



# Virtual Mobility Grants (VMGs)



# OPEN CALL

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## VIRTUAL MOBILITY GRANT (VMGS)

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.

### **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.

#### 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

- The application process is invitation-based. This means that only PROFEEDBACK Action members who have received a direct invitation from the Grant Holder Institute, Core Group or Management Committee can apply. The invitation is extended to those members who are selected to carry out a specific collaborative work that directly contributes to the Action deliverables.

## 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.

For this call, the Management Committee of PROFEEDBACK Action has allocated a total budget of **15.500 EUR** for 10 VMGs. 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 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 are normally announced within 30 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.

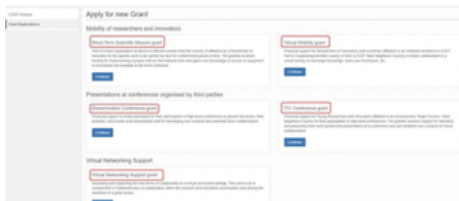
### 1) Create a Grant application

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 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.

Short Term Scientific Mission (STSM) – Application page

Apply for new Grant

Applicant name

Primary affiliation

Type

COST Action \*

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period \*

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period may be one year unless stated otherwise. Any grant application must start and end within the duration of the single Grant Period.

Title \*

Amount \*

Bank account \*

Start date \*

End date \*

Host institution name \*

Host institution city \*

Host institution country \*

Host institution url \*

Host contact person name \*

Host contact person email \*

### 4) 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](https://www.cost.eu/VM_GrantApplication)
- Full CV (max. 3 pages), including a list of academic publications if applicable

### Supporting documents

The following supporting documents are missing to submit the application. Grant application. Confirmation to host

Download Grant application template

Upload document

Title (Description) \*

Document type \*

Grant application

File to upload \*

Upload document

Back to Applications

Submit application

## 5) Submit the application

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

## EVALUATION PROCESS

The submitted applications are assessed by the Grant Awarding Coordinator together with the Core Group of the PROFEEDBACK Action. They 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 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](https://www.cost.eu/VM_Report)
- Final deliverable produced during the VMG
- A short review of the conference, and a picture of the applicant which can be shared on the PROFEEDBACK social media platforms.

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](mailto: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](https://e-services.cost.eu/files/domain_files/CA/Action_CA20112/mou/CA20112-e.pdf)

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