

COST Vademecum – Pay-as-you-go System

This COST Vademecum provides the terms and conditions for financing COST activities under the Pay-as-you-go System.

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Update history

09/10/2009

Vademecum overhaul

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Update history

29/06/2007

Update of the Travel Reimbursement forms

26/07/2007

Update of the Travel Reimbursement forms (Travel by Car)

10/04/2008

Accommodation fixed rate increased to EUR 120/night (ESF CD decision 07 April 2008)

21/05/2008

Visa/parking fees

01/09/2008

Revision of reimbursement rules/form

09/10/2009

Vademecum overhaul

1.1. Introduction

For meeting participants, a distinction is made between **participants**, **eligible participants** and persons **entitled to reimbursement**.

The participants are all of the people who attend a COST meeting. Among the **eligible participants** (see 1.5), a certain number will be selected by the Chair of the Action on behalf of its Management Committee (MC) as **entitled to reimbursement** (see 1.6).

The rates of reimbursement are strictly limited to the maxima laid down in the rules for reimbursement (see 1.7) and are subject to the availability of funds.

1.2. Meeting Types

The COST Office can support travel and subsistence for the participation to the following meeting types:

- **Management Committee (MC) meetings**

Normally 2 per year.

- **Core Group meetings**

Smaller group typically composed of Chair, Vice-Chairs, and Working Group Leaders.

- **Working Group (WG) meetings**

Management Committees subdivides the scientific work of the Action among a limited number of Working Groups according to the size and objectives of the Action. Working Groups may meet on the day before (or the day after) a Management Committee meeting (which may reduce expenses within the Action budget) or, if necessary, at another time.

- **Workshops/Conferences**

It is not the policy of COST to reimburse the travel expenses of all participants in a Workshop or Conference and the reimbursement is normally restricted to the members of the MC or WG subject to the available funds. The reimbursement of the participants should reflect a good balance from the various signatory countries. Invited non-COST keynote speakers and session-chairs are eligible for reimbursement.

Each year one of the workshops of the Action should involve Early Stage Researchers (less than PhD + 10 years) to strengthen links with each other and with experienced scientists involved in the management of the Action.

The Workshop/Conference should be organised in conjunction with a Management Committee meeting or other major scientific event in the field of the Action so that all members of the MC can attend and so that eligible Management Committee or Domain Committee members are reimbursed.

- **Final Conference**

It may be necessary to organise the final conference of an Action after the formal end date of the Action. In this case it should be held within 3 months of the formal end date.

- **Domain Committee (DC) meeting**

Normally up to 3 per year.

- **Ad hoc Groups**

Normally up to 2 per year.

- **Other COST relevant meeting**

E.g. evaluation panels, editorial meetings, strategic meetings.

1.3. Meeting Location

Meetings should be organised by a Management Committee (MC) in any COST Country that has accepted the MoU of the Action. Workshops and Conferences should be open, in general, to the whole scientific community. Exceptions are subject to prior approval from the COST Office.

1.4. Procedures and Deadlines

All requests for organisation of meetings and financing of activities must be sent via the relevant Committee to the COST Office well in advance of the proposed activity, as specified below.

- **Small meeting requests:** Up to 5 delegates

normally minimum 3 weeks before the proposed meeting

- **Larger meeting requests (such as MC, DC, workshops etc.):**

Normally minimum 4 weeks before the proposed meeting

- **Request for Local Organiser Support:**

Normally minimum 2 months before the proposed meeting

The COST Office endeavours to reply to a request presented in accordance with the existing rules within 10 working days.

1.5. Eligible Participants

1.5.1. Management Committee (MC) Members

Subject to the available budget, COST can reimburse up to 2 MC members per country and the Chair of the Action.

In addition, countries that intend to participate in the Action (by signing the MoU), can nominate MC candidates who are also eligible for reimbursement.

1.5.2. Working Group (WG) Members

Working Groups usually consist of a small number of researchers selected by the MC or by a procedure decided by the MC.

WG members may be MC members or other researchers from a participating country

contributing to the achievement of the objectives of the Action.
Members of Working Groups are eligible for reimbursement.

1.5.3. External Experts and Invited Speakers

It may be necessary to invite external experts to a COST meeting to address a topic where their expertise would contribute to the objectives of COST. These experts can be reimbursed if invited by the MC, DC or the COST Office.

The reimbursement of invited experts, keynote speakers and session chairs from non-participating countries is normally limited to 4. Their formal invitation has to be sent to the COST Office.

1.5.4. Domain Committee (DC), Ad Hoc Groups and Liaison Members

One representative per COST Country is eligible for reimbursement for attendance at DC plenary meetings.

Similar support will also be provided for members of approved ad hoc groups and for other approved activities e.g. Liaison Members for other DCs, ESF Committees, meetings of other organisations and similar activities.

1.5.5. Panel Members and Rapporteurs

Panel members (such as for evaluation panels) and rapporteurs (such as Action rapporteurs officially nominated by the DC) invited by the COST Office are eligible for reimbursement.

1.5.6. Substitutes

It may happen that persons who have been declared as entitled to reimbursement cannot subsequently attend the meeting. In that case, the person can be replaced with the approval of the MC/DC Chair and/or the COST Office.

1.5.7. Other

In exceptional cases, the COST Office reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee of an Action or by a Domain Committee to further the interests and aims of COST. This may include participation in special scientific meetings, relevant policy making events and synergy creating activities.

1.6. Participants Entitled to Reimbursement

Among the **eligible participants** (see 1.5), a certain number will be selected by the Chair of the Action on behalf of its Management Committee as **entitled to reimbursement**. This entitlement means that COST will reimburse the travel, meals and accommodation necessary to attend a COST event.

The Chair has the final responsibility for approving the list of participants entitled to be reimbursed. The Chair can delegate this approval task to another MC member (i.e. when the MC member is a Local Organiser or a member of the MC core group)

1.7. Eligible Costs - Reimbursement Rules

1.7.1. Introduction

Participants in COST meetings should arrive/depart as close as possible to the beginning/end date of the meeting. If participants have non-COST activities either before or after the meeting, they should indicate the dates and times of departure from and return to their home as if they had only attended the COST meeting.

The participant eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received or is not entitled to any similar reimbursement or allowance from a third party.

For audit purposes, the COST Office may contact the home institution of a participant regarding double payments.

1.7.2. Accommodation

The flat reimbursement rate is **EUR 120 per night** for accommodation and breakfast. The **maximum** number of nights that may be reimbursed equals the number of attended (as evidenced by the signed attendance list) meeting days + 1.

Any deviation from this rule will require an explicit justification under "Other/remarks" of the COST Travel Reimbursement Request, supporting documentation, and an approval from the COST Office.

1.7.3. Meals

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **EUR 20 each**. Meals provided by a separate COST meeting support shall not be paid.

1.7.4. Travel Expenses

1.7.4.1. Introduction

Expenses are funded on the principle of the most economical overall expenditure.

1.7.4.2. Travel by Plane, Train or Long Distance Bus (coach)

- For traveling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed on production of originals or legible photocopies of the ticket. Business class can only be reimbursed under exceptional

conditions and needs the prior approval of the COST Office. **Air tickets exceeding EUR 1 200 require prior approval from the COST Office.**

- Local airport transfer should use the most economical means of transport.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- The cost of seat reservations and transport of necessary luggage, and supplements for fast trains and sleepers (instead of hotel) are eligible expenses.

1.7.4.3. Travel by Private or Hire Car

- The use of a private or hire car is reimbursed on the basis of **EUR 0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person traveling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **EUR 0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2 000 km total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance including address of departure has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps, etc.).

1.7.4.4. Local Transport

For local transport expenses receipts are not required under a total of **EUR 25** (out & return). If the total amount for the entire trip exceeds **EUR 25**, copies of all justifications and receipts have to be added to the reimbursement form.

1.7.4.5. Taxi

Taxi fares are limited to **EUR 40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an **explicit justification** and an approval from the COST Office.

1.7.4.6. Others

- If a visa is required to travel to a country, fees may be reimbursed on production of a supporting document (e.g., receipt from the consular section issuing the visa).
- Parking expenses may be refunded in exceptional cases, when these expenses are economically justified (e.g., in airport parking). In such cases, parking receipts are required.

1.7.5. Remarks

For the reimbursement of travel costs, originals or legible photocopies of **transport tickets** must be provided **with the claim form**. They must clearly indicate **the amount paid** and the **full routing** (showing departure/arrival dates and times).

Only fully completed reimbursement forms shall be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.).

Participants must be registered prior to the meeting in the COST Database:
<https://e-services.cost.esf.org> (or <http://www.cost.esf.org/e-cost>)

If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant.

Originals or legible photocopies of all travel documents must be kept by the participant for five years after the meeting.

Reimbursement is in **euro**, at exchange rate calculated at the meeting date.

The following are some examples of **items not eligible for reimbursement**:

- Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
- Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
- Other costs such as telephone calls etc. cannot be reimbursed.

Any other arrangements may be considered in exceptional cases subject to prior approval from the COST Office.

1.8. Travel Reimbursement Form (specimen)



TRAVEL REIMBURSEMENT REQUEST

COST Office, 149 avenue Louise, 1050 Brussels, Belgium – Tel: +32 (0)2 533 3800 – Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org – Website: <http://www.cost.esf.org>

1. MEETING DETAILS COST-Nr / City / from DATE / days: Nr						
Action Number (or equivalent): ActionNr			Science Officer: Name			
Admin Officer: Name		E-mail:		Tel:		Fax:
2. PARTICIPANT – if not yet registered in the COST database, please register prior to the meeting at www.cost.esf.org/e-cost						
FAMILY NAME:			FORENAME:			
DATE OF BIRTH:			INSTITUTION COUNTRY:			
E-MAIL:			TEL:			
3. BANK DETAILS – In order to be reimbursed, you must first register your IBAN and SWIFT/BIC code via www.cost.esf.org/e-cost						
NAME OF ACCOUNT HOLDER:						
NAME OF THE BANK:						
4. ACCOMMODATION and MEALS						
Travel START (door-to-door)		Date:		Time:		
Travel END (door-to-door)		Date:		Time:		
4a. HOTEL Total number of hotel nights (fixed rate of €120/night) - no receipt required			Number:		Total (€):	
4b. MEALS - entered by the COST Office (fixed rate of €20/meal - no receipt required)						
5. TRAVEL EXPENSES						
PLANE, TRAIN, Long Distance BUS, etc.	From	To	To (Return)	Amount	Currency	€
Continue on separate sheet if required						
5b. CAR (including rented car)						
From:		To:		To (return):		
Proof of distance must be attached including address of departure <input type="checkbox"/>					Km (both ways):	
Name of additional COST passenger:						
Reimbursement fixed rate 0,20 € / km or 0,30 € / km with additional passenger					Total (€):	
5c. LOCAL TRANSPORT - For local transport expenses no receipts are required under a total of €25 (single & return). Above €25 (in total for the entire trip) add detailed justification & receipts.						
5d. TAXI – Taxi fares are only reimbursed where no reasonable public transport is available and are limited to €40 in total for the entire trip. Receipts are always required.				Amount	Currency	€
6. OTHER / REMARKS:						
I certify that this travel claim is a true statement of travel expenses incurred by me. I have not been and will not be reimbursed for these expenses from any other source nor have I included any expenses paid or to be paid directly from another source. I am aware that my home institution may be informed about this payment. I have read the rules for travel reimbursement request and agree to them.						
Date:			PARTICIPANT SIGNATURE:			

FOR COST OFFICE USE
Form and documents checked and approved

Date:

A.O.:

1.9. Summary of Reimbursement Rules



Rules for reimbursement of expenses for experts eligible for reimbursement

Version 2.1 – 09.10.2009

Please read carefully before completing the form.

