

## CRITERIA FOR APPLICATION AND EVALUATION PROCESS FOR CONFERENCE GRANTS

### Application process

Apart from this document, the applicant must read the official information about Conference Grants (concerning eligibility, evaluation and selection of applicants, financial support, approval of payments) that can be found in the COST Vademecum (this can be found here: <http://www.cost.eu/participate>).

The applicant engaged in an official research program as a PhD student or an Early Career Investigator (ECI) and affiliated with an institution located in an Inclusiveness Target Country (ITC) participating in the Action can submit an application request for an ITC Conference Grant (CG). The application must be submitted **at least two months** before the conference start date.

ITCs are: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey. Those participating in EUROCAROTEN can be checked here: [http://www.cost.eu/COST\\_Actions/ca/CA15136?parties](http://www.cost.eu/COST_Actions/ca/CA15136?parties)

A complete e-COST profile (with institutional affiliation, education details, CV) is required for application purposes. Once the account is created, the applicant encodes a CG application by logging into e-COST and clicking on the ITC Conference Grants tab. The COST system will lead applicant through the steps and inform applicant of the required documentation to submit application.

The application form contains the following sections:

- Applicant details (affiliation, education details, CV)
- Conference Grant details (the attendance at the conference must start and end during the same Grant Period. If a Grant Period is not active, the applicant will not be able to submit an application).
- Bank details
- Financial support requested (travel, accommodation and meal expenses, conference fee) with the understanding that EUROCAROTEN financial contribution to CGs is intended to contribute to cover part of the costs of the participant deriving from the participation in the congress, not necessarily all the expenses.
- Supporting documents (the significance and rationale outlining the purpose(s) of the conference, title and abstract of an oral/poster presentation, benefit for personal development of the applicant and for the COST Action, etc.)

Any already submitted applications are available for consultation in the applicant's e-COST profile. To submit a new application, the applicant presses the button 'Create Conference Grant Request'. The request can be saved only if all fields have been completed on the page, otherwise the information is lost. After saving the request, the applicant must upload specific supporting documents in order to be

able to submit the application. One applicant can be awarded a maximum of two Conference Grants per Grand Period of the Action. However, preference will be given to applicants who have not previously received a Conference Grant support. If the oral/poster contribution at the conference is to be presented jointly by two or more researchers, only one shall be able to apply for a CG.

The tab 'ITC Conference Grants' will not be available in the following cases:

- If the applicant's e-COST profile is incomplete, they will first have to fill in the missing information (affiliation, education details, CV)
- If the primary affiliation of the applicant is not in an ITC country
- If the Education details of the applicant do not demonstrate that (s)he is a PhD student or an ECI

### **Evaluation process for approval/rejection of applicant's request**

The evaluation of each received Conference Grant application is performed by the Action's ITC and International Cooperation Coordinator (ITCICC) and Vice Coordinator (ITCICVC) on behalf of the Management Committee (MC). The MC has given them the mandate to perform this task on their behalf. The evaluation criteria defined on behalf of the MC are outlined below.

The selection of successful applicants will be carried out in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives.

The main subject of the oral/poster presentation at the approved conference must be on the topic of the Action and must acknowledge COST taking into account the guidelines for the dissemination and exploitation of COST action results and outcomes. The document can be found here:

<http://www.cost.eu/participate>. Attendance at European conferences is preferred, however, conferences held elsewhere can also be considered.

The ITCICC and ITCICVC will receive and screen the applications for eligibility and score eligible applications considering the following selection criteria and questions:

- PhD student and ECI researcher status
- CV and educational details
- Quality, robustness and structure of the conference.
- Does the conference have high potential to leverage applicants' theoretical expertise, substantive knowledge, and/or methodological understanding?
- Is the abstract for lecture/poster of high quality?
- Is the presentation (oral/poster) cross-sectoral and/or interdisciplinary?
- How can the event help the career and personal development of the applicant?
- What is the benefit for the current research of the early-stage researcher?
- What is the benefit for the COST Action CA15136 "European network to advance carotenoid research and applications in agro-food and health (EUROCAROTEN)"?
- What are the networking reasons for attending the international conference?

The Management Committee Chair and Grant Holder are informed by the ITCICC and ITCICVC about the outcome of the assessment within a maximum of 2 weeks.