

Multi3Generation COST Action

ITC Conference Grants Guideline

ITC Conference Grant is a specific COST mechanism to support PhD students and ECI researchers (≤ 8 years after the PhD defense) of ITC countries to attend international scientific events not specifically organized by the COST Action.

1 Eligibility

The applicant must respect ALL of the following criteria:

1. The applicant must be a PhD students or an ECI with a primary affiliation in an institution located in an ITC ([What is an ITC?](#)) member of the Action ([Who is participating?](#))
2. The applicant must make an oral/poster presentation at a peer-reviewed conference and must be listed in the official event/conference program
3. The main subject of the presented work at the conference must be on the topic of the Action and must acknowledge COST.
4. The applicant should not have received an ITC grant during the same Grant Period (from May 1st year n to April 30th year $n + 1$)

2 Selection Process

The evaluation of each received Conference Grant application is performed by the Action's Conference Grant Coordinator or by the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution). The selection of successful applicants must be done in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives.

3 Financial Support

A Conference Grant is a fixed financial contribution which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the delegated person(s). Conference Grants do not necessarily cover all of the expenses

related to participating in a given conference. A Conference Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee.

The calculation of the financial contribution for each Conference Grant must respect the following criteria:

- Up to a maximum of EUR 2 500 in total can be afforded to each successful applicant;
- Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.
- Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the selected Grantee.

In addition, when meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the amount for subsistence afforded to each eligible participant must be deducted from the Grant. Documentary evidence of the conference fee amount must be provided by the applicant and must be archived by the Grant Holder along with the relevant administrative documents.

4 After the Conference

The grant holder must submit a report and the last supporting documents within 30 days from the end of the participation to the conference. Payment of the Grant is subject to the submitted scientific report being approved by the Action's Conference Grant Coordinator or by the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution).

5 Applying for an ITC grant

Ideally, the application should be submitted at least 45 days before the conference start date. To apply, follow the [COST user guide](#). You can also send an e-mail to the Action's Conference Grant Coordinator for advices.