



Growing
ideas
through
networks

COST Actions

Administrative Rules and Guidelines

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Funded by the Horizon 2020 Framework Programme
of the European Union

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How is your Action funded?

- **The 1st Management Committee (MC)** Meeting is administered and paid directly by the COST Association through the Centralised Management Payment Scheme
- **After the 1st MC Meeting** all approved Action activities will be administered by your Grant Holder and will be funded through the COST Grant System (CGS)

COST Grant System (CGS)

- Managed by the Grant Holder Institution
- Grant Agreement
- Annex A - contains the activities detailed in the approved Work and Budget plan
- Adherence to the rules in the COST Vademecum
- e-COST management tool

The Grant Holder Institution

- Institution with Management Committee (MC) affiliation
- Legal entity
- Financially stable
- Abide by COST rules including local taxation scheme
- Accept electronically signed documents

Grant Holder Institution – 4 Key Positions

- Scientific Representative
- Legal Representative
- Financial Representative
- Grant Holder Manager

Grant Holder Institution –Grant Holder Manager Tasks

- Provide administrative support to the Action
- Must ensure that the Action adheres to the COST rules
- Must process reimbursement of claims and Action related payments
- Ensure separation of powers
- Archive supporting documents up to 30th April 2020

Grant Holder Institution – Financial Support

- Fixed percentage contribution of up to 15% of the scientific expenditure to support the administration of the Action
- *FSAC amount is calculated by applying the initially defined and approved percentage to the actual eligible scientific expenses
- No breakdown of FSAC is required by the Grant Holder
- *FSAC - Financial and Scientific Administration and Coordination

Payment of the Grant

- First Grant payment: 50% of the Grant
- Second Grant payment: Up to 35% of the Grant
- Third Grant Payment: Up to 15% of the Grant

COST Networking Tools

- Meetings
- Training Schools
 - Local Organiser Support (LOS) for Meetings and Training Schools
- Short Term Scientific Missions (STSM)
- Conference Grant
- Dissemination