Participants to COST meetings should arrive and depart as close as possible to the beginning and to the end of the meeting. In cases where participants have been on non-COST activities either before or after the meeting they should indicate the dates and times of departure from home and return to home, as if they had only attended the COST meeting.

The expert eligible to receive reimbursement for travel expenses and allowances must declare that he/she has not received any similar reimbursement or allowance or is not entitled to a similar reimbursement or allowance from another Institute, organisation or person for the same trip.

IMPORTANT

- If the complete reimbursement form is not submitted within 60 days, it is presumed that no claim for payment or for reimbursement of expenses will be requested by the participant;
- Only fully completed reimbursement forms will be considered by the COST Office (including fields such as bank account details, meeting ID, departure/arrival dates/times and etc.);
- For the reimbursement of travel costs, originals or legible photocopies of **transport tickets must be provided with the claim form**. They must clearly indicate **the amount paid** and the **full itinerary** (showing departure/arrival dates and times);
- Originals, or legible photocopies, of all travel documents must be kept by the expert for five years after the end of the Seventh Framework Programme;
- Reimbursement is in **euro**;
- The following are some examples of **items not eligible for reimbursement**:
 - Registration fees, costs of health, life and luggage insurance are **not** reimbursed;
 - Cancellation insurance will only be reimbursed for non-changeable low cost tickets or similar not changeable tariffs;
 - Other costs such as telephone calls, cannot be reimbursed;
- Any other arrangements may be considered in exceptional cases subject to prior approval by the COST Office.

4a. Accommodation

The flat rate reimbursement is of **€120 per night** for accommodation and breakfast. The maximum number of nights reimbursed equals the number of attended meeting days + 1 (as confirmed by the signed attendance list). Any deviation from this rule will require an explicit justification under "Other/remarks", supporting documentation and an approval by the COST Office.

4b. Meals

Lunch (including coffee breaks) and dinner expenses will be reimbursed at a fixed rate of **€20 each**. Meals covered by a separate COST meeting support will not be paid.

5. Travel expenses

Travel expenses are refunded on the principle of the most economical overall expenditure.

5a. Travel by plane, train or long distance bus (coach)

- For travelling by air low cost tickets have to be used. To benefit from the most economical fare, early booking is essential. Where no price is indicated on the ticket, the invoice must also be enclosed. The most economical tariff shall be reimbursed if originals or legible photocopies of the ticket are provided. Business class can only be reimbursed under exceptional conditions and needs the prior approval from the COST secretariat. **Air tickets exceeding €1200 require prior approval by the COST Office.**
- Local airport transfer should use the most economical means of transport. Airport parking may be reimbursed, if economical.
- The shortest and most economical route by rail or bus between the departure point and the place where the meeting is held must be used. First class rail or bus travel may be reimbursed by the COST Office.
- Costs for seat reservations, transport of necessary luggage and supplements for fast trains and sleeper (instead of hotel) are eligible expenses.

5b. Travel by private or rented car

- The use of a private or rented car is reimbursed on the basis of **€0.20 per kilometre** (no fuel, toll, car park etc. will be reimbursed) for one person travelling alone. Where two or more persons are entitled to reimbursement of travel expenses and use the same car, only the person responsible for the car shall be reimbursed at the rate of **€0.30 per kilometre** and the name of the passengers must be declared on the reimbursement form.
- Travel by car for a distance of more than 2000 km in total is normally not reimbursed and in any case no additional accommodation is paid.
- A proof of distance has to be attached (print-out from websites such as Via-Michelin, Maporama, Mappy, Google Maps).
- Full address of departure is required.

5c. Local Transport

For local transport expenses receipts are not required under a total of **€25** (single & return). If the total amount for the entire trip exceeds **€25**, copies of all justifications and receipts have to be added to the reimbursement form.

5d. Taxi

Taxi fares are limited to **€40** in total for the entire trip. Receipts are always required. They shall only be reimbursed where no reasonable public transport is available. Any deviation from this rule will require an explicit justification and an approval by the COST Office.

Version 2.1

2. Local Organiser Support

2.1. Introduction

2.2. Meeting Location

2.3. Amount Granted

2.4. Eligible and non-eligible costs

2.5. Procedure for Local Organiser Support

2.6. Documents, Control and Audits

2.7. Application Form for Local Organiser Support

2.8. Sample Grant letter

2.9. Sample Payment Request Form

Update history

18/07/2007

New item: application for conference/workshop support

25/03/2008

Amendment on Early Stage Researchers (COST doc. 212/07)

01/09/2008

Restructuring of paragraphs

09/10/2009

Vademecum overhaul

2.1. Introduction

Meetings are organised as in section 1.2 above.

Normally the costs related to the organisation of a Management Committee (MC), Working Group (WG) or Domain Committee (DC) meeting are supported by the local organiser. Exceptionally, support might be granted, under the terms and conditions described henceforth. COST support should be only a **contribution** to the total budget.

Support is in any case subject to availability of funding.

In case a publication is financed under the Local Organiser Support, it shall be arranged directly by the Local Organiser. and must follow the requirements of Section "Publications" of this Vademecum - Annex B: Checklist for Print Releases.

2.2. Meeting Location

Meetings should be organised by a Management Committee (MC) in any COST Country that has accepted the MoU of the Action. Workshops and Conferences should be open, in general, to the whole scientific community and act as a showcase for the activities of the Action (involving more preparation and expenses than Working Group meetings), and this may require specific support. Exceptions are subject to prior approval from the COST Office.

2.3. Amount Granted

- Current applicable rule

COST support is normally only a **contribution** to the total budget. Therefore the contributions from other sources to the organisation of the Workshop/Conference should also appear on the request (e.g. registration fees, sponsorship, contribution of Local Organiser or others). **For a requested support of up to EUR 3 000 the contribution will be granted as fixed grant.**

- Rule applicable as from early 2010 (date to be specified)

A lump sum of up to EUR 30 per participant will be granted as a fixed grant. The original of the **signed attendance list of participants** must be submitted to the COST Office. Justification of expenses is not required in this case.

In case the Local Organiser requests a contribution above 30 EUR per participant, supporting documents for the justification of expenses are required.

The COST contribution shall not exceed EUR 10 000.

2.4. Eligible and non-eligible costs

The following costs are **eligible** for support from COST:

- Room and technical equipment rental;
- Photocopying, printing of programmes, flyers, book of abstracts, proceedings, application forms, draft report etc.;
- Phone, fax, mailing costs for announcements, letters of confirmation;
- Personnel - staff involvement - or temporary recruitment of a secretary if necessary, or services of a Congress organising agency (if the Meeting/Workshop/Conference is very large);
- Local transport - e.g. bus for field trips;
- Coffee breaks and light refreshments;
- One conference meal if deducted from the daily allowance of the reimbursed participants.

Non-eligible costs

- VAT and any other indirect taxes are non-eligible costs.

Contributions from other sources to the organisation of the Meeting shall also appear on the request (e.g. registration fees, sponsorship, contribution of Local Organiser or others).

Once the request has been approved, the COST Office will inform the Local Organiser as to the level of approved financing.

2.5. Procedure for Local Organiser Support

2.5.1. Introduction

The request for a Local Organiser Support should normally be made at least **2 months** before the proposed Meeting.

2.5.2. Before the Meeting

- Letter from Local Organiser (usually an institution of one of the MC members) to MC Chair requesting financial support to organise the meeting, the completed application form including a draft budget for organisation costs showing also contributions from other sources (see 2.7 – application form template) and a detailed draft programme (including names of sessions chairpersons and keynote speakers to be invited);
- Confirmation of the request by the MC Chair (on behalf of the MC) to the COST Office
 - Current applicable rule: for support requests above EUR 3 000, a full financial breakdown must be provided to the COST Office;
 - Rule applicable as from early 2010 (date to be specified): support requests above EUR 30 per participant must include approval of the full financial breakdown.
- Registering and budget check by the COST Office;
- Grant letter to the Local Organiser issued by the COST Office, to be countersigned and returned by the Local Organiser (see 2.8 - Sample Grant letter);
- Encoding of financial details by Local Organiser via the on-line tool:
http://w3.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/Meeting_Support_template.xls.

2.5.3. After the Meeting

Within 4 weeks after the event, the following documents must be sent to the COST Office by the Local Organiser of the Meeting:

- A signed Payment Request Form (issued by the COST Office) signed by the Local Organiser (see 2.9 - Sample Payment Request Form);
- For grants exceeding EUR 3 000 (EUR 30 per participant as from early 2010 - date to be specified) a final financial account breakdown and supporting invoices for at least the amount of the requested support;
- A scientific report (max 1 page) containing a summary of the event's scientific output;
- Approval from the MC Chair.

2.6. Documents, Control and Audits

The COST Office reserves the right to request additional documents for financial verification.

All relevant financial documents have to be kept for 5 years after the end of Seventh Framework Programme for audit purposes.

2.7. Application Form for Local Organiser Support

(Excel sheet available following this link:
http://w3.cost.esf.org/fileadmin/cost_documents/guidelines/2-financial_instruments/Meeting_Support_template.xls)

APPLICATION FOR LOCAL ORGANISER SUPPORT

COST Action:

Place:

Dates:

Local organiser

Institution:

Responsible person:

BREAKDOWN OF EXPENSES		APPLICATION			Final breakdown <i>(to be fill in after the meeting)</i>			
Item	Total expenses (Budget)			Local Organizer's Contribution	Requested COST support	Total expenses	COST support	Annex
	local curr	Currency	€					
[1] Room and technical equipment rental								
[2] Photocopying, printing of programmes, flyers, book of abstracts, application forms, draft report, proceeding etc.								
[3] Phone, fax, Mailings cost for announcements, letters of confirmation								
[4] Personnel - staff involvement- or temporary recruitment of a secretary if necessary, or services of a congress organising agency (if the conference/Workshop is very large)								
[5] Local transport - e.g. bus for field trips								
[6] Coffee breaks and light refreshments								
[7] Meals/dinners if deducted from the daily allowance of the reimbursed participants.								
[8] Others (please specify)								
Total			0.00	0.00	0.00	0.00	0.00	

2.8. Sample Grant letter

(document produced by the COST Office IT tool)



COST Office
149 avenue Louise
1050 Brussels, Belgium

Tel: +32 (0)2 533 3800
Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org
<http://www.cost.esf.org>

Name
Address
City (Country)
e-mail

REFERENCE: COST-*MeetingType-ActionNr-XXXXX*
Local Organiser: *Name*
Date: *XX/XX/20XX* Place: *City (Country)*
Amount: € *X*

Dear Mr/Ms. Name,

With reference to your application for a local organiser support grant within the COST scientific programme on **Action Name**, I am pleased to notify you that the Management Committee of the COST Action *Nr* has awarded a grant amounting to € *X* to:

Account Holder : *Name*
Address : *Address*
Country : *Code*
IBAN : *Nr*
Swift : *Nr*

for the Meeting type at *Address, City (Country)* from *start date* till *end date*, to be spent according to the rules for the organisation of COST meetings (see *COST Vademecum - Local Organiser Support*, <http://www.cost.esf.org>).

You are requested to inform the COST Office whether you intend to take up this grant or not. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself.

No later than 4 weeks after completion of the workshop, you must send your scientific report together with the completed payment form to the COST office in order to be eligible for reimbursement.

Yours sincerely,

Name
Science Officer

I read the document '2 - Support for Local Organiser Support' for the support for the organisation of COST meetings and I accept this offer.

