



COST (European Cooperation in Science & Technology)

Introduction on COST Instruments and Procedures

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COST Office, Brussels, 20/03/2014**

To be done at this meeting

- Sign the **Attendance List**
- Complete, sign and submit your **Travel Reimbursement Form** together with the travel receipts **today**
- Send **additional receipts** (train tickets & parking & taxi receipts) to AO by scan/email or fax by **Thursday, 27th March 2014!**
- The **“latecomers”** delay the entire batch!
- Send the meeting minutes (**2nd part of the KO meeting**) to SO/AO within 2 weeks of MC meeting date
- Feedback & actions for the SO/AO (IPC Institutions)
- Discuss and decide on the budget planning (Meetings, STSM, TS)



Content I

- Participants eligible for Reimbursement**
- Meetings – Reimbursement Procedure**
- Meetings – Eligible Expenses**
- Training School**
- Local Organizer Support**
- STSM**
- COST Grant System**
- Communication to COST Association**

- Participants eligible for Reimbursement**
 - Management Committee**
 - Core Group**
 - Working Group Meetings**
 - Workshops, Conferences**
 - Short Term Scientific Missions**
 - Training Schools (Trainers and Trainees)**
 - Dissemination Meeting**

Participants eligible for Reimbursement I

Participants Type	MC Members (from Part. or under intention)	NNC MC Observers	European RTD MC Observer	IPC MC Observer	EC and EU Agencies MC Observer	Internat. Organisation MC Observer	Invited Speaker Particip. COST Association Countries	Inv. Speaker Non-Part. COST Association CountNN C, IPC	Others Part. (or under intention) COST Association Ctry
Networking Tool									
MC Meeting	Up to 2 per country per meeting	Up to 1 per institution and 2 per Country	Up to 1 per institution	Not eligible	Not eligible	Not eligible	Not eligible	Not eligible	Depending on MC decision
Working Group Core Group Workshop/ Conference	Depending on MC decision	Depending on MC decision	Depending on MC decision	Not eligible	Not eligible	Not eligible	Depending on MC decision	Up to 4 per meeting	Depending on MC decision
STSM Grantee	Depending on MC decision	Depending on MC decision	Depending on MC decision	Not eligible	Not eligible	Not eligible	N/A	N/A	Depending on MC decision



Meetings- Reimbursement Procedure

For All Participants

- ✓ MC Nomination confirmation
- ✓ E-COST invitation
- ✓ Bank details e-COST register/update
- ✓ Derogation from rules → COST prior written approval via GH
- ✓ Deadline claim submission = 30 days
- ✓ Attendance List signature (!)

For MC Chair / Vice Chair

- After meeting, approve List of Participants to be Reimbursed

Typical deviations – how to handle them?

- Travel to and from countries other than the approved meeting destination and the country where the participant is residing (country of residence be the country where the participant is registered on their e-COST profile):
 - must be explained in the justification box in the claim
and
 - must be accompanied by a comparative price quote evidencing that the purchased ticket is cheaper or equal to the value of a return ticket from the country of residence of the participant to the meeting.
- Flight ticket above 1200 eur requires PRIOR approval from the COST Office!**



Meetings- Eligible Expenses

Reimbursement

- Flat Rates: Accommodation & Meals
- Face Value: Travel expenses (Receipts)
- Provision for Dissemination meetings

MC Chair - Grant Holder Interaction

- Timely organisation
- Budget savings
 - Economical travel
 - Lower Flat rates

Training Schools

- Location**
- Duration**
- MC decision**
 - List of Trainees, Trainers**
 - Trainees Fixed Grants**
- Reimbursed expenses**
 - Local Organizer Support**
 - Trainers: Travel, accommodation and daily allowance**
 - Trainees: Fixed Grants (no receipts)**
- MC Chair/ Vice Chair – Approval of List of Participants to be Reimbursed**



Local Organiser Support

- Contribution (2 options)**
- Eligible expenses**
- Before the meeting**
 - Action Chair / LO provides estimated number of participants**
 - MC Chair e-COST pre-approval**
- After the meeting**
 - LOS submits claim to Grant Holder**
 - MC Chair e-COST post-approval**

Short Term Scientific Mission (STSM)

Home Institution	Host Institution
Participating COST Association Country	Participating COST Association Country
	Approved NNC institution
	Approved IPC institution
Approved Specific organisation	
Approved NNC institution	Participating COST Association Country
Approved European RTD Organisation	Participating COST Association Country

- **Duration**
- **Fixed Grants (no receipts)**
- **MC Decision**
 - assessment criteria
- **On-line application**
 - <https://e-services.cost.eu/stsm>
- **For Action Chair/STSM Coordinator or Committee**
 - Pre-approval - STSM Application
 - Post approval - Scientific Report



COST Association Grant System

- **The Grant Holder**

- **1st, 2nd, 3rd and 4th Grant Period**
 - **Work & Budget Plan**
 - **Grant Agreement**
 - **e-COST access**
 - **1st Instalment**
 - **2nd Instalment**
 - **IFR, YFR**