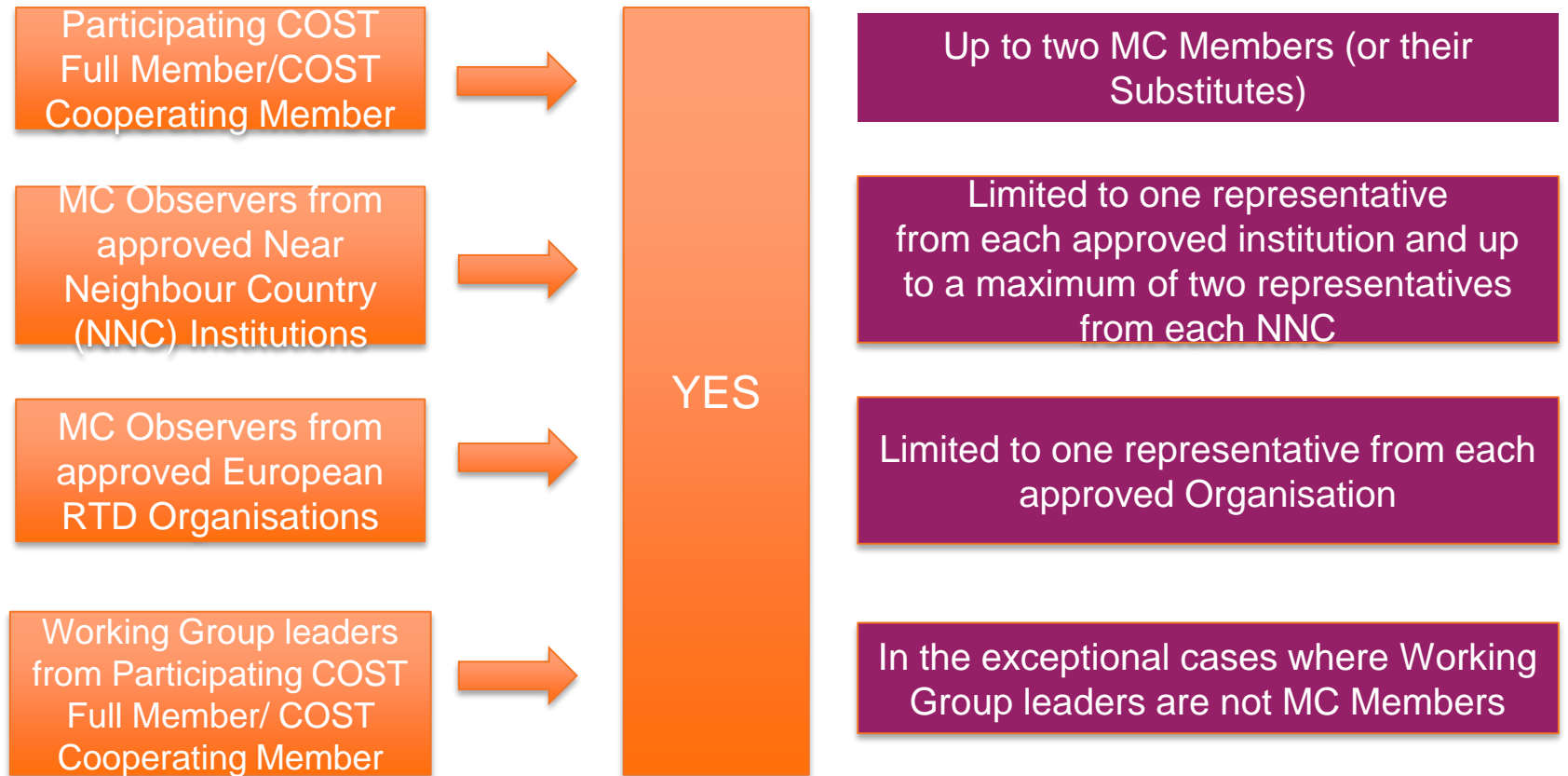
Meetings



Meeting Types

- Management Committee Meeting
 - Up to 2 MC members (or their substitutes) from each Participating COST Full Member / COST Cooperating Member can be reimbursed
 - Should not last more than 1 full day
 - Maximum 3 MC meetings per Grant Period

Eligibility for MC Meetings



Eligibility for MC Meetings

MC Observers from
COST Partner Members,
approved IPC
Institutions, approved IO,
the EC and EU Agencies

Invited Speakers

Any other participant
not specifically
mentioned as being
eligible

Not eligible to
be reimbursed

Meeting Types

- All other categories of meetings
 - Core Group
 - Working Group
 - Workshops or Conference
 - Dissemination Meeting
 - Final Meeting
- ✓ Up to a maximum of 4 Invited Speakers coming from non-Participating COST Full Member/ COST Cooperating Member, non-approved NNC and IPC institutions can be reimbursed
- ✓ The Invited Speaker can be invited to only one COST Action Meeting throughout the lifetime of the Action

Eligibility – all other categories

Any Action Participant from
Participating COST Full Member/
COST Cooperating Member

Any Action Participant from
approved NNC Institutions

Any Action Participant from
approved European RTD
Organisations

Up to four Invited Speakers from
non-Participating COST Full
Member/ COST Cooperating
Member, non-Approved NNC and
IPC institutions

Eligible to be
reimbursed

Eligibility – all other categories

MC Observers from approved COST Partner Members, IPC Institutions, approved IO, the EC and EU Agencies

Any other participant not specifically mentioned as being eligible

Not eligible to be reimbursed

Dissemination Meetings

- A maximum of two Action Participants per Grant Period
- The attendees must be listed in the official programme of the event in question
- Typically MC Members and / or Working Group Members attend Dissemination Meetings
- Up to EUR 500 can be claimed for conference fees

Meetings –Financial Support

- Register for an e-COST profile which must include their personal and bank details: <https://e-services.cost.eu/user/login>
- Accept their e-COST invitation
- Sign attendance list for everyday they attend the event
- Encode their expenses, upload all relevant supporting documentation and submit their claim online as soon as possible after the event has finished
- **Claim Submission Deadline:** 30 Days from the meeting end date
- **Rule Derogations** = pre-approval from COST Association

Long distance travel = cross border travel

Flight expenses:

- Economy class only
- Max EUR 1200
- Full travel itinerary
- Ticket price

You must submit an invoice and full itinerary



Car travel expenses:

- Maximum distance 2000 km at
 - ✓ EUR 0.20 per km
 - ✓ EUR 0.30 per km with 2 or more eligible participants

Proof of distance travelled is required (Google Maps print out)



Trains (including sleeper trains), bus and ferry expenses:

- Can claim for first, second and business class travel tickets

You must submit invoice / receipts



Local Transport – travel within 1 country

Public transport expenses (shuttle, bus, train, metro and tram):

- Claimed amount \leq EUR 25 \rightarrow No receipts required
- Claimed amount $>$ EUR 25 \rightarrow All receipts required



Taxi expenses are allowed when:

- No other means of public transport is available
- Travelling between 10pm and 7am

AND

Only up to a maximum of EUR 80 in total with receipts



Also eligible (paid against amounts on invoices / receipts)

- Ferry travel
- Car travel*
- Luggage fees
- Parking expenses
- Visa fees

*Proof of distance is required (Google Maps print out)