Local Organiser name:

Signature: Date:

3. Short-Term Scientific Missions (STSM)

3.1. Objectives

3.2. The Applicant

3.3. Home and Host Institution

3.4. Duration

3.5. Financial Support

3.6. Registration and Deadlines

3.7. Assessment

3.8. Approval

3.9. Deviation

3.10. How to Submit an STSM Application

3.11. After the STSM

3.12. Sample Application Form

3.13. Sample Grant letter

3.14. Sample Payment Request Form

Update history

25/03/2008

Amendment on Early Stage Researchers (COST doc. 212/07)

01/09/2008

Restructuring of paragraphs

20/11/2008

"Notice of completion" text update

09/10/2009

Vademecum overhaul

3.1. Objectives

The aim of a Short-Term Scientific Mission (STSM) shall be to contribute to the scientific objectives of a COST Action.

These Missions (Exchange Visits) are aimed at strengthening the existing networks by allowing scientists to go to an institution or laboratory **in another COST Country** to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

An Action should normally set up at least 4 STSMs per year.

3.2. The Applicant

The selection of the applicant is the responsibility of the Management Committee (MC) of the Action.

The **Applicant** should normally be engaged in a programme of research as a post graduate student or postdoctoral fellow or be employed in an institution of a COST Country having accepted the MoU of the Action. This institution shall be actively participating in the COST Action.

For the period of the STSM neither the MC of the Action nor the COST Office may be considered as the employer and grantees must make their own arrangements for all health, social, personal security and pension matters.

3.3. Home and Host Institution

The home and the host institution can be public or private.

A STSM may only be approved:

- from a home institution in a COST participating country to a host institution in a COST participating country or to a formally approved host institution in a non-COST country

- from a formally approved home institution in a Near Neighbour country to a host institution in a COST participating country.

In exceptional cases, the COST Office reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee of an Action or by a Domain Committee to further the interests and aims of COST.

Short-Term Scientific Missions between different Actions may be considered by the Management Committees of both Actions.

The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.

3.4. Duration

Short-Term Scientific Missions, **minimum one week (5 working days), maximum 3 months**, shall be made within the time frame of the operation identified in the proposal and within the period of the respective Action.

For Early Stage Researchers (less than PhD + 10 years) the COST Office may approve an extension to a duration beyond 3 months, but normally not more than 6 months in total.

3.5. Financial Support

The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence.

The financial contribution for a STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended but not obligatory. The total of a STSM shall normally not exceed EUR 2 500 (EUR 3 500 for Early Stage Researchers). **Any exception needs special justification and prior approval from the COST Office.**

In any case the costs associated with the STSM must not exceed the limits set in the rules for reimbursement by COST of expenses for experts eligible for reimbursement (see 1. - Travel and Subsistence).

An advance payment may be made in exceptional circumstances, which will require additional special justification.

3.6. Registration and Deadlines

The Applicant must use the **on-line registration tool**. (see 3.10 - How to submit an application).

Applications may be submitted according to the schedules stipulated by the MC of the relevant Action, bearing in mind that delays must be taken into account for the assessment and administrative procedures.

The application together with the MC approval should be sent to the COST Office **at least 4 weeks** before the STSM starts.

3.7. Assessment

a) The MC of the Action will make the scientific and budgetary assessment and take the final decision.

The MC may formally delegate these tasks to :

- the STSM coordinator or,
- a sub-group of its members (assessment panel), which may vary from time to time and from scheme to scheme, to assess proposals and to agree on those which may be funded.

It is recommended that this assessment panel consists of more than two people in order to avoid a conflict of interest, in addition to one person who is authorised to take the decision (normally the Chair). External advice may be sought.

MC members and other assessors should not involve themselves in the assessment of proposals in which they have a personal or financial interest. In exceptional circumstances (e.g. uniqueness of expertise), such a bar may be waived with the agreement of the other members involved, if the interest is declared and considered not to compromise the potential decision.

b) The MC should agree the criteria for assessing applications in line with the Action objectives. Wherever possible, these criteria should be made known in advance to potential applicants. It is expected that every care will be taken to avoid any bias on the grounds of gender, age or nationality.

3.8. Approval

The MC Chair or the STSM coordinator is responsible for circulating the application for decision to the assessment panel.

The MC Chair or the STSM coordinator has to inform the COST Office about the decision. After checking the application for the compatibility with the existing rules and procedures the COST Office will inform the Applicant about the outcome of the assessment and will arrange the necessary formalities for the issue of the grant in case of a positive result and availability of funding.

The decisions and assessments regarding all STSM applications shall be reported to the next MC meeting **and recorded in the minutes of the meeting.**

3.9. Deviation

Any deviations and exceptions from this procedure which contributes to the scientific objectives of the Action requires the approval of the COST Office.

3.10. How to Submit an STSM Application

3.10.1. On-line registration by the applicant

The Applicant must use the **on-line registration** tool to register their request for an STSM (see <http://www.cost.esf.org/stsm>). The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- name, postal address, telephone, fax and email of the prospective host at the receiving institute;
- the planned dates and length of stay;
- the title of the planned STSM;
- a short description of the proposed workplan (about 250 words);
- a short curriculum vitae;
- a budget request with breakdown for the costs of the STSM;
- bank details.

3.10.2. Formal STSM application and annexes

After encoding the information via the on-line registration tool will issue a formal STSM application (see 3.12) which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute etc.) to:

- the future Host institution of the STSM;
- the MC Chair or the STSM coordinator.

3.10.3. Assessment of the STSM

The MC Chair or the STSM coordinator will arrange the assessment of the STSM.

3.10.4. Approval from the Management Committee

The MC Chair or the STSM coordinator informs the COST Office that the proposed STSM has been approved. This information can be in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantees name

On behalf of the Management Committee of the above COST Action I would like to inform you after evaluation that:

- a) the attached request for an STSM has been approved and;
- b) a grant of EUR x has been recommended and;
- c) the host institute accepted the proposal."

3.10.5. COST Office Grant letter (see 3.13 - sample)

The COST Office will send to the Applicant an **Grant letter** in which he/she is informed about:

- a) the approval of the STSM and;
- b) the level of the financial grant given.

The Applicant has to return this **Grant letter**, after accepting the grant with his/her signature.

The Applicant will receive a **Payment Request Form** (see 3.14) at the same time.

3.11. After the STSM

3.11.1. STSM Scientific Report

After completion of the STSM the grantee is required to submit to the host institution and MC Chair (or the STSM coordinator) a short scientific report on the visit **within 4 weeks after his/her stay**.

It should contain the following information:

- Purpose of the STSM;
- Description of the work carried out during the STSM;
- Description of the main results obtained;
- Future collaboration with host institution (if applicable);
- Foreseen publications/articles resulting or to result from the STSM (if applicable);
- Confirmation by the host institution of the successful execution of the STSM;
- Other comments (if any).

3.11.2. Notice of completion

The MC Chair or the STSM coordinator is responsible for approving the final report and sending the notice of completion of the STSM to the COST Office.

The MC Chair or the STSM coordinator will send a short notice to the COST Office with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

The information is usually in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantee's name

On behalf of the Management Committee of the above COST Action I would like to inform you that:

- 1) The above STSM has been completed from <Start date> to <End date>
- 2) The scientific report has been approved by the MC and Host.
- 3) The amount of EUR X can be paid"

3.11.3. Payment

The COST Office will execute the payment of the fixed grant directly to the grantee or the host institution as requested in the application after receipt of the following documents:

- Notice of completion by the Management Committee;
- Completed Payment request form;
- Summary of scientific report (maximum 1 page).

3.12. Sample Application Form

(document produced by the on-line tool available on the COST website)



COST STSM Application Form

To be sent by the applicant as attachment by e-mail together with all the documents he/she would like to submit to support the application (full CV, detailed work plan, motivation, etc.) to the

- Host (who will send his agreement to host the applicant to the MC Chair)
- MC Chair for evaluation and approval

COST Office

Science Officer: *Name of Science Officer*

Telephone nr, e-mail address

COST MC Chair: *Name, e-mail address*

COST STSM Reference Number: COST-STSM-999-111

Period: xx/xx/200x to xx/xx/200x

COST Action: 999

STSM Applicant: *Name, Organisation Name, City(Country)*

e-mail address

STSM Topic: *Name of the Topic*

Host: *Name, Organisation Name, City(Country), e-mail address*

Budget Request:

Travel	X €
Subsistence (hotel/meals)	X €
Total	X €

Short CV (date of birth, higher education degree, further qualifications, max 250 ch.):

Aridus e lasso venibat consilium: ore, metaque erat longae: tum denique de tribus unum fetibus arboreis proles Neptunia misit. Obstipuit virgo nitidiorae cupidine pomi declinat cursus aurumque volubile tollit praeterit Hippomenes: resonant spectacula plausu.

Work Plan Summary (keywords, max 250 ch.):

Illa moram celeri cessataque tempora cursu corrigit atque iterum iuvenem post terga relinquit: et rursus pomi iactu remorata secundi consequitur transitque virum. pars ultima cursus restabat: 'numc' inquit 'ades, dea muneris auctor' inque latus campi, quo tardius illa rediret.

I request the approval of a COST Short Term Scientific Mission as described above

Applicant

Name of applicant

Date

3.13. Sample Grant letter

(document produced by the on-line tool available on the COST website)



COST Office
149 avenue Louise
1050 Brussels, Belgium
Tel: +32 (0)2 533 3800
Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org
<http://www.cost.esf.org>

Name
Institution
Address
e-mail

REFERENCE: Short Term Scientific Mission, COST Action nr
Beneficiary: *Name, Institution*
Host: *Name, Institution*
Period: from *start date* to *end date* Place: *City (country)*
Reference code: COST-STSM-531-02588

Dear Mr/Ms. *Name*,

With reference to your application for a Short Term Scientific Mission within the COST scientific programme on *Action name*, I am pleased to inform you that the Management Committee of the COST Action *number* has awarded you a fixed grant amounting to **X,00 €**, for the above STSM.

You are requested to inform the COST Office whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform the COST Office about any changes in advance of the mission.

No later than 4 weeks after completion of your mission, you must send your scientific report together with the host report to the Chair or the member of the Management Committee responsible for the STSM. A copy of these two reports should also be sent directly to the COST Office together with the completed payment request form in order to be eligible for reimbursement.

Please note that the guidelines for the Short Term Scientific Missions for COST can be found in <http://www.cost.esf.org/guideline>.

Yours sincerely,

SO Name
Science Officer

I have read of the rules for the execution of the COST Short Term Scientific Missions and I accept this offer.

Scientist name:

Signature: Date:

3.14. Sample Payment Request Forms

(document produced by the on-line tool available on the COST website)



COST Office
149 avenue Louise
1050 Brussels, Belgium

Tel: +32 (0)2 533 3800
Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org
<http://www.cost.esf.org>

SHORT-TERM SCIENTIFIC MISSION

ADVANCE PAYMENT REQUEST FORM

COST Action Number: *ActionNr*
Beneficiary's Name and Institution: *Name, Institution*
Host's Name and Institution: *Name, Institution*
Period: from *start date* to *end date*
Place: *City (Country)*
Reference code: *COST-STSM- ActionNr - XXXXX*
Total amount of the grant: *X,00 €*
Advance Payment: *X,00 €*

I ask for an advance payment for the above STSM. The following documents are attached:

- Approval by the Management Committee (email)

- My bank details as follows:

Name of account holder: *Name*

Name of Bank: *Name*

Address of Bank: *Address*

IBAN Account number: *Nr*

Bank SWIFT code or BIC: *Nr*

IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries.

Without IBAN and BIC/SWIFT code, the Cost office will not be able to process your payment.

IBAN: International Bank Account Number

BIC: Bank Identifier Code (also called Swift address)

Date: Signature.....

