



Grant Application Documentation



Basic Requirements for All Grant Types:

- **Completed Grant Application Form:** Fill out this form through the e-COST system.
- **Application Template:** Download, complete, and upload the specific template for the grant type from the application page.
- **Budget Plan:** Include a budget plan detailing estimated costs for travel, accommodation, meals, and any additional eligible expenses. Ensure that all costs align with the limits specified by the Action.
 - Breakdown of travel costs (e.g., flights, train tickets)
 - Accommodation expenses based on the duration of the mission
 - Estimated local transportation and daily allowance

Note: *Please be advised that a detailed itemization of receipts is not required; supporting documents are requested solely to confirm your attendance at the event.*

For each grant type, the following documentation and budget details are required:

1. Short-Term Scientific Mission (STSM) – Supporting Documentation and Budget

- **STSM Grant Application** (e-COST template)
- **Confirmation from the Host Institution:** Proof that the host institution agrees to receive the applicant.
- **Other Documents Required by the Action:**
 - **Supporting Evidence:**
 - Receipts for travel and accommodation (e.g. boarding pass, invoices)
 - Host institution's attendance confirmation (attendance sheet or endorsement)
 - Photo or videos
 - Evidence of the output (ppt, study, photos, etc)

2. Virtual Mobility – Supporting Documentation

- **Virtual Mobility Grant Application** (e-COST template)
- **Other Documents Required by the Action**
 - **Supporting Evidence:**
 - Virtual event participation proof (e.g., meeting logs, access records)
 - Project-related work evidence or session feedback (e.g. output; updated workplan, paper, study, etc)

3. Dissemination Conference – Supporting Documentation and Budget

- **Dissemination Conference Grant Application** (e-COST template)
- **Abstract of Accepted Oral Presentation**
- **Acceptance/Invitation Letter** from conference organizers
- **Other Documents Required by the Action**
- **Supporting Evidence:**
 - Receipts for travel and accommodation (e.g. boarding pass, invoices)
 - Host institution's attendance confirmation (attendance sheet or endorsement)
 - Photos or videos
 - Evidence of the output (ppt, study, photos, etc)
 - Attendance proof (e.g., signed sheet or certificate)
- **Budget Plan:**
 - Detailed travel expenses (flights, train, local transport)
 - Accommodation costs based on conference days
 - Estimated daily allowance (meals and incidentals)
 - Additional conference fees (if applicable)

4. ITC Conference – Supporting Documentation and Budget

- **ITC Conference Grant Application** (e-COST template)
- **Abstract of Accepted Oral or Poster Presentation**
- **Acceptance Letter from conference organizers**
- **Other Documents Required by the Action**
- **Supporting Evidence:**
 - Receipts for travel and accommodation (e.g. boarding pass, invoices)
 - Host institution's attendance confirmation (attendance sheet or endorsement)
 - Photos or videos
 - Evidence of the output (ppt, study, photos, etc)
 - Attendance proof (e.g., signed sheet or certificate)
- **Budget Plan:**
 - Breakdown of travel costs (flights, train, local transport)
 - Accommodation estimates for conference days
 - Daily allowance for meals and incidental expenses
 - Conference registration fees (if applicable)

For all grant types, these documents and the budget plan must be submitted through the e-COST platform. Ensure that the budget aligns with Action guidelines and includes a clear breakdown of estimated costs. If you need assistance, contact the e-COST support team or the Action's administrative coordinator.

This guide helps ensure that all necessary documents are received, budget plans are detailed, and application requirements are met, ensuring a smooth and compliant grant application process.

CONTACT

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

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

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