Accommodation Expenses

- Flat rate of EUR 120 per night (no receipts!)
 - Maximum number of nights = **actual number of meeting days attended*** plus 1 if the participant arrives one day before the event
 - Management Committee can decide to lower the flat rate to apply to all eligible participants
- * based on the signed attendance list

Meals expenses

- Flat rate of EUR 20 per meal for lunch and dinner only (no receipts!)
- Number of meals depends on the participant's travel times
- Meals offered by the Local Organiser must be deducted
- Management Committee can decide to lower the flat rate and must apply to all eligible participants

Meetings – non-eligible expenses

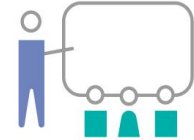
- Registration, lecture fees and honoraria
- Any kind of insurance (life, medical, health, luggage)
- Printing and postage expenses
- Wi-Fi-telephone, internet and minibar consumption
- Overnight stay during a trip by car, fuel costs, road tolls and car rental costs
- Fees, charges and / or penalties linked to a participant changing or having to rebook travel tickets
- Transportation / postage expenses associated with obtaining visas

Final Consideration –Optimize your budget

- Consider meeting locations with cheap and accessible public transport options
- Seek to avail of the facilities of research institutions affiliated to MC Members / Action Participants
- Send invitations to participants as early as possible
- COST Association premises can host Action activities - rooms are subject to availability
- Rule derogations require COST Association approval prior to the expense being incurred



Training Schools



Training Schools - Eligibility Rules

- Recommended duration: from 3 days up to 2 weeks
- Recommended ratio: 3 Trainees per 1 Trainer
- Location:
 - Participating COST Full Member/COST Cooperating Member Or
 - an approved NNC Institution
- Financial Support for:
 - Trainers: same as the COST reimbursement rules for meetings (no Honoraria, no lecture fees)
 - Trainees: fixed grants - up to EUR 1500 (No justification of expenses required)
 - Local Organiser Support (LOS)

Training Schools - Eligibility

Trainers eligible for reimbursement:

- From Participating COST Full Member/ COST Cooperating Member
- From Participating COST Partner Member
- From approved NNC Institutions
- From approved IPC Institutions
- From approved IO, European RTD Organisations
- Up to a Maximum of 4 Invited Speakers

Trainees eligible for funding:

- From COST Full Member/ COST Cooperating member
- From approved NNC Institutions
- From approved European RTD Organisations



Local Organiser Support (LOS)