For COST Office use:	
_____	_____
Date	Signature



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ESF provides the COST Office
through an EC contract

4. Training Schools

4.1. Introduction

4.2. Duration

4.3. Eligible Costs

4.4. Procedure

4.5. Sample Grant letter to Local Organiser

4.6. Sample Grant letter to Trainee

4.7. Sample Payment Request Form

Update history

20/03/2008

Amendment on Early Stage Researchers (COST doc. 212/07)

21/05/2008

General structure modification and amendments to the Forms

09/10/2009

Vademecum overhaul

4.1. Introduction

Training Schools within the framework of the Action topic are aimed at:

- Widening the knowledge of the Action activities.
- Providing intensive training on a new and emerging subject.
- Offering familiarisation with unique equipment or know how in one of the laboratories of the Action.

Training Schools are not intended to provide general training or education. Those attending a Training School are typically – but not exclusively – young researchers from across Europe. Furthermore, Training Schools may also cover appropriate re-training as part of life-long learning.

A Training School can also take the form of an Early Stage Researchers (less than PhD + 10 years) network created as a "think tank".

COST support covers organisation of the school and participation support to both trainers (including external experts) and trainees.

4.2. Duration

The duration of a Training School is normally between three days and two weeks long.

4.3. Eligible Costs

4.3.1. Local Organiser

The following items can be reimbursed: general support required for the organisation such as meeting room rental, lecture materials, secretarial support, coffee breaks, technical equipment as well as consumables specifically purchased for the Training School. The rules are the same as for Local Organiser Support (see 2 – Local Organiser Support).

4.3.2. Trainers

The following items can be reimbursed: travel and subsistence for trainers - same as for participants to COST meetings (see 1 - Travel and Subsistence), but no lecture fee.

4.3.3. Trainees

The following items can be reimbursed:

- Individual grants for trainees - amount to be decided by the MC. Each grant cannot exceed the normal reimbursement rates of COST (see 1 - Travel and Subsistence);

- General guide: the individual grants should be based on the most economic accommodation arrangement and on the most economic travel arrangement (see also 3.5 STSM - Financial support).

4.4. Procedure

4.4.1. Local Organiser

The request for a Training School has to be sent via the Chair of the Management Committee after MC approval of the programme and the list of paid participants to the COST Office with the following documents:

- Detailed programme and aim of the Training School;
- Support statement from the MC (e.g., the Minutes of a MC meeting);
- Detailed financial support request for the organisation of the meeting;
- List of trainers with contact details;
- List of trainees that have been selected by the MC to be entitled to the individual grants for attending the Training School, along with the amount of the grants;
- Contact details.

After receipt of the above documents, the COST Office will send Grant letters to the Local Organiser and to the trainee(s). In case general organisation support is granted, then a scientific report will be requested after completion of the Training School.

Exceptions must be duly justified and must be accepted by the COST Office prior to the event.

4.4.2. Trainers and Trainees

Trainers and trainees are requested to register on the COST on-line registration tool.

4.5. Sample Grant letter to Local Organiser

(document produced by COST Office IT tool)



COST Office
149 avenue Louise
1050 Brussels, Belgium

Tel: +32 (0)2 533 3800
Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org
http://www.cost.esf.org

Name
Address
City (Country)

REFERENCE: COST Training School Support, Action *ActionNr*
Local Organiser: *Name*
Date: *XX/XX/20XX* Place: *City (Country)*
Reference code: COST-School- ActionNr - XXXXX
Amount: EUR *XXXX*

Dear Mr/Ms. *Name*,

With reference to your application for a COST Training School support grant within the COST scientific programme on *ActionName* - Action *ActionNr*, I am pleased to notify you that the Management Committee of the Action has awarded you a grant amounting to EUR *X* to:

Account holder: *Name*
Address: *Address*
Country: *Code*
IBAN: *Nr*
SWIFT: *Nr*

For the Training on bioencapsulation in *City (Country)* from *start date* till *end date*, to be spent according to the rules for the organisation of COST Training Schools. (see *COST guidelines '2 - Local Organiser Support' and '4 - Training Schools'*; <http://www.cost.esf.org>). Please note that all taxes, including VAT, are non eligible costs.

You are requested to inform the COST Office whether you intend to take up this grant or not. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself.

No later than 4 weeks after completion of the training school, you must send your scientific report together with the completed payment form to the COST office in order to be eligible for reimbursement.

Yours sincerely,

Name
Science Officer




I read the document '2 - Local Organiser Support' and '4 - Training Schools' for the support for the organisation of a COST Training School and I accept this offer.

Local Organiser name:

Signature: *Date:*

4.6. Sample Grant letter to Trainee

(document produced by COST Office IT tool)

	COST Office 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org	
<u>Trainee</u> <i>Family Name:</i> <i>First Name:</i> <i>Email:</i>	
REFERENCE: COST Training School Support, COST <i>Action nr</i> Local Organiser: <i>Name of organiser/Institution</i> Date: <i>start date to end date</i> Place: <i>city (country)</i> Reference code: <i>COST-School-Action nr-running nr</i>	
Dear Ms/Mr. <i>Name</i> ,	
With reference to your application for a COST Training School within the COST scientific programme on <i>Action name</i> (COST Action <i>Action nr</i>), I am pleased to inform you that the Management Committee of the Action has awarded you a fixed grant amounting to EUR....., to attend the Training School from <i>start date</i> till <i>end date</i> at <i>Institution name</i> under the supervision of Ms/Mr. <i>Name</i> .	
You are requested to inform the COST Office whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform the COST Office about any changes <u>in advance of the training school.</u>	
Please note that the guidelines for the Training Schools for COST can be found in http://www.cost.esf.org	
Yours sincerely,	
SO Name Science Officer	
<i>I have read of the rules for the execution of the COST Training School and I accept this offer.</i>	
<i>Scientist name:</i>	
<i>Signature:</i> <i>Date:</i>	
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4.7. Sample Payment Request Form

(document produced by COST Office IT tool)



COST Office
149 avenue Louise
1050 Brussels, Belgium

Tel: +32 (0)2 533 3800
Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org
<http://www.cost.esf.org>

**COST TRAINING SCHOOL
PAYMENT REQUEST FORM
(Local Organiser Support)**

COST Action Number: *ActionNr*
Organiser's Name and Institution: *Name*
Period: from *start date* to *end date*
Place: *City (Country)*
Reference code: *COST-School- ActionNr - XXXXX*
Claimed amount of the grant: *.....*

The above COST Training School has been successfully completed

Name of account holder: *Name*

Name of Bank: *Name*

Address of Bank: *Address*

IBAN Account number: *Nr*

Bank SWIFT code or BIC: *Nr*

IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries.
Without IBAN and BIC/SWIFT code, the Cost office will not be able to process your payment.
IBAN: International Bank Account Number
BIC: Bank Identifier Code (also called Swift address)

Date: Signature.....

For COST Office use:	
_____	_____
Date	Signature

5. General Action Support Grant (GASG)

5.1. Introduction

5.2. Rules and Procedures

5.3. Sample Grant Letter to the Beneficiary

5.4. Sample Payment Request Form

Update history

05/09/2006

Amendment following open call

16/10/2007

Restructuring of the annexes

09/10/2009

Vademecum overhaul

5.1. Introduction

COST Actions Management Committee (MC) may assign up to EUR 2 000 per annum from within the Action budget to the MC Chair for the general support of the Action management (e.g. Website support). The MC Chair has to report on the expenditure of this fixed allocation at the MC meeting.




5.2. Rules and Procedures

The necessary steps for the grant application are the following:

- Approval of the MC either in MC meeting (to be minuted) or by written procedure;
- The beneficiary informs the COST Office about MC decision with reference to the decision (amount requested and date of MC meeting or date of written procedure) and submits his/her grant request to the COST Office by letter or e-mail;
- COST Office sends an grant letter and a payment request form to the beneficiary;
- The beneficiary sends back the signed grant letter and completed payment request form to COST Office.




5.3. Sample Grant Letter to the Beneficiary

(document produced by COST Office IT tool)

	<p>COST Office 149 avenue Louise 1050 Brussels, Belgium Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org</p>
<p>Name e-mail</p>	
<p>REFERENCE: General Action Support Grant, COST <i>Action number</i> Reference code: <u>COST-GASG-Action number -running nr</u></p>	
<p>Dear Mr/Ms. <i>Name</i>,</p>	
<p>With reference to your application for a General Action Support Grant within the COST scientific programme on <i>Action name</i>, which has been approved by your MC I am pleased to send you this acceptance letter for a fixed grant amounting to X,00 € for the period from <i>date</i> to <i>date+1</i>. By accepting this letter you are declaring that the grant will only be used for the support of the COST Action and that the expenditures will be presented to the Management Committee after the end of the grant period.</p>	
<p>You are requested to sign this letter and to send it to the COST Office together with the completed payment request form (attached).</p>	
<p>Yours sincerely,</p>	
<p><i>SO Name</i> Science Officer</p>	
<p><i>I read the document 'Financing of COST activities' regarding the General Action Support Grant.</i></p>	
<p>Beneficiary:</p>	
<p>Signature: Date:</p>	
 <p>COST is supported by the EU RTD Framework Programme</p>	 <p>ESF provides the COST Office through an EC contract</p>

5.4. Sample Payment Request Form

(document produced by COST Office IT tool)

	COST Office 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org	
GENERAL ACTION SUPPORT GRANT (GASG) PAYMENT REQUEST FORM	
To be sent - by Fax + 32 2 533 38 90 - by surface mail to the COST office in Brussels - see address above. - by email -scanned PDF only with date and signature.	
COST Action Number: <i>number</i> Beneficiary: <i>Name</i> Period: from <i>date</i> to <i>date+1</i> Reference code: <u>COST-GASG-Action nr-running nr</u> Total amount: <i>X,00 €</i>	
I request the payment for the above General Action Support Grant.	
Name of account holder: <i>Name</i>	
Name of Bank: <i>Bank name</i>	
Address of Bank: <i>Street address</i>	
IBAN Account number: <i>number</i>	
Bank SWIFT code or BIC: <i>number</i>	
IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries. Without IBAN and BIC/SWIFT code, the Cost office will not be able to process your payment. IBAN: International Bank Account Number BIC: Bank Identifier Code (also called Swift address)	
Date:	Signature.....
For COST Office use: <hr/> <div style="display: flex; justify-content: space-between;">DateSignature</div>	
 COST is supported by the EU RTD Framework Programme	 ESF provides the COST Office through an EC contract

6. Publications

6.1. Introduction

6.2. Action Dissemination Tools and Publications

6.3. Final Action Publication

6.4. Step-by-step Guide

6.5. Annex A: Checklist for Requests for Action dissemination tools and publications

6.6. Annex B: Checklist for Publications

6.7. Annex C: COST Office Publications Purchase Order

6.8. Annex D: EU's Publisher (OPOCE): Background and Conditions

6.9. Annex E: Author's Declaration

6.10. Annex F: Documents required by the COST Office

Update history

01/08/2008

August 2008 overhaul

09/10/2009

Vademecum overhaul

6.1. Introduction

Disseminating and transferring knowledge is a key value to COST and the use of results by industry, policy-makers and society is vital. Therefore the COST Actions are encouraged to use all means to communicate their findings to the European Research Community.

COST expects Actions to develop a dissemination strategy to encourage public discussion about their work and to ensure that the results of the research work reach the European Society and policy-makers. It provides financial support for the production of dissemination tools and publications to increase the effectiveness of research results on a European level.

A thorough planning of the dissemination strategy for each Action is required in the annual workplan. Actions can only enter into binding financial commitments for activities taking place in the year for which they received the annual allocation.

Exceptions must be agreed with the COST Office.

COST supports the production of dissemination tools and publications such as books (hard copy or electronic), brochures, flyers and electronic devices such as DVDs and CD-ROMs.

COST distinguishes publications by the budget line they fall under.

The production of dissemination tools and publications can either relate to:

A) Action publications: funded directly by the COST Action budget, described in part 6.2 *Action publications*.

