TENET

Guidelines for Dissemination Conference (DC) Grants

This article/publication is based upon work from COST Action TENET, CA22170, supported by COST (European Cooperation in Science and Technology). COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

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EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY

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Mission

Dissemination Conference Grants are aimed at providing financial support to Action participants for their participation in high-level conferences fully organized by a third party, to present the Action, their activities, and results (oral presentation) and for developing new contacts and potential future collaborations.

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 different country than the country of affiliation.
- The applicant must have a confirmation of an accepted oral presentation at the conference.
- The main subject of the presentation at the conference must be on the topic of the Action results and the abstract must acknowledge COST.
- Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

Submission of applications

The evaluation of grant applications and the issuance of a formal decision regarding approval must be completed prior to the applicant's attendance at the conference where the scientific presentation will occur. Applicants should ensure that their submission is made before the cut-off date preceding the conference they plan to attend. Applications received after a cut-off date will automatically be considered in the next evaluation round within a funding period.

- Prepare the Grant application and additional supporting documentation:
  - *DC Conference Grant Application Form using TENET template*: document that can be downloaded from TENET website, based on e-COST template. Save as a PDF document once completed.
  - *Copy of the abstract of the accepted oral presentation*.
  - *Acceptance (or invitation) letter/mail from the conference organizer committee*.
  - *Letter of support from the applicant's institution*: a signed written letter from the applicant's supervisor or employer, in the case of PhD students and post-docs.
  - *Copy of the information sheet of the congress:* a document where the registration fees for attending the congress are listed.
  - *Candidate's CV*: Applicants must upload their CV in their e-COST profile (max. 3 pages). This information will be visible to the holders of leadership positions and any evaluation committee in the Action for evaluation purposes.
- Submit the application in e-COST: 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'. Applicants need to fill all requested sections and to upload all required documents before submitting the application.

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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 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 of the Action results.
  - 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 with identical scores, applications will be prioritized as follows:

- Young Researchers – researchers under the age of 40.
- Gender Balance.
- Country Balance.

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

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grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, travel insurance and pension matters.

- 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, registration and travel costs for face to face conferences, up to 2000 EUR for conferences within COST Full member countries and up to 2500 EUR for conferences outside COST Full member countries.
- 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.

The financial support will be decided by the Action Core Group on proposal of the evaluators, based on the request of the applicant and should reflect the duration and location of the congress.

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 *Grant Report*, using TENET DC Grant Report template, which can be found at the Action website. When preparing it, please consider the following:
    - The report for COST is a public document;
    - It should describe the outcome of the presentation of the accepted contribution, in terms of grantee's visibility, including the establishment of new contacts for future collaborations;
    - It should include a *short summary for dissemination purposes*: A very short summary (maximum 280 characters, including spaces) for the TENET Social media accounts, including a photo during the conference or a short video (uploaded separately in e-COST). Alternatively, a proof of the grantee own post tagging official TENET Social Media accounts will also be sufficient;
    - Save the document as PDF before submitting.
- The *certificate of attendance* to the conference;
- The *program of the conference* or book of abstracts / proceedings indicating the presentation (oral) of the grantee;
- *Copy of the given presentation*.

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.

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