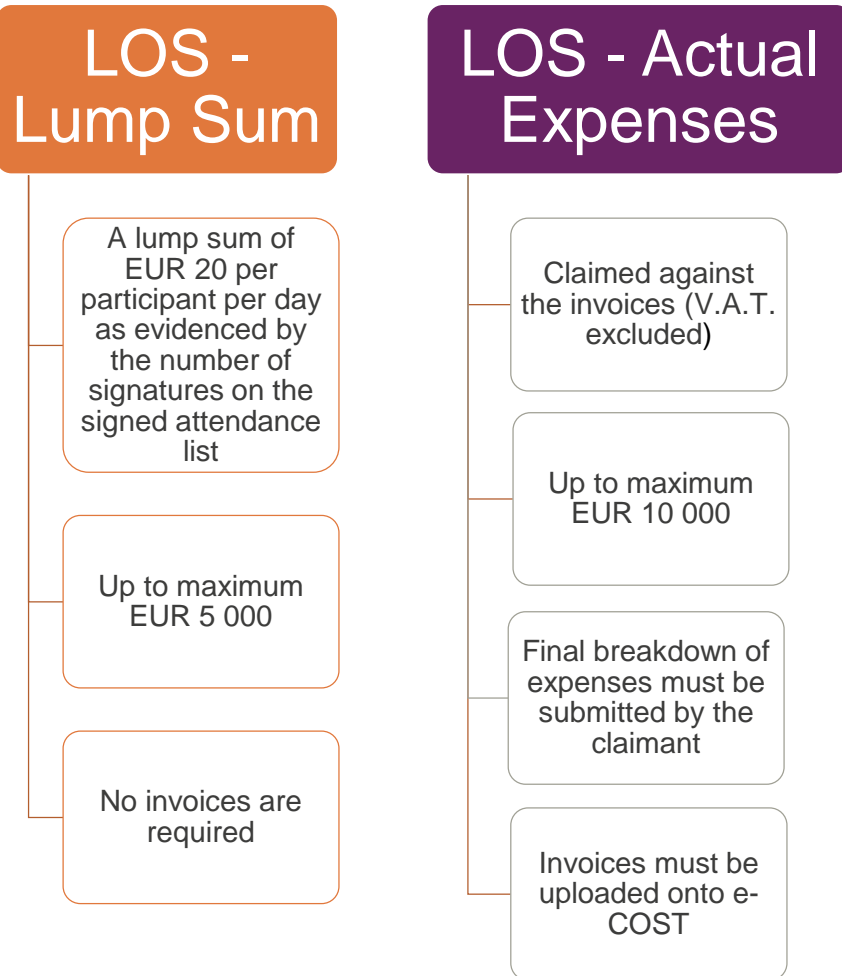
LOS - Eligible Expenses

- Rental of meeting rooms and technical equipment
- Photocopying and printing of programmes, book of abstracts, book of proceedings and promotional materials
- Up to a maximum of 15% of the eligible LOS amount can be used to support the administrative / secretarial expenses associated with hosting the event
- Field trip expenses if scientifically justified
- Coffee breaks and light refreshments including light lunches (such as sandwiches)
- One single networking meal (lunch or dinner) for the entire meeting duration
- Laboratory materials - rental of scientific equipment for a Training School

LOS - Non-eligible Expenses

- V.A.T. and other indirect taxes
- Any meal exceeding the one single networking dinner limit
- Individual or group hotel reservations
- Translation or interpretation expenses
- Field trip expenses without relevant scientific justification
- Purchase of technical equipment and IT devices (e.g. Mobile phones, computers, printers etc.)
- Any other expenses not listed as eligible expenses

Payment Modalities





Short Term Scientific Mission (STSM)



STSM – 3 Types

- Standard STSM
- STSM Focused on Leadership Skills
- STSM for Early Career Investigators (ECI)

STSM- Standard

Home Institution	Host Institution
<p>STSM from a Participating COST Full Member/ COST Cooperating Member</p>	<ul style="list-style-type: none"> ✓ To another Participating Full Member/ COST Cooperating Member ✓ To a COST partner member ✓ To an approved NNC institution ✓ To an approved IPC institution ✓ To an approved EC Bodies or Agency/ an approved European RTD Organisation/ an approved International Organisation
<p>STSM from an approved NNC institution</p>	<ul style="list-style-type: none"> ✓ To a Participating COST Full Member/ COST Cooperating Member
<p>STSM from an approved European RTD Organisation</p>	<ul style="list-style-type: none"> ✓ To a Participating COST Full Member/ COST Cooperating Member

STSMs – Financial Support (Standard)

- Duration
 - minimum 5 days
 - maximum 90 days
- STSM activities must occur in their entirety within one Grant Period
- **Selection of Grantees:** direct responsibility of the MC
- Financial support is only a fixed contribution (grant= no receipts):
 - allowance per day: up to a maximum of EUR 160
 - in total a maximum of EUR 2500 for up to 90 days

STSM – Provisions

- Researchers from a Participating Inclusiveness Target Country (ITC) can receive 50% of the grant upon completion of the 1st day of the STSM
- Early Career Investigators PhD + 8 years
 - allows for:
 - an extended time frame of between 91 days and 180 days
 - for up to a maximum amount of EUR 3500

STSM Focused on Leadership Skills – Financial Support

- Duration
 - Minimum 3 days
 - Maximum 90 days
- Selection of Grantees: direct responsibility of the MC
- Financial support is only a fixed contribution (grant = no receipts):
 - allowance per day: up to a maximum of EUR 160
 - in total maximum EUR 2500 for up to 90 days

Conference Grant

Conference Grants – Eligibility

- Exclusively for PhD students and Early Career Investigators (ECI) with affiliation in a **Participating Inclusiveness Target Country (ITC)**
- At least oral/poster presentation
- Listed in the official programme
- Pre-Approval by the MC

Conference Grant – Financial Support

- Up to Maximum EUR 2 500 (no receipts)
- Up to Maximum EUR 160 per day for accommodation and meals
- Up to Maximum EUR 500 for conference fees
- Scientific report submitted to the MC Chair before payment
- Payment subject to approval of the Scientific Report

Dissemination

Eligible Expenses

- Promotional Material for display or distribution (e.g. flyers, posters and pens)
- Support for COST Action booths at conferences or other events
- Creation, development, hosting and maintenance of one Action website
- Graphic design expenses up to a maximum EUR 1,000
- Multimedia contents
- Publications expenses – including Open Access licenses and production and distribution of publications produced by a renowned publisher
- Proof reading, layouting and editing expenses

Non-eligible Expenses

- Value Added Tax (VAT)
- Sponsorship for events / conferences
- Fees or charges associated with disseminating or advertising media content and publications that go beyond what is eligible
- Any expense not listed on what are eligible expenses



Communicating with COST

- Communicate only outcomes of MC decisions to COST officers
- Do not include COST officers in your internal discussions
- Always indicate your Action number in the subject line of every correspondence you have with COST officers



Thank you

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