Or

B) Final Action publication: funded directly by the COST Office from the shared central budget (i.e. budget line "Dissemination, Publications, Conferences and Outreach"), described in part 6.3 *Final Action Publication*.

6.2. Action Dissemination Tools and Publications

Information flow: The first point of contact for the Action is the COST Office Science Officer. He or she remains the contact person throughout the process. Please also send a copy of your correspondence to: publications@cost.esf.org.

In general, different kinds of dissemination tools and publications can be included in the Action budget:

- 1) High-level publications produced by a renowned publisher for high level publications (usually books or journals). This type includes the purchase of existing publications. and open-access web-based publications follow the same process as printed publications.
- 2) Multi-media material such as CD-ROMs or films.
- 3) Printing of conference or workshop proceedings as described in Chapter 2 of this vademecum. The publication of proceedings should be arranged directly by the organiser or delegate responsible for the Workshop/Conference and not via the COST Office. The requirements Annex B: Checklist for Publications must be followed. Please refer to Chapter 2 for further details of the procedures to follow.

COST covers costs for production and distribution by a printing house, OR for the purchase of a fixed number of copies of the Action's high-level publication by a

publishing house. Related costs such as graphic design, proofreading, translation and editing are normally not covered. Exceptions need specific approval.

COST strongly recommends environmentally-considered materials such as eco-friendly non-chlorine free paper or e-books and print-on-demand solutions.

The procedures are described in the Step-by-step Guide below.

6.3. Final Action Publication

Final Action Publications (on average one publication per Action to the amount of typically maximum EUR 10 000) are foreseen to be funded directly by the COST Office if:

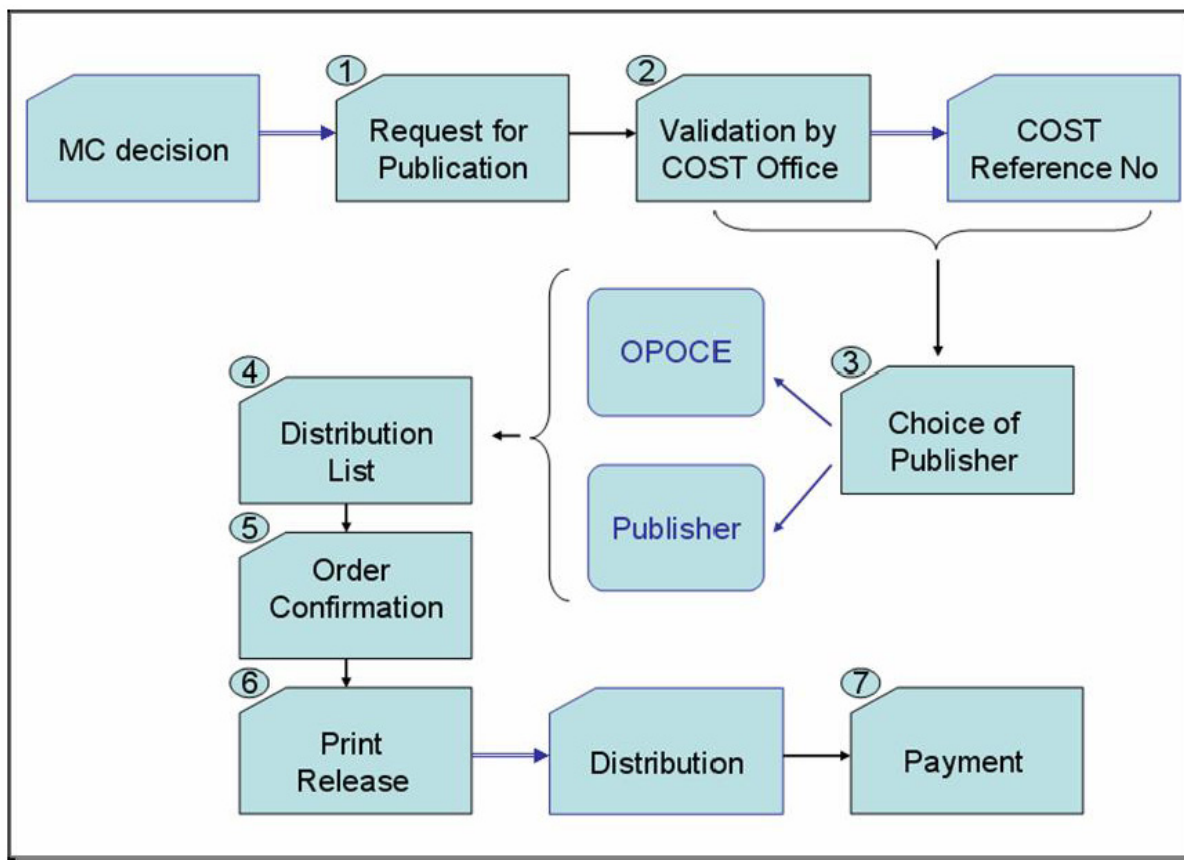
- the Action includes a request for a final Action publication in the budget plan of its final year;
- the Action Chair/MC submits a specific request for a final Action publication to the COST Office (Science Officer) no later than 6 months before the official end date of the Action.
- the Action Chair/MC ensures that the invoice for the Final Action Publication will reach the COST Office no later than 12 months after the official end date of the Action.

COST covers costs for production and distribution by a printing house, or for the purchase of a fixed number of copies of the Action's high-level publication by a publishing house. Related costs such as graphic design, proofreading, translation and editing are normally not covered. Exceptions need specific approval.

COST strongly recommends environmentally-considered materials such as eco-friendly non-chlorine free paper or e-books and print-on-demand solutions.

The procedures are described in the Step-by-step Guide below.

6.4. Step-by-step Guide



- (1) Excluding VAT
- (2) See step 2 above
- (3) The COST Office needs to receive 5 copies.

6.4.1. Step 1: Request from the Management Committee (MC)

The Action Chair, on behalf of the Management Committee, approaches the COST Office (Science Officer) with a request for publication together with a distribution list (e.g. MC, WG, policy makers, libraries, universities, industry organisations...) for feedback.

A checklist explaining the details of the request is provided in part 6.5 *Annex A: Checklist for Requests for Dissemination tools and Publications*.

6.4.2. Step 2: Validation by COST Office

The COST Office issues a reference number to validate the request. This 'COST reference number' (starting with PUB) **must be referred to throughout the whole process**.

For planning purposes, Step 1 and 2 should be taken as soon as the MC decision is taken.

6.4.3. Step 3: Choice of Supplier and Offer

6.4.3.1. The European Union's publisher (OPOCE)

6.4.3.1.1. Introduction

COST has established cooperation with the official publisher of the European Union (OPOCE) and offers the benefits of this cooperation to COST Actions (see background information in part 6.8 *Annex D: European Union's Publisher (OPOCE): Background and Conditions*).

For administrative reasons, publication with OPOCE can only be done via the COST Office following the process described in section 6.4.4.1.

6.4.3.1.2. Offer

The Action Chair does not need to send an offer to the COST Office.

6.4.3.2. Other suppliers

6.4.3.2.1. Introduction

Cooperation with renowned Publishers offers COST Actions a great opportunity to collaborate with specialists in the relevant field of research.

Please note: when COST purchases copies of a publication from the publisher, the publisher is responsible for the production and distribution and bears all the financial risks. COST expects to purchase the books at a reduced rate compared to the market price.

6.4.3.2.2. Offer

It is the Action Chair's/MC responsibility to provide an offer for production and distribution and forward it to the responsible Science Officer at the COST Office for further internal processing.

If the total price exceeds EUR 3 000 (Excluding VAT), the MC has, as a general rule, to collect offers from 2 different suppliers and forward them to the responsible Science Officer at the COST Office for approval.

Deviations from this general rule require a detailed explanation from the MC and will only be accepted by the COST Office if the balance between the price and the quality - in terms of visibility and scientific recognition - is maintained.

In the case of publications, the detailed price offers for the required numbers of copies of the books should include distribution costs and provide the following information:

- Title "Offer" (not invoice);
- COST reference number (see step 2 above);
- Date of the offer;
- Title of publication, ISBN or ISSN Nr, publication year, number of pages etc.;
- Number of items to be delivered (The COST Office needs to receive 5 copies);

- Price per copy;
- Discount for COST (with an indication of the market price);
- Expenses for delivery based on the COST distribution list;
- Delivery date;
- Total price in EUR (VAT excluded outside Belgium/for Belgium, VAT rate should be indicated separately).

For practical reasons, offers in English are preferred. All offers must be written on the supplier's letterhead with the name and signature of the contact person.

6.4.4. Step 4: Preparation of documents for publication and distribution list

The COST Office needs to receive:

- The final detailed distribution list (if not submitted in step 1 above). See Annex D for OPOCE distribution list instructions;
 - The Author's declaration attached in Annex E, signed and returned to the COST Office;
 - 5 copies of the publication, sometimes more if specifically required by the COST Office.
- NB: For reporting and promotion purposes (Examples of promotion: 1. COST Office will send one copy to the European Commission library (<http://ec.europa.eu/eclas/F>) and 2. COST Office will make publication available to journalists and therefore needs a review copy.)

The COST "house style" in British English should be used. COST recommends the use of the EU Publications Office Interinstitutional Style Guide (<http://publications.europa.eu/code/en/en-000100.htm>).

6.4.4.1. The European Union's publisher (OPOCE)

The Action Chair/MC prepares the "camera-ready" PDF-file and sends it to the COST Office together with an approval of the print release (i.e. scientific content check) from the MC Chair.

Pictures should be included in the file with a minimum resolution of 300 dpi. The use of a cover picture is optional. OPOCE will prepare the cover pages (the publication will be in B5 (176mm x 250mm), the standard OPOCE size).

6.4.4.2. Other publishers

The Action Chair/MC prepares the file following the publisher's requirements and in line with the checklist described in part 6.6 *Annex B: Checklist for Publications*.

6.4.5. Step 5: Purchase Order

6.4.5.1. The European Union's publisher (OPOCE)

Based on the decision of the MC and provided that the requested budget is available, the COST Office will confirm the offer with a purchase order. The purchase order contains detailed invoice requirements which must be followed to guarantee payment.

6.4.5.2. Other suppliers

Based on the decision of the MC and provided that the requested budget is available and approved by the COST Office, the offer from the chosen supplier is confirmed with a purchase order from the COST Office. The purchase order contains detailed invoice requirements which must be followed to guarantee payment.

The COST Office will send a purchase order to the publisher directly.

Part 6.7 *Annex C: COST Office Publications Purchase Order* contains the COST Office purchase order template for information purposes only.

6.4.6. Step 6: Print Release

6.4.6.1. The European Union's publisher (OPOCE)

The COST Office will release the print production in line with the checklist available in part 6.6 *Annex B: Checklist for Publications*.

6.4.6.2. Other publishers

The COST Office has to receive an electronic final print proof of the publication with proof of the elements described in part 6.6 *Annex B: Checklist for Publications* together with the author's declaration mentioned in step 4 above. The Action Chair/MC then releases the print production.

6.4.7. Step 7: Payment

6.4.7.1. The European Union's publisher (OPOCE)

OPOCE or its subcontractor(s) will invoice the COST Office directly.

Please note:

- The COST Office will never make advance payments;
- In case not all requirements have been fulfilled the COST Office can refuse payment.

6.4.7.2. Other publishers

Once the printed publication has been delivered, the publisher will send the invoice directly addressed to the COST Office following the invoice requirements stated in the purchase order. The COST Office can only accept payments for services confirmed with COST purchase order.

The Management Committee confirms with an approval statement that the payment should be processed (i.e. check of services delivered). The payment will be signed off by the Public Relations and Communications Manager in consultation with the science officer.

