▶ **PRO**FEEDBACK◀

cost
EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

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Policy Brief Virtual Mobility Grants (PBVMGs)

OPEN CALL

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POLICY BRIEF VIRTUAL MOBILITY GRANT (PBVMGS)

APPLICATIONS FOR VIRTUAL MOBILITY OCCURRING BETWEEN THE PERIOD 1 NOVEMBER 2024 - 15 SEPTEMBER 2025

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 VIRTUAL MOBILITY GRANTS

The Virtual Mobility Grants (VMGs) provide financial support for collaborative work carried out in a virtual setting. The purpose of VMGs is to directly contribute to Action deliverables. The VMG application is open only to PROFEEDBACK members.

ABOUT POLICY BRIEFS

Among its objectives described in our Memorandum of Understanding PROFEEDBACK aims to produce policy briefs based on empirical evidence of evaluations to help improving the effectiveness and efficiency of policies. In this call, we would like to support initiatives that contribute to this objective of PROFEEDBACK.

By policy briefs we mean short documents that are easy for decision-makers to understand and review, focusing on designing key elements of a specific policy, and support improving the efficiency and effectiveness of policies by briefly outlining the impact of decisions summarizing the circumstances and considerations that a decision-maker needs to take into account when making a policy decision.
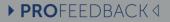
In this call, we will support policy briefs that:

- contribute to the effective, efficient or effective design of each selected policy, or

- provide methodological recommendations for carrying out evaluations that can help to organise or adapt policies effectively, and

- present an empirical argument for these policy summaries based on evaluations, and

- this is accompanied by short (5-10 pages) documents with graphical elements that are understandable to policy makers and convey the message.

ELIGIBILITY RULES
You are eligible to apply for a VMG if you fulfil the following criteria.

Profile of applicant
- Group of member of the PROFEEDBACK Action.
Applications are expected based on the collaboration of 2 or more members

Duration
- There is no specific requirement for the duration of the virtual mobility. It depends on the work that needs to be done and can range from 1 week to several months.
- However, VMGs must be completed no later than 15 September 2025.
Location
- The VMG is carried out in a virtual setting.
Specific eligibility criteria:
- PROFEEDBACK Action members

FINANCIAL SUPPORT RULES
The financial support in the form of an VMG provides a contribution for the collaborative work of the PROFEEDBACK Action member.
A maximum of **1.500 EUR** can be allocated to each successful applicant and a **maximum of 4.500 EUR** for the selected Policy Brief.
For this call, the Management Committee of PROFEEDBACK Action has allocated a total budget of **12.500 EUR** for 5 VMGs for the Grant Period3. As the allocated budget is limited, the application process is organised on a "first come first served basis", but still depending on a quality assessment from the Core Group (CG) of the Action. Additional funding might be considered during the Grant Period 4 upon MC decision.

The requested amount by the applicant should reflect the scope of the collaborative work to be carried out. The final grant amount is determined during the evaluation process by the Core Group of the PROFEEDBACK Action.
Please note that the awarded grant is paid only after the VMG 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 will be announced within 7 days after submission.
- **Period within which VM must occur:** 1 November 2024 – 15 September 2025
- **Deadline for submission of report after VM:** Report and supporting documents must be submitted 30 days from the end of the VM, 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

Applicants must register for an e-COST profile at https://e-services.cost.eu.
To submit an application, please follow the steps below.

1) Create Concept Note of the Policy Brief

The applicants should submit a Concept Note for Policy Brief (PB) with the following criteria: Introduction of the

- policy problem which is in the focus of the PB (max. 0,25 pages)
- preliminary messages expected impact of the PB (max. 0,5 pages)
- planned graphical element on PB (max. 0,5)
- experience of the team (max. 0,5 pages)
- relevant literature in question (max. 0,5 pages)
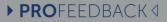- planned budget and timetable of the project (max. 0,25 pages)

Concept note should be submitted to the profeedback@hetfa.hu

After the CG selected the application (including decision of the budget) and invites your team for VMG than please follow the next steps for each members of the team:

2) 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'.

3) Choose the type of grant

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

4) Fill out the required info on the application page

For each type of grant the application page contains 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.

5) 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 needs to upload additional supporting documentation for each type of grant.

Virtual Mobility Grant – supporting documentation
- Virtual Mobility grant Application based on e-COST template: https://www.cost.eu/VM_GrantApplication
- Full CV (max. 3 pages), including a list of academic publications if applicable

6) Submit the application

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

EVALUATION PROCESS

The submitted Concept Notes are assessed by the Core Group of the PROFEEDBACK Action. They perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed Policy Brief will make against the scientific objectives outlined in the PROFEEDBACK Action's Memorandum of Understanding.

REPORTING PROCESS

Please note that the awarded grant is paid only after the VM 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.

Virtual Mobility Grant – supporting documentation
- VMG report template based on e-COST template: https://www.cost.eu/VM_Report
- Final deliverable produced during the VMG

Failure to submit the report and supporting documents within 30 days from the end date of the VM effectively cancels 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 DCG applicants.

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

RELEVANT DOCUMENTS
- https://www.cost.eu/uploads/2025/01/COST-Grant-Awarding-userguide.pdf
- https://profeedback.eu/wp-content/uploads/2025/01/Grant-Application-Documentation-2.pdf

USEFUL DOCUMENTS COST
Annotated Rules
- https://www.cost.eu/uploads/2024/11/COST-094-21-V2.0-AnnotatedRules-
for-COST-Actions-Level-C.pdf

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

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