Guidelines for Dissemination Conference (DC) Grants

**Funded by
the European Union**

Mission

Dissemination Conference Grants are aimed at supporting Researchers from Participating Action Countries to actively participate in high-level conferences, events or activities on the topic of the Action that are not organised nor co-organized by the COST Action.

Eligibility

- The applicant must be member of the Action at the time of application.

- The applicant is a researcher participating at a conference located in a <u>different country</u> than the country of affiliation.

- The applicant must have a confirmation of an accepted <u>oral presentation</u> at the conference.

- The main subject of the presentation at the conference must be on the topic of the Action and the abstract must acknowledge COST.

- Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

Submission of applications

- The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab. The applicant can select the grant from the page 'Apply for new grant'.
- After encoding the Grant application form by filling all requested sections, the applicant will need to upload additional supporting documentation:
  - TENET DC Conference Grant Application Form (based on e-COST template).
  - Copy of the abstract of the accepted oral presentation.
  - Acceptance (or invitation) letter/mail from the conference organiser committee.
  - CV (max. 3 pages). This information will be visible by the holders of leadership positions and any evaluation committee in the Action for evaluation.
  - Letter of support from the applicant's supervisor or employer, in the case of PhD students and post-docs.
  - Copy of the information sheet of the congress where the registration fees are listed.

Evaluation Committee

As approved by the Management Committee (MC), the evaluation will be performed by the Grant Awarding Board (GAB). The committee will include the Grant Awarding Coordinator, the Chair, the Vice Chair and the WG leaders.

Participants will be selected on the basis of an evaluation-criteria score (see below). The committee will also seek an acceptable gender/age/country/institution balance in successful applicants.

Evaluation Criteria Score

- **General** (to be rated as NO/YES by the Grant Awarding Coordinators on the e-COST system):
  - The applicant has an approved oral presentation.
  - The conference is taking place in a different country than the country of affiliation of the applicant.
  - The conference is taking place within the current Grant Period.

If any of the previous is "NO" - do not proceed with the application assessment – decision is "NO".

- **Specific** (from 0 to 10 points):
  - *Relevance of the congress/conference*: The congress is recognized within the academic/professional community forum for presenting and discussing topics that are relevant to the WGs of the Action (1-4 points).
  - *European conferences are preferred*. However, conferences held elsewhere can also be considered (0-1 points).
  - *Relevance of the proposal*: The topic and full content of the presentation is relevant to the topic of the WG of the Action: based on solid theoretical background in regard with acknowledged theoretical frame of the Action; design and methodological ground; the level of novelty of the material presented (1-4 points).
  - *Additional Action Dissemination*: Additional Action Dissemination Activities at the conference will be considered (0-1 points).

In case of decision making between candidates identical scores, applications will be prioritised as follows:
- Young Researchers – researchers under the age of 40.
- Gender Balance.
- 1 applicant per centre.

The Grant Holder will inform each approved applicant by sending a Grant Letter generated from e-COST.

DC Grants Financial Support

A Dissemination Grant will cover (but not necessary cover all) costs for economy travel, accommodation, and meal expenses for the selected candidates. Dissemination Grant grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, travel insurance and pension matters.

Funded by
the European Union

- The calculation of the financial contribution for each DC Conference grant will be up to a maximum of the daily allowance per day in the specific country and travel costs for face to face conferences, up to a maximum of EUR 1300 in total.
- When meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the accommodation and meal allowances afforded to each eligible participant must be deducted from each claim accordingly.

Further details can be consulted at the COST Annotated Rules.

Approving DC Grants for Payment

The preapproved grantee must submit the following documents at the latest 30 days after the end date of the conference or 15 days after the end date of the Grant Period, whichever comes first:
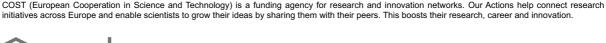
- A Scientific Report (use DC Grant Report template), describing the outcome of the presentation of the accepted contribution, in terms of grantee's visibility, including the establishment of new contacts for future collaborations;
- The certificate of attendance to the conference;
- The programme of the conference or book of abstracts / proceedings indicating the presentation (oral) of the grantee;
- Copy of the given presentation.

For dissemination purposes the following materials shall be also uploaded on the website:
1. A summary of 200 words for TENET website, possibly including a picture.
2. Link to the abstract of the presentation, if published by the Congress.
3. Proof of two social media posts tagging TENET and COST (including picture or video).

The Grant Award Coordinator and the Grant Holder Scientific Representative are responsible for approving the scientific report and informing the Grant Holder Manager that the mission has been successfully completed.

Failure to submit the requested documents within the established period from the end date of the DC Conference Grant will effectively cancel the Grant.

**Funded by
the European Union**