6.5. Annex A: Checklist for Requests for Dissemination Tools and Publications

6.5.1. The European Union's publisher (OPOCE)

The Request for Publication must contain:

- Whether or not the request relates to a Final Action Publication;
- Action Chair/MC title, name, work place, postal address, telephone and fax numbers, and email address;
- Statement referring to Management Committee decision on the publication of the book, including date and location of the meeting and budget allocated;
- Commitment to prepare publication with appropriate references to COST (see part 6.6 *Annex B: Checklist for Publications*);
- Abstract (max 4 paragraphs) of the publication (to be used by the COST Office for further dissemination);
- Details of the publication: exact title, expected date for supply of manuscripts, number of pages including cover pages, number of copies to be printed (OPOCE requires 20 copies, the COST Office needs to receive 5 copies)
- Answers to the following questions:
Does the publication contain tables and if so, in black and white or colour and how many?
Does the publication contain illustrations and if so, in black and white or colour and how many?

6.5.2. Other suppliers

The Request for dissemination tools or publications must contain:

- Whether or not the request relates to a Final Action Publication;
- Action Chair/MC title, name, work place, postal address, telephone and fax numbers, and email address;
- referring to MC decision on the dissemination tool or publication, including date and location of the meeting and budget allocated;
- Commitment to prepare publication with appropriate references to COST (see 6.6 *Annex B: Checklist for Publications*);
- Abstract (max 4 paragraphs) of the publication or description of the dissemination tool (to be used by the COST Office in for visibility purposes);
- Details of the publication or dissemination tool: exact title, expected delivery date, number of pages including cover pages, number of copies to be printed (The COST Office needs to receive 5 copies).

6.6. Annex B: Checklist for Publications

In order to be released for production, the final print proof must have:

a. the COST logo on the front cover:



Please note: The COST logo is available from the COST Office (resolution 300 dpi, .jpeg format). The logo should never be distorted nor tiled; with the exception of book/folder spines, the logo should only be used in a horizontal configuration; in case of co-branding the COST logo should be equal in size or larger than the other logo. Equally, COST should have the same amount of exposure.

b. the EU and ESF Logo with the following compulsory sentence next to it (For books: on the back cover or inner pages)



ESF provides the COST Office through an EC contract



COST is supported by the EU RTD Framework programme

Please note: The ESF logo is available from the COST Office (resolution 300 dpi, .jpeg format)

Instructions on the use of the EU emblem are available on:

http://europa.eu/abc/symbols/emblem/graphics1_en.htm

c. a page explaining the organisation COST (Not needed for posters):

COST- the acronym for European Cooperation in Science and Technology- is the oldest and widest European intergovernmental network for cooperation in research. Established by the Ministerial Conference in November 1971, COST is presently used by the scientific communities of 35 European countries to cooperate in common research projects supported by national funds.

The funds provided by COST - less than 1% of the total value of the projects - support the COST cooperation networks (COST Actions) through which, with EUR 30 million per year, more than 30 000 European scientists are involved in research having a total value which exceeds EUR 2 billion per year. This is the financial worth of the European added value which COST achieves.

A "bottom up approach" (the initiative of launching a COST Action comes from the European scientists themselves), "à la carte participation" (only countries interested in the Action participate), "equality of access" (participation is open also to the scientific communities of countries not belonging to the European Union) and "flexible structure" (easy implementation and light management of the research initiatives) are the main characteristics of COST.

As precursor of advanced multidisciplinary research COST has a very important role for the realisation of the European Research Area (ERA) anticipating and complementing the activities of the Framework Programmes, constituting a "bridge" towards the scientific communities of emerging countries, increasing the mobility of researchers across Europe and fostering the establishment of "Networks of Excellence" in many key scientific domains such as: Biomedicine and Molecular Biosciences; Food and Agriculture; Forests, their Products and Services; Materials, Physical and Nanosciences; Chemistry and Molecular Sciences and Technologies; Earth System Science and Environmental Management; Information and Communication Technologies; Transport and Urban Development; Individuals, Societies, Cultures and Health. It covers basic and more applied research and also addresses issues of pre-normative nature or of societal importance.

Web: <http://www.cost.esf.org>

d. Mentioning COST support in the introduction:

This publication is supported by COST

e. Cataloguing data at the last recto page of the publication with the following information:

- Formal publisher
- Book title
- Year of publication

- ISBN or ISSN
- Sales price (if applicable)

f. The COST Office Copyright notice (fill in the *italic text!*):

© COST Office, *year*

No permission to reproduce or utilise the contents of this book by any means is necessary, other than in the case of images, diagrammes or other material from other copyright holders. In such cases, permission of the copyright holders is required. This book may be cited as: COST Action *number - title of the publication*.

Please note: exceptions must be justified in writing by the Action Chair/MC.

g. The Legal notice by COST Office

Neither the COST Office nor any person acting on its behalf is responsible for the use which might be made of the information contained in this publication. The COST Office is not responsible for the external websites referred to in this publication.

h. Important note:

Each publication must mention the author(s).

6.7. Annex C: COST Office Publications Purchase Order

Please note: the example is provided for information purposes only. While the body of the text may be copied and the required information filled in, the COST Office contact details may not be used without prior consent.



COST Office
149 avenue Louise
1050 Brussels, Belgium

Tel: +32 (0)2 533 3800
Fax: +32 (0)2 533 3890
E-mail: office@cost.esf.org
http://www.cost.esf.org

PURCHASE ORDER		<city>, dd Month Year
To: <name institution>	From:	COST OFFICE
Contact: <person>	Contact:	<person>
Fax or e-mail:	Fax:	+32 2 533 38 90
Phone: +	Phone:	+32 2 533 38 03

Ref: **Order of xx copies of the publication for COST Action <number> 'title book'**

Dear Madam/Sir,

We hereby confirm our order of xx copies of the publication **COST Action <no> 'title book'** according to your offer <reference from bidder> dated xxxxx. The total price to be paid is EUR x xxx.xx (excl. VAT) or (incl. xx% VAT). This order was agreed by the Management Committee at its meeting in XX on dd month year and was requested by <firstname. lastname>, Science Officer, on <date>.

Please consider the following invoice requirements:

- For publications abroad (i.e. without VAT)—otherwise delete the following sentence: Please quote our identification number BE 861 794 916 on the invoice. VAT must not be added to the invoice. Please indicate if your company is VAT exempt.
- For publications in Belgium (i.e. with VAT)—otherwise delete the following sentence: VAT rate and amount must be indicated separately.
- Please quote our internal reference number xxxxx on the invoice.
- The invoice must state IBAN and BIC code of the account.
- The invoice cannot exceed the above-mentioned amount unless specifically approved by the undersigned in writing.
- The invoice must be issued in Euro, the currency of payment. For practical reasons, an invoice in English is preferred.
- The COST Office will pay the publisher directly upon receipt of the original invoice and 5 copies of the publication at the COST Office. The invoice must be addressed to the undersigned, COST Office, 149 Avenue Louise, B-1050 Brussels.
- Please note that payment will be made through the following bank account:
ESF FONDATION EUROP. SCIENCE- COST FP7, 1 quai Lezay-Mamésia, F-67080 Strasbourg with the Credit Agricole Bank in Strasbourg, France.

I would also like to remind you that:

- The publication must contain a proper reference to COST with the COST logo on the cover and a paragraph outlining what COST is and mentioning the COST support in the introduction. Please contact me if the instructions were not clear.
- Furthermore, the publication needs to include the ESF and EU Logo together with the following texts: ESF Logo – "ESF provides the COST Office through an EC contract"; EU Logo: "COST is supported by the EU RTD Framework programme".
- The COST Office needs to receive the distribution list of the publication. Please indicate on the final invoice how many copies were distributed in Belgium.

To check the print proof—otherwise delete the following sentence. Please send me the final print proof before launching print production.

With kind regards,

<name + signature>

6.8. Annex D: EU's Publisher (OPOCE): Background and Conditions

The Office for Official Publications of the European Communities (Publications Office) is the publishing house of the European Union (EU).

Its Official Journal of the European Union is published daily in more than 21 languages, a unique phenomenon in the publishing world. The Publications Office also publishes a range of other titles on paper as well as electronically, on the activities and policies of the European Union.

The cooperation with OPOCE is a cost-efficient solution in particular for the production of books and provides the following additional benefits:

- Books are provided with an ISBN number; and EUR number to facilitate quoting, cataloguing and searching.
- Books can be downloaded, often free of charge, from the EU-bookshop at <http://bookshop.europa.eu>.
- OPOCE provides archiving and distribution.

Please be aware of the following conditions:

- For financial reasons, OPOCE only prints soft cover books;
- Tables and pictures are printed in black/white unless specifically asked for colour. The decision is taken by the COST Office;
- Cover and back pages are always printed in colour;
- The delivery period from the arrival of the necessary documents (i.e. camera-ready file and distribution list) at OPOCE until the delivery of the goods to the relevant addresses takes at least 5 months;
- The distribution list should follow the format explained below. If not, EUR 1.10 per address will be charged and the delivery period prolonged.

