

## Subject | Inclusiveness Target Countries (ITC) Conference Grants Participation Rules of COST Action CA15119 (NANOUP TAKE) for the 4th Grant Period (May 2019 – April 2020)

Approved by MC by E-VOTE 06/19 on 28/11/2019

### 1. OBJECTIVES

The objective of the Inclusiveness Target Countries (ITC) Conference Grants is to facilitate and increase the participation of PhD students and Early Career Investigators from ITC in International Conferences not organized by NANOUP TAKE COST Action ([www.nanouptake.eu](http://www.nanouptake.eu)).

This document is complementary to the section 9 “ITC CONFERENCE GRANTS FOR EARLY CAREER INVESTIGATORS AND PHD STUDENTS” from the [COST Vademecum](#), additional requirements in that document will be also applied.

### 2. PARTICIPANTS, GRANTS AND CONFERENCES

- Conference Grants are exclusively reserved for PhD students, PhD candidates and ECI's with a primary affiliation in an institution located in an ITC participating in the Action.
- The applicants should present a work related with nanofluids in the conference (oral or poster) and must be listed in the official event/conference programme. The main subject of the oral presentation / poster presentation / speech at the approved conference must be on the topic of the Action and must acknowledge COST.
- The application should be ideally made at least 45 days before the conference starts.
- **The conference should take place between 15th July 2019 and 6<sup>th</sup> March 2020.**
- Funding: maximum of 500 euros for the conference fee, maximum of 160 euros per day for accommodation and meal expenses, and travel expenses. The total amount cannot exceed 2500€ per participant. All expenses should be based on the COST eligibility criteria (see [COST Vademecum](#))
- The Grantee has 30 calendar days from the end date of the Conference in question to submit either a certificate of attendance or a report to the ITC Conference Grant Manager of the Action and the Action's Grant Holder. Payment of the Grant is subject to the submitted certificate of attendance or the submitted report being approved by the ITC Conference Grant Manager. Written approval of the submitted report must be sent to the Grant Holder for archiving purposes
- Should the ITC Conference Grant Manager apply for a Conference Grant, the mandate for approval or rejection of the request via e-mail is transferred to the Chair or Vice-Chair, as

well as the approval of the Conference Grant report. The written approvals shall be sent to the Grant Holder for archiving purposes.

### 3. SELECTION PROCESS

The procedure is designed to assist the Action Chair and ensure quality and fair review of all submitted applications. It is in line with the process flow described in the [official guidelines](#). The selection of the applications with funding support will be performed following the steps below:

1. In the 4<sup>th</sup> grant period, the ITC CG applications will be reviewed, evaluated and assigned as they are received.  
The applications should be submitted to the NANOUPAKE's ITC Conference Grants Manager. They will then go through the review and pre-selection process. In order to ensure quality and alignment with the Action, the Assessment Panel (here: Action Chair or Vice-Chair, Working Group leaders or vice-leaders and the ITC Conference Grants Manager) will evaluate them based on the quality and eligibility of the conference, and quality of contributions in the paper and their relation with the objectives of the Action. All the Assessment Panel members are obliged to find a substitute in case of conflict of interest (i.e. she/he is part of the institution of the applicant), or time constraints that will not allow for participation in the assessment. The evaluation will be conducted within one week. The results from the assessment panel will rank the proposal, if positive and if requested budget is lower than available budget, the proposal will be granted.
2. Successfully pre-selected candidates will be asked to submit the application using e-COST (see [link](#))
3. The ITC Conference Grant Manager will approve pre-selected applications that match the eligibility rules and according to the assigned budget (verified by the Grant Holder).

The applications will be only considered if funding for this activity is still available

#### Further information about applications

Questions may be sent to the ITC Conference Grants Manager (Bartosz Zajackowski, PhD, [bartosz.zajackowski@pwr.edu.pl](mailto:bartosz.zajackowski@pwr.edu.pl)).