Subject	Inclusiveness Target Countries (ITC) Conference Grants Participation Rules of COST Action CA15119 (NANOUPTAKE) for the 3rd Grant Period (May 2018 – April 2019)

Approved by MC by E-VOTE 10/18 on 30/07/2018

1. OBJECTIVES

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

This document is complementary to the section 9 "ITC CONFERENCE GRANTS FOR EARLY CAREER INVESTIGATORS AND PHD STUDENTS" from the COST Vademecum, additional requirements in that document will be also applied.

2. PARTICIPANTS, GRANTS AND CONFERENCES

− The applicants should be PhD students or Early Career Investigators (ECI, less than 8 years of postdoc) affiliated with an institution located in ITC countries (Albania, Bosnia Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey). The ITC should be member of NANOUPTAKE COST Action (CA15119).
− The applicants should present a work related with nanofluids in the conference (oral or poster) and must be listed in the official event/conference programme. The main subject of the oral presentation / poster presentation / speech at the approved conference must be on the topic of the Action and must acknowledge COST.
− The application should be ideally made at least 45 days before the conference starts.
− The conference should take place between 15th June 2018 and 15th February 2019.
− Funding: maximum of 500 euros for the conference fee, maximum of 160 euros per day for accommodation and meal expenses, and travel expenses. The total amount cannot exceed 2500€ per participant. All expenses should be based on the COST eligibility criteria (see http://www.cost.eu/download/COSTVademecum).
− The applicant should create an ITC Conference request in the e-COST platform, and include all the required information. If the grant is approved, the grantee should also submit a scientific report (http://www.cost.eu/ITC_conference_grant_report_template) within 30 days from the end of the participation in the conference.

3. SELECTION PROCESS

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

1. Two open calls will be made to all NANOUPTAKE participants in order to request applications from 22nd May to 4th June 2018 and from 17th September to 1st October 2018.
   The applications should be submitted to the NANOUPTAKE's ITC Conference Grants Coordinator. After the end of application process, they will then go through the review and pre-selection process. In order to ensure quality and alignment with the Action, the Assessment Panel (here: Action Chair or Vice-Chair, Working Group leaders or vice-leaders and the ITC Conference Grants Coordinator) will evaluate them based on the quality and eligibility of the conference, and quality of contributions in the paper and their relation with the objectives of the Action. All the Assessment Panel members are obliged to find a substitute in case of conflict of interest (i.e. she/he is part of the institution of the applicant), or time constraints that will not allow for participation in the assessment. If there are more candidates than available funding, gender balance criteria will be used. The list of eligible proposals will be created within two weeks. The results from the assessment panel will rank the proposals, and if lower budget than required is available, only the first proposals will be granted.

2. Successfully pre-selected candidates will be asked to submit the application using e-COST (see inclusiveness_target_countries_conference_userguide.pdf).

3. The Action Chair will approve pre-selected applications that match the eligibility rules and according to the assigned budget (verified by the Grant Holder).

The applications received after the deadline of the open calls will be only considered if funding for this activity is still available.

Further information about applications

Questions may be sent to the ITC Conference Grants Coordinator (Bartosz Zajaczkowski, PhD, bartosz.zajaczkowski@pwr.edu.pl).