<p>Direction A - Production Unité Diffusion</p> <p style="text-align: right;">Luxembourg, le 3 juin 2005 Ref. fr - structure of file for integration en.doc OPOCE - A.DIFFUS.FULMM</p> <p style="text-align: center;"><u>STRUCTURE OF FILE INTEGRATION</u></p> <p style="text-align: center;">SAGAP users</p> <p>As everybody knows that addresses files frequently exist on informatic medias, a procedure has been developed to allow their integration in mailing lists of our database SAGAP. To do this, rules and a format of file have been edited.</p> <p><u>Technical specifications for files to integrate :</u></p> <ul style="list-style-type: none"> • Files should be in ASCII format or Dbase or Excel or Access. Other formats may be accepted (must be negotiated). We prefer Excel format due to our experience with this type of files. • Use only standard character set (ASCII 128); accentuated or special characters must be avoided because they cause problems. Special characters like å, ö, ü, ß, and so on... are strictly prohibited from text of any address. Those signs must be replaced by the equivalent in "poor" ASCII; like ae, oe, ue, st, ... in order to avoid the rejection of address during the integration procedure. • File will <u>only</u> be created by the author in UPPER CASE. Lower case characters are prohibited for technical reasons due problems linked to the printing material used for labels. • Files provided must respect the length of fields as described below. Excessive fieldlength will cause loss of information. File integrating operation in our database SAGAP means that the fiel given by the author strictly respect conditions listed below in this document. If not, file will be printed and send to be keyed even if some costs are linked to this operation (1,1 €uro by address). • The minimum field structure for each record is: <ul style="list-style-type: none"> 1 field name + 1 field street + 1 field postal code (postal code structure has to respect the norms applicable for each country) + 1 field city + 1 field country_code (2 characters ISO code) + 1 field quantity + 1 field language version + 1 field mail-mode <p style="text-align: center;">OFFICE DES PUBLICATIONS OFFICIELLES DES COMMUNAUTÉS EUROPÉENNES 2, rue Mersler - L-2985 Luxembourg — Tel. (+352) 29 29-42384 Fax (+352) 29 29-42757</p>	<p style="text-align: right;">OPOCE - OP-A.DIFFUS.FULMM 22</p> <p>Provided addresses should contain each of these compulsory fields to be able to be validated for treatment.</p> <ul style="list-style-type: none"> • If a default value can be applied to either quantity and/or language version, these do not have to be included in the file. Those information won't be necessary if instructions on default value have been given about the concerned fields. • If any internal addresses exist (i.e. addresses within institutions), they must be placed in a separate file for a separate and particular treatment. <p style="text-align: center;"><u>STRUCTURE OF AN ADDRESS OR OF A RECORD OF THE FILE</u></p> <table border="1"> <thead> <tr> <th>CHAMPS</th> <th>FORMAT</th> <th>Longth</th> <th>REMARQUES</th> </tr> </thead> <tbody> <tr> <td>NAME1</td> <td>ALPHANUM</td> <td>29</td> <td>compulsory-person's name¹</td> </tr> <tr> <td>NAME2</td> <td>ALPHANUM</td> <td>29</td> <td>optional-organisation / company name</td> </tr> <tr> <td>NAME3</td> <td>ALPHANUM</td> <td>29</td> <td>optional-department</td> </tr> <tr> <td>STREET1</td> <td>ALPHANUM</td> <td>29</td> <td>compulsory-street number or postbox...</td> </tr> <tr> <td>STREET2</td> <td>ALPHANUM</td> <td>29</td> <td>optional-street number or postbox...</td> </tr> <tr> <td>POSTAL CODE</td> <td>ALPHANUM</td> <td>9</td> <td>compulsory for most countries</td> </tr> <tr> <td>CITY</td> <td>CHAR</td> <td>20</td> <td>compulsory</td> </tr> <tr> <td>COUNTRY CODE</td> <td>CHAR</td> <td>2</td> <td>compulsory - ISO 3166 country code</td> </tr> <tr> <td>ORGANISATION CODE 1</td> <td>CHAR</td> <td>4</td> <td>Table 5010 8 zones of 4 char.</td> </tr> <tr> <td>FUNCTION CODE 1</td> <td>ALPHANUM</td> <td>4</td> <td>Table 5009 8 zones of 4 char.</td> </tr> <tr> <td>THEMES CODE 1</td> <td>ALPHANUM</td> <td>5</td> <td>Table 5008 10 zones of 5 char</td> </tr> <tr> <td>LANGUAGE VERSION1</td> <td>CHAR</td> <td>2</td> <td>compulsory - ISO 639²</td> </tr> <tr> <td>MAILTYPE1</td> <td>CHAR</td> <td>1</td> <td>compulsory - Default value available^(**)</td> </tr> <tr> <td>QUANTITY</td> <td>NUMBER</td> <td>4</td> <td>compulsory - Default value available</td> </tr> <tr> <td>REFERENCE CODE</td> <td>ALPHANUM</td> <td>20</td> <td>optional</td> </tr> <tr> <td>SELECTION CODE1</td> <td>ALPHANUM</td> <td>5</td> <td>optional⁴</td> </tr> </tbody> </table> <p>***** For further information, please contact M. Albertini Eric (42384) *****</p> <p>When a file doesn't answer follow exactly the rules for integration, the only way to meet it is the manual keying. The formatting of author's files is not actually supported within our policy foro services given by OP-A-6 / GDF.</p> <p style="text-align: right;">Mailing Management</p> <p>¹ Normally, the structure of this zone is : Surname + space + first name. Titles such as Mr/Ms/Mrs etc. are not allowed</p> <p>² If necessary, ISO country code could be provided by op-A-6 / GDF</p> <p>³ Now it's possible to indicate several language versions. In that case, the three fields (LANGUAGE VERSION/MAILTYPE/QUANTITY) must be filled out</p> <p>⁴ The SELECTION CODE is optional. It could be used to select addresses according to parameters defined by user. The user select and manage his own codes according to his needs.</p>	CHAMPS	FORMAT	Longth	REMARQUES	NAME1	ALPHANUM	29	compulsory-person's name ¹	NAME2	ALPHANUM	29	optional-organisation / company name	NAME3	ALPHANUM	29	optional-department	STREET1	ALPHANUM	29	compulsory-street number or postbox...	STREET2	ALPHANUM	29	optional-street number or postbox...	POSTAL CODE	ALPHANUM	9	compulsory for most countries	CITY	CHAR	20	compulsory	COUNTRY CODE	CHAR	2	compulsory - ISO 3166 country code	ORGANISATION CODE 1	CHAR	4	Table 5010 8 zones of 4 char.	FUNCTION CODE 1	ALPHANUM	4	Table 5009 8 zones of 4 char.	THEMES CODE 1	ALPHANUM	5	Table 5008 10 zones of 5 char	LANGUAGE VERSION1	CHAR	2	compulsory - ISO 639 ²	MAILTYPE1	CHAR	1	compulsory - Default value available ^(**)	QUANTITY	NUMBER	4	compulsory - Default value available	REFERENCE CODE	ALPHANUM	20	optional	SELECTION CODE1	ALPHANUM	5	optional ⁴
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SELECTION CODE1	ALPHANUM	5	optional ⁴																																																																		

Please note: An electronic example in Excel is available from the COST Office.

6.9. Annex E: Author's Declaration

AUTHOR DECLARATION

Title ("the Publication"):

COST internal reference number:

I, the author and/or owner of copyright in the Publication, and wishing to have the Publication published and distributed by , make the following representations and warranties:

1. I have made all necessary inquiries, and have obtained all necessary copyright licenses and authorisations to include material in the Publication for which other persons own copyright.
2. I have made all necessary inquiries, and have identified all authors and owners of copyright in the Publication.
3. I have made all necessary inquiries, and the Publication does not libel or violate the privacy rights of any third party.
4. I have informed all copyright owners in the Publication of this Author Declaration, and I have obtained authorisation from all copyright owners to execute this declaration on behalf of all copyright owners in the Publication.
5. I will indemnify COST and/or its legal entity ESF, from any and all claims arising from publication of the Publication, including but not limited to libel and copyright or moral rights infringement.
6. I represent and warrant that the Publication has not been published previously and is not under consideration for publication elsewhere.
7. I agree to the publication and use of my name and the e-mail address filled in below for promotional purposes and grant COST and/or its legal entity ESF the permission to publish extracts of the publication as necessary to fulfill this purpose.

E-mail address to use for the promotion of this publication:

Dated at on .

Signature:

Name(Print):

Address details:

6.10. Annex F: Documents required by the COST Office

Documents required by the COST Office throughout the entire process described in the Step-by-Step guide

- A request for publication (see annex A for details)
- Minutes of the MC meeting where the publication was approved
- One or two offers (see the requirements described in section 6.4.3)
- Copy of the distribution list
- Author's declaration (see section 6.4.4. and Annex E for details)
- When publishing with OPOCE: camera-ready file (pdf) and distribution list in OPOCE format (see section 6.4.3.1 and Annex D for details)
- 5 copies of the publication
- The invoice (see section 6.4.7 and Annex C for details)

7. Honoraria

7.1. Introduction

7.2. Types of honoraria

Update history

25/03/2008

Amendment on Remote evaluation

09/10/2009

Vademecum overhaul

7.1. Introduction

COST considers the use of external assessors/evaluators as essential within its system of quality control, as established in COST doc. 222/05.

Assessors/evaluators physically attending COST panels are eligible for reimbursement of travel and related costs (see 1 - Travel and Subsistence), in addition to possible honoraria.

7.2. Types of honoraria

7.2.1. Introduction

Different Honoraria are paid according to the tasks assessors/evaluators carry out. Two major types of honoraria are considered:

- Honorarium for physical participation in a COST panel;
- Honorarium for remote written evaluation.

These honoraria cannot be combined and can be paid only once for the same task.

7.2.2. Honoraria for physical participation in a COST panel

Each assessor/evaluator (including DC members and DC experts) physically participating in a COST Panel convened by the COST Office is eligible for an honorarium of **EUR 250** per day for meetings normally longer than 2 days.

The following panels should be considered as eligible COST panels for honoraria:

- Actions Final Evaluation Panel

The composition of a review/assessment panel is defined by COST doc. 205/08, Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions.

- External Expert Panel (EEP)

Panels assessing the Full Proposals in the COST Open Call, as defined by COST doc. 205/08.

- Other Panels

Any other panel or task arranged by the COST Office with the explicit information that honoraria will be paid (eg those defined by COST doc. 205/08).

7.2.3. Honoraria for remote written evaluation

Each assessor/evaluator (including DC members and DC experts) taking part in a remote written evaluation is eligible for a honorarium of EUR 100 per evaluation.

Participation in remote written evaluation may take place:

- In case of Actions Final Evaluation;
- In case similar written reports are requested by the COST Office with the explicit information that honoraria will be paid.

8. Subsidies

8.1. Introduction

8.2. Procedures

Update history

09/10/2009

Vademecum overhaul

8.1. Introduction

It may be considered necessary by a Management Committee (MC) or Domain Committee (DC) to request subsidies to review, co-ordinate, evaluate or summarise the results of its activities or to prepare a document or booklet for use by the broader scientific community (this does **not** include the annual or final reports of the Action). Funds may be requested from COST for such an activity, again through the COST Office. The amount of the subsidy is usually a contribution (percentage) to the total estimated budget of the activity.

The MC or DC that requested the study to be done is responsible, in collaboration with the Science Officer, for its implementation and for requesting and approving the relevant reports within the forecast time schedule.

8.2. Procedures

The COST Office can provide subsidies for COST related activities in a wide range of activities.

The subsidies can be financed by the Actions budget if the activity is a specific Action related issue. The subsidy can also be funded via the central synergy budget if the activity is in the general interest of COST.

The approval of an application for a subsidy will be the responsibility of the COST Office. The details of the subsidy contract will be individually organized on an ad hoc basis following the normal COST Office procedure:

- Application for a subsidy by beneficiary sent to the COST Office with supporting documents (detailed proposal, support by MC or DC if applicable etc.);
- Approval from the COST Office;
- Budget allocation and registration at the COST Office and issue of reference number;
- Grant letter to beneficiary issued by the COST Office to be signed and returned by beneficiary;
- Payment request (Form issued by the COST Office, signed by beneficiary and sent to Office with supporting documents);
- Payment is ordered after receipt of deliverables and approval of MC and the COST Office.

9. Exploratory and Strategic Workshops/ Conferences

9.1. Introduction

9.2. COST/ESF High Level Research Conferences

9.3. Strategic Workshops

Update history

09/10/2009

Vademecum overhaul

9.1. Introduction

The COST Office is entitled to support different kinds of workshops and conferences. The basis for this activity is established by the CSO in the document COST 243/08.

9.2 Exploratory Workshops

This kind of workshops cover usually Action workshops (organised by Actions under their auspices) and workshops centrally organised by the COST Office, normally following initiatives from groups of scientists or their organisations. These workshops respond to needs in specific Action-related areas.

On a similar level the joint COST/ESF High Level Research Conferences address new fields of scientific challenges. The scientific organisation of these conferences is in the hands of committees representing COST Domain Committees and ESF Standing Committees on an equal basis. The COST CSO is informed about these Workshops and Conferences through the COST website and newsletter as well as at CSO meetings. Examples:

Natural Products Chemistry, Biology and Medicine II' (Acquafredda di Maratea, August 2009),

'Complex Systems and Changes. Darwin and Evolution: Nature-Culture Interfaces' (Sant Feliu de Guixols, September 2009),

'Systems Chemistry II: Evolution and Systems' (Balatonfüred, October 2009),

'Law and Neuroscience: Our Growing Understanding of the Human Brain and its Impact on our Legal System' (Acquafredda di Maratea, October 2009).

9.2.1 Eligible Participants

Participants entitled to reimbursement are selected by the COST Office and/or by the Local organiser.

9.2.3 Eligible Costs - Reimbursement Rules

Participants are reimbursed according to COST rules for Travel and subsistence.

In addition a grant may be awarded to the local organiser for organisation support.

9.2.4 Procedure and Deadlines

Request for funding must be submitted through a Science Officer

9.3 COST Strategic Initiatives

The COST Strategic Scientific Initiatives can be distinguished in the following way:

9.3.1 "COST Strategic Workshops" and "COST-ESF Frontiers of Science" events

The COST Strategic Workshops are workshops of a particular strategic relevance. Examples are:

- "Global Change and Sustainable Development of Mountain Regions" (Innsbruck, April 2008)
- "COST Foresight 2030" (A series of events taking place between 2008 and 2010),
- "Principles and Development of Bio-Inspired Materials" (Vienna, April 2010).

