

# Internal guidelines for Mobilities and Conferences

CA21118

## 1. Rules for Mobilities (STSMs)

- STSM Grantee: receives funding for implementing a project with an international team and gains new knowledge or access to equipment or techniques not available in the home institution;
- STSM Host: receives an international partner in their institution and can develop long lasting collaboration.

Disclaimer: if the candidate has an idea for a STSM Topic but it can't identify or get in touch with a host organization, it is recommended to let the Awarding Committee know as it will help support the process.

### **Eligibility criteria:**

STSM applicants are researchers or innovators connected to the topic of platform work under an intersectional perspective. Hosting and Sending countries will need to be represented in the Action.

Priority will be given to gender representation, your researchers (under 40), ITC participants, active members in the network and the clear relevance of the topic and contribution to the Action Objectives.

COST inclusiveness target countries (ITCs): Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Latvia, Lithuania, Malta, Moldova, Montenegro, North Macedonia, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey and Ukraine, French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint Martin (France), Azores and Madeira (Portugal), and the Canary Islands (Spain)

The visit duration is set as a minimum of 5 calendar days including travel.

STSM is carried out in its entirety within a single Grant Period and within the Action's lifetime

### **Expenses covered:**

Travel expenses from home to visiting location and back (bus, coach, train 2nd class, and plane economy).

Visa fees for the visiting country including expenses to obtain the visa.

Accommodation and meals, under a lump sum system, which is limited to the number of days of work approved plus two extra travel days. The lump sum per diem is calculated according to the COST rules for mobility and should be calculated according to the COST rules on reimbursement based on the daily allowances<sup>1</sup> depending on the host country costs.

Caution: costs related to personal security, health, taxation, social security, and pension matters are not covered.

More information available in the internal guidelines for reporting<sup>2</sup>.

The maximum amount available for an STSM Grant is 4,000 EUR.

Applications should contain at least:

- Host confirmation of the Grantee Acceptance
- A detailed description on the contribution to Action Objectives and Workplan funds availability and approved by the Grant Holder Institution.

### **Application Procedure:**

Interested applicants will need to fill in the STSM grants application form in the e-cost system (<https://e-services.cost.eu/>) on page <https://e-services.cost.eu/stsm>. Consult the USER GUIDE as needed.

Save your application, but do not yet submit.

Send the saved application accompanied by the full documentation in one pdf file to the Grant Awarding Committee via: [pwillcost@uoc.edu](mailto:pwillcost@uoc.edu)

The Grant Awarding Committee verifies your application. If your application is complete and formally meets all COST requirements, we invite you to submit your application in the e-cost system. We further initiate the voting procedure of the Grant Awarding Committee that formally decides about your application on behalf of the Management Committee (MC) and in supervision of the Chair and Vice-Chair of the Action.

Upon approval of the Committee, the Action Chair pre-approves your STSM grant in the e-cost system, and you receive a formal notification.

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<sup>1</sup> More information:(see the table: [https://www.cost.eu/uploads/2022/04/2022\\_Daily-allowance-table.pdf](https://www.cost.eu/uploads/2022/04/2022_Daily-allowance-table.pdf))

<sup>2</sup> <https://docs.google.com/document/d/1z0-h8EDIKJx-bKWdBwOA1EbKZjOcX6vIMlawN3xVkeE/edit?usp=sharing>

### **Mandatory Acknowledgements:**

STSM grant holders must properly acknowledge their financial support in a scientific report and any additional research documentation, which is a direct result of the STSM visit.

The COST Association and the Grant Holder of the Action cannot be considered as an STSM grantee's employer. STSM grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, and pension matters.

### **Production of results**

At most 30 calendar days after the last day of STSM visit, STSM grant holders must upload a scientific report (2 pages) to the e-cost system.

This scientific report must be aligned with the template provided in the e-cost system.

This e-cost report must be sent as well to the Grant Awarding Committee via: [pwillcost@uoc.edu](mailto:pwillcost@uoc.edu)

Failure to produce the above documentation in time may result in the cancellation of the candidate's STSM grant.

Publications as result from the stage are encouraged with a special focus in being published under Open Access credentials.

More information is provided in the Annotated Rules and STSM Guide.

### **Virtual modality:**

Virtual mobilities will share the same application periods, differing with the maximum available amount of 1,500 EUR.