The Grant Holder

Legal entity appointed by MC

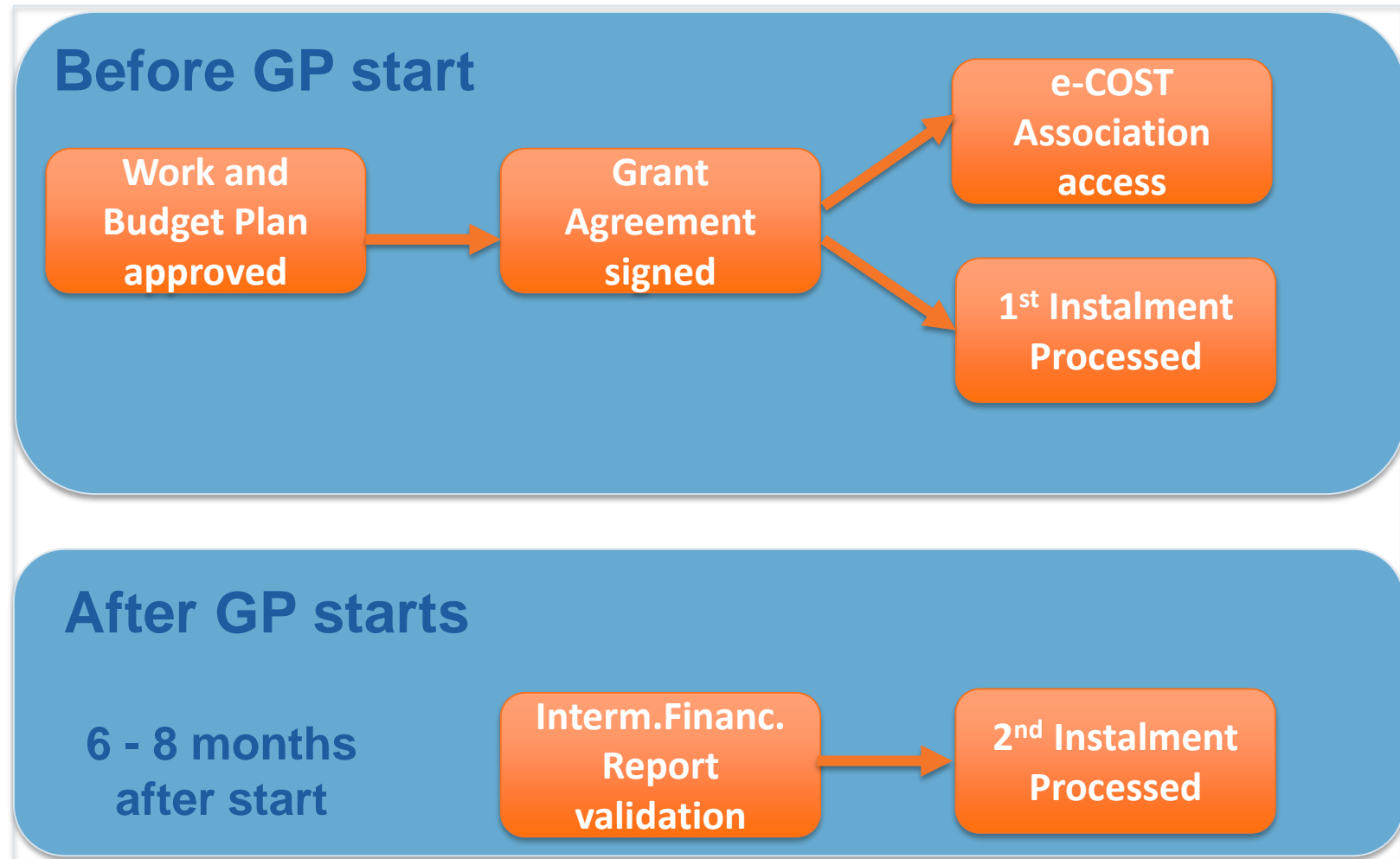
- MC member institution
- Administrative and Financial competence
- Compliant with flat rates
- Role of Vice Chair

Tasks

- Manage Grant
- Scientific, secretarial support
- Support Publication & Dissemination
- Financial Reporting

Contribution up to 15 %

1st Grant Period



2nd, 3rd, 4th Grant Period

Before GP start

Work and
Budget Plan
approved

Grant
Agreement
signed

e-COST
Association
access

After GP start

60 days
after start

Yearly Financial
Report
validation

1st Instalment
Processed

6 - 8 months
after start

Interm. Financ.
Report
validation

2nd Instalment
Processed



Grant Management tool: e-COST

- Mandatory use**
- Individual Account**
- Encoding of activities, invitations, grant letters, MC agenda, participant lists...**
- Up-to-date status**
- Automatic Generation of Financial Reporting**
- GH invited to e-COST Training**

Communication to COST Association

- Communication by e-mail**
 - Indicate Action number
 - Do not include SO & AO in internal discussions
 - Communicate outcome of MC decision
- Acknowledge COST Association**
 - Action website
 - Publications
 - Meetings / Conferences



Support and Documentation

COST Association Vademecum “Part 1”

<http://www.cost.eu/participate/networking>

e-COST

<https://e-services.cost.eu/>

STSM On-line application

<https://e-services.cost.eu/stsm>

ccost

www.cost.eu