According to the Addendum to the COST-ESF MoU, they could become COST-ESF Frontiers of Science events, if they are jointly organised and funded both by COST and ESF. Example: 'Complex Systems and Changes: Water and Life' (Taormina, October 2008)

9.3.2 "Interdisciplinary Science Initiatives" (ISIs)

The Interdisciplinary Science Initiatives (ISIs) have the objective to foster rapid response schemes for trans-Domain activities and to prepare to targeted activities. "Interdisciplinary Science Initiatives" (ISIs) will be developed to optimise the flexibility and the rapid response capacity of COST, as an intergovernmental instrument, to enhance the impact of the Lisbon strategy. In particular trans-domain initiatives undertaken by DCs to enhance new fields of collaboration are to be supported. COST is an integral part of the ERA. Thus it interacts with actors such as the ESF, ERC, the EC, the JRC and EUREKA.

ISIs are potential breeders of new scientific communities around multidisciplinary topics, which could also spin off proposals for new Actions. These Actions would follow the usual Open Call procedure, but, for strategic reasons, the CSO could give particular attention to foster such initiatives.

9.3.3 "COST Science Days" and "COST-ESF Science Days"

The COST Science Days are events organised to increase the visibility of COST and to present the main results obtained in COST Actions to a wide audience. Examples are

- "COST Day" (Brussels, November 2004),
- "COST Exhibition in the European Parliament" (Brussels, April 2006),
- "COST Training Day" (Sofia, February 2009).

According to the Addendum to the COST-ESF MoU, following the agreement of the COST CSO President and of the ESF CEO, they could become COST- ESF Science Days, if they are jointly organised and funded both by COST and ESF.

10. Institutions from non-COST countries (including Near Neighbours and countries with Reciprocal Agreements)

10.1. Introduction

10.2. Process for Joining COST Actions

10.3. Eligibility for financing by COST

10.4. Finance

10.5. Reciprocal Agreements

10.6. Application Procedure under Reciprocal Pilot Programmes

Update history

13/06/2007

Amendment (countries with reciprocal arrangements)

05/01/2009

Amendments to the introduction and eligibility parts

18/06/2009

Amendment (reciprocal agreement with South Africa)

09/10/2009

Vademecum overhaul

10.1. Introduction

The participation of institutions from non-COST countries and international organisations is based on mutual benefit and is governed by the "Guidelines for Assessment, Monitoring, Evaluation and Dissemination of Results of COST Actions" (COST doc. 205/08) and the rules and Procedures for implementing COST Actions (COST 270/07). This mutual benefit is described in the request by the Management Committee (MC) of the respective Action and basis for the approval from the executive group (JAF) of the Committee of Senior Officials (CSO). The CSO is informed about the participation.

Any Body of the European Community and any European Intergovernmental RTD Organisation, referred to as "European bodies", may participate in a COST Action (COST doc. 270/07).

10.2. Process for Joining COST Actions

There are two ways in which a non-COST country can become an approved non-COST country participant in a COST Action:

a) In order to apply to become an official non-COST country participant in a COST Action the would-be participant from a non-COST country must:

- contact the Chair of the COST Action that s/he would like to join and, if known, the relevant COST Science Officer, and
- complete the necessary documentation, namely
 - the non-COST country institution application template, and
 - a motivation letter.

The application will be considered by:

- the Management Committee (MC) of the Action,
- pending a positive MC decision, by the Domain Committee of the Domain in which the Action is located, and
- pending a positive DC decision, by the executive group (JAF) of the Committee of Senior Officials.

Following a positive decision of JAF the applicant from a non-COST country becomes a formal non-COST country participant in the Action and is listed as such on the COST website.

b) If the non-COST country institution was listed in the proposal from which the Action was funded then the non-COST country institution's participation is approved by the COST Committee of Senior Officials and remains pending until final approval by the Action's MC and by the respective DC.

10.3. Eligibility for financing by COST

Normally the COST Office does not reimburse participants from non-COST country institutions.

Consequently, each participating institution will reimburse its scientist for his/her travel and subsistence costs. However, some special provisions exist, as described below.

Participants from **formally approved institutions** from Near Neighbour countries are eligible for STSM with a COST country and reimbursement of their travel and subsistence costs when attending at a COST Action meeting. The Near Neighbour countries are: Albania, Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Lebanon, Libya, Moldova, Morocco, The Palestinian Authority, Russian Federation, Syria, Tunisia and Ukraine.

Under COST's Reciprocal Agreements with Australia, New Zealand and South Africa, for Actions with an approved non-COST country participant from one of these countries:

- COST pays for a member(s) of the Action to visit the participant from the Reciprocal Agreement countries, and
- the implementing agent in each Reciprocal Agreement country pays for that country's participant to attend meetings of the COST Action.

Participants from European Bodies are not eligible for reimbursement, unless there are special provisions decided by the CSO.

In particular cases scientists from non-COST countries can be reimbursed from the Action's budget under the condition that the scientist has been formally invited as "invited expert" for a specific meeting.

10.4. Finance

- Near Neighbours

When supporting scientists from Near Neighbour countries reimbursements can be made by the COST Office within the limits of the financial rules and conditions for COST reimbursements and subject to available funds. The procedure is the same as for other participants in COST meetings. As decided by the CSO (doc 329/05) a sum of EUR 100 000 per annum is set aside for this sub-instrument.

- Countries with reciprocal agreements

The financial contribution provided by the COST Office for a member of a COST Action travelling to an approved non-COST country institution in a Reciprocal Agreement country is except through special justification, a fixed grant of up to maximum EUR 3 000 per visit maximum, (comprising travel expenses of up to EUR 1 900 and a daily allowance of up to EUR 160 for accommodation and subsistence, to a total not exceeding EUR 3 000) for trips to Australia and New Zealand, and EUR 2 500 per visit maximum, (comprising travel expenses of up to EUR 1 400 and a daily allowance of up to EUR 160 for accommodation and subsistence, to a total not exceeding EUR 2 500) for trips to South Africa. The appropriate amount necessary cover the Reciprocal Agreements as decided by the CSO (doc 211/07, doc 246/09) will be set aside within the strategic budget line

10.5. Reciprocal Agreements

Reciprocal Agreements are implemented to enhance the potential benefits for the impact of COST Actions of global networking as a tool to foster knowledge creation and exchange. All these activities are based on the mutual interest to network outstanding (in particular early stage) researchers.

To pave the grounds for such a 'light' approach COST provides a good base leading to the development of further interactions, leading e.g. to participations in EU R&D programmes or

other bilateral research projects. The CSO decided, following a two year pilot phase on a bottom-up initiative from several COST Actions, to implement Reciprocal Agreements with Australia, New Zealand and South Africa and asked the COST Office to attribute a budget to reciprocate the respective funds. The Reciprocal Agreements with Australia, New Zealand and South Africa started in July 2009 (in the case of Australia and New Zealand following a successful two-year pilot phase from July 2007-June 2009) and will run until the end of the Seventh Framework Programme in June 2013.

The COST Office has concluded agreements with the **Australian Academy of Science**, the **Royal Society of New Zealand** and the **European South African Science and Technology Advancement Programme** respectively to implement those schemes. Each implementing agent has been allocated dedicated funds from their respective governments to support the participation of researchers from their countries in COST Actions.

At present, the COST side of the Reciprocal Agreements is implemented as a special kind of STSMs (Reciprocal STSM or "RSTSM") funded in **addition** to the Action's normal budget. The Australian / New Zealand/ South African implementing agents provide grants of a similar value to facilitate their researchers' travel to join the Actions' meetings.

10.6. Application Procedure under Reciprocal Agreements

COST Actions involving official non-COST country participants (see process under 11.2) from countries with Reciprocal Agreements are eligible to draw on these funds.

For Actions with an approved non-COST country participant from a country having a Reciprocal Agreement with COST:

- Applications for travel from the Reciprocal Agreement country to a COST country should be submitted to the implementing agent of the country in which the approved non-COST country institution is located
- Applications for travel from a COST country to visit the non-COST country partner in a Reciprocal Agreement country should be submitted to COST as follows.

a) Applications for travel from a Reciprocal Agreement country to a COST country

The applicant must contact the implementing agent of the Reciprocal Agreement country in which their institution is located. The implementing agents are:

- Australia: Australian Academy of Science
 - New Zealand: Royal Society of New Zealand, and
 - South Africa: European South African Science and Technology Advancement Programme
- Website links and contact details for each implementing agent are available on the COST web site.

b) Applications for travel from a COST country to a Reciprocal Agreement country

- The applicant must submit to the Chair of the Action:
 - pdf of "Reciprocal STSM" application form (www.cost.esf.org/stsm),
 - a workplan/ motivation letter detailing the benefit to the Action of the proposed visit
 - host invitation letter
- The Chair of the Action (or the Vice Chair in the case of an application made by the Chair) must forward the email with the attached application documents to the COST office (Science Officer and Administrative Officer for the Action) along with a statement of support indicating the benefit to the Action of the proposed visit
- Once the application has been approved by the Director of the COST Office the applicant will receive from the Science Officer or the Administrative Officer a Grant Letter/ Letter to Beneficiary and a Payment Request Form:

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- The Grant letter/ Letter to Beneficiary must be signed and dated and returned to the COST office before the start of the RSTSM, and
- The Payment Request Form must be signed and dated and returned to the COST Office after the end of the RSTSM.
- Once the RSTSM has been completed, and before payment can be made the grant recipient must submit to the Chair of the Action and the COST Office (Science Officer and Administrative Officer) a short report detailing:
 - The activities carried out during the RSTSM
 - The benefits to the Action
 - Anticipated future cooperation

11. Conference Grant for Early Stage Researchers

11.1. Introduction

11.2. Rules and procedures

Update history

25/03/2008

New instrument (COST doc. 212/07)

04/06/2008

Short scientific CV added to application

09/10/2009

Vademecum overhaul

11.1. Introduction

Each Domain offers max. 3 supporting grants (max. EUR 3 000) per year for Early Stage Researchers (less than PhD + 10 years) to participate as a speaker in an international conference outside of the COST Action activities.

11.2. Rules and procedures

In order to be eligible for this grant, it is required that the oral contribution of the ESR is accepted for presentation to an international conference.

The grant can be used to cover travel and subsistence costs, conference fees, and the costs of conference workshops.

The selection process is made by written procedure (see COST 212/07, Annex 4):

- a written application (through the COST Office) will be submitted to the Executive group of the Domain Committee via the Chair of the Action. The application will contain the following information : Personal data and short scientific CV of applicant, Short description of involvement in the respective COST Action (300 words), Relevant data on Conference to which the applicant wants to participate, Copy of Abstract submitted to the Conference, Proof of acceptance of Abstract by the Conference;
- the selection will be based on a list of criteria (to be defined by the Domain Committee);
- preparation of a short list of max. 3 applications by Domain Committee;
- Final decision shall be taken by written procedure by DC Chair and 2 members of the Executive Group of the Domain three times per year for one grant each.

After the Conference, a short written report shall be sent to the COST Office.that will communicate it to the DC and MC of the respective Action.

The payment of the grant will be made after approval of the report by the COST Office.

12. General Principles

12.1. Documents, Controls and Audits

12.2. Exceptions

Update history

26/05/2008

Amendment to text

09/10/2009

Vademecum overhaul

12.1. Documents, Controls and Audits

The COST Office reserves the right to request additional documents for financial verification.

All relevant financial information shall be kept for 5 years after the end of the Seventh Framework Programme for audit purposes.

12.2. Exceptions

Any deviation from the rules stated in this Vademecum requires the explicit written, agreement from the COST Office.