Potential activities are:

- Virtual mentoring exchanges
- Standarization of methods and procedures
- Creation of common protocols among Action members
- Surveys and data analysis for a specific report or activity
- Computational modelling activities

A report on the activity needs to be presented upon the end of the Mobilitiy, with the timings previously described as STSMs.

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## 2. Rules for Conference Grants

### Application periods

The application period will be open during the whole duration of the Action Period, until two months before the end of it.

Grant applications must be submitted at least **45 days before** the conference, as far as possible.

Applications will need to be uploaded at e-COST and sent to [pwillcost@uoc.edu](mailto:pwillcost@uoc.edu) with all the information needed. The Committee will provide a response under 30 days.

### Scope:

- ITC Conference Grants: consists in a presentation of the own work by Young Researchs and Innovators in an ITC / Near Neighbour Country for their participation in high-level conferences.
  - Grantee delivers the approved (oral or poster) presentation, following any specific request of acknowledgement set by the Action MC
- Dissemination Grants: consists in a presentation of the work of the Action in a high level conference by an Action participant.
  - Grantee delivers the approved oral presentation, actively networks with other participants and promotes the COST Action to the potential stakeholders;

### Application procedures

#### To be filled in e-COST:

- Title of the presentation
- Conference title, date (within the active Grant Period) and country;
- Budget requested;
- Attendance Type (face to face or virtual)

#### To be uploaded to e-COST:

- Application form (template available on e-COST) describing: Alignment with the Action Science Communication plan and Expected impact to the COST Action.
- Copy of the abstract of the accepted oral presentation focused on promoting the scientific achievements and activities being performed by the COST Action;
- Acceptance (or invitation) letter from the conference organisers;
- Other documents required by the Action (e.g. recommendation letter, etc...)

All the information needs to be sent to [pwillcost@uoc.edu](mailto:pwillcost@uoc.edu) in pdf format once uploaded in the e-cost platform.

### **Eligibility criteria:**

- ITC Conference Grants:

The applicant's main organization of affiliation should belong to an ITC or NNC Country:

ITC Countries: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia, French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal), and the Canary Islands (Spain), Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia, Turkey and Ukraine.

Near Neighbour Countries: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Jordan, Kosovo , Lebanon, Libya, Morocco, Palestine, [Russia] , Syria, and Tunisia.

It will be positively assessed if the applicant is a Young Researcher (under 40), the gender representation, the topic of the paper or poster accepted to belong to the P-WILL topic areas, the previous involvement of the person in the Action and the expected impact in the Action Goals.

Finally, the conference will need to take place in a country different from the country of residence and different from the country of the primary affiliation.

- Dissemination Conference Grants

It will be positively assessed if the applicant is a Young Researcher (under 40) and if it contributes to gender representation. It will also be assessed the topic of the presentation belonging to the P-WILL topic areas, as well as the previous involvement of the person in the Action and the expected impact in the Action Goals.

Finally, the conference will need to take place in a country different from the country of residence and different from the country of the primary affiliation of the person.

### **Selection Criteria:**

- ▣ Relevance of the conference topic to the Action (5 points);
- ▣ Motivation and active involvement in the Action (3 points);
- ▣ Expected impact (3 points).
- ▣ Profile of the applicant: young researcher and gender representation (5 points).

### **Expenses covered:**

Expenses will provide contribution for travelling, accommodation and subsistence expenses, registration fee, printing of scientific poster and overall effort. The applicant will need to justify

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their expense in the application process, with a maximum of 2,000 EUR per in-presence events and 500 EUR for **Virtual Conferences**.

The entire conference trip must fit into one P-WILL grant period and all administration must be completed in that period.

**Mandatory Acknowledgements:**

Conference grant holders must properly acknowledge their financial support in their published paper/poster as well as on the respective presentation slides.

**After the conference:**

At most 30 calendar days after the last conference day attended, but no later than one week before the end of the grant period, conference grant holders must upload a scientific report (2 pages) to the e-cost system.

This report must be aligned with the template provided in the e-cost system.

This e-cost report together with the paper, presentation slides and/or poster must be sent to the P-WILL Grant Awarding Committee.

Failure to produce the above documentation in time may result in cancellation of the conference grant.

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