCESS

After the end of the conference, the grantee receives an e-notification to submit the report and other supporting documents on e-COST.

Please note that the awarded grant will be paid only after the ITC Conference has been completed, and after the required reporting documents have been submitted and approved.

The deadline to submit the report is 30 days from the end of the activity, within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.

ITC Conference – supporting documentation
- ITC Conference report based on e-COST template: https://www.cost.eu/ITCConference_Report
- Certificate of attendance
- A short review of the conference, and a picture of the applicant which can be shared on the PROFEEDBACK social media platforms.
- Programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster)
- Copy of the given presentation (oral or poster) - You must acknowledge COST in your contribution.

Failure to submit the report and supporting documents within 30 days from the end date of the ITC Conference will effectively cancel the Grant.

Please note that COST Association and Action's Grant holder may request additional information to substantiate the information contained within the documents submitted by the ITC Conference applicants.

CONTACT

For further information, please contact profeedback@hetfa.hu
Visit website: https://profeedback.eu

RELEVANT DOCUMENTS

https://profeedback.eu/wp-content/uploads/2023/08/Grant-awarding-processes.pdf

USEFUL DOCUMENTS

COST Annotated Rules:
https://www.cost.eu/uploads/2022/12/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-V1.3.pdf

PROFEEDBACK Memorandum of Understanding:
https://e-services.cost.eu/files/domain_files/CA/Action_CA20112/mou/CA20112-e.pdf