



1st Management Committee Meeting

Administrative Rules and Guidelines



COST is supported by the
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COST Association

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HOW COST ACTIONS ARE FUNDED?

The 1st MC Meeting is administered and paid directly by COST (out of the Action's budget)



After the 1st MC Meeting all approved Action's activities are administered by the Grant Holder and are funded through COST Grant System (CGS)

COST GRANT SYSTEM

Funds are
administered by an
elected Grant Holder

Grant Agreement

Determines the
obligations of the
Grant Holder to
COST



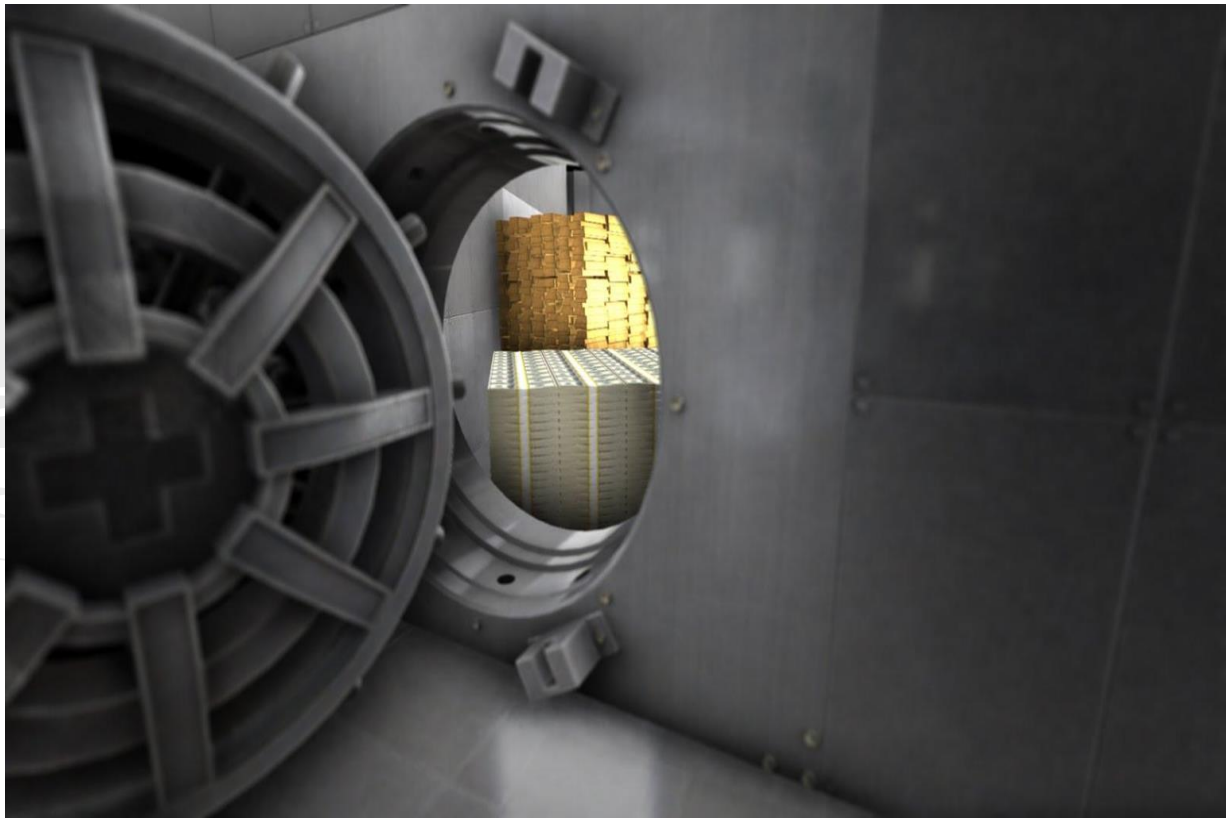
Strict adherence to
the administrative
rules and guidelines
set out in the **COST**
Vademecum

Annex A of the Action
Grant Agreement is drawn
from a **Work and Budget**
plan

use of e-COST is mandatory

The Grant Holder

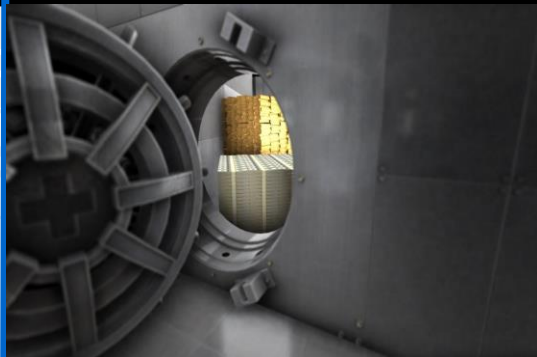
- Considerations for electing the Grant Holder
- Responsibilities
- FSAC



- Institution
- Management Committee (MC) affiliation

Considerations when electing your Grant Holder – 1

Legal entity.
It cannot be
an
individual



Able to comply
with local
taxation schemes
and the COST
Rules

Solvent and
financially
stable

Considerations when electing your Grant Holder – 2

Must have



Capacity to support the coordination of the Action in line with MC decisions



Capacity to follow the administrative rules and guidelines set out in COST Vademecum Part 1: COST Action



Must ensure 4 positions:



- ✓ Legal representative
- ✓ Financial Representative
- ✓ Grant Manager
- ✓ Scientific Representative



Grant Holder responsibilities – 1

Administrative and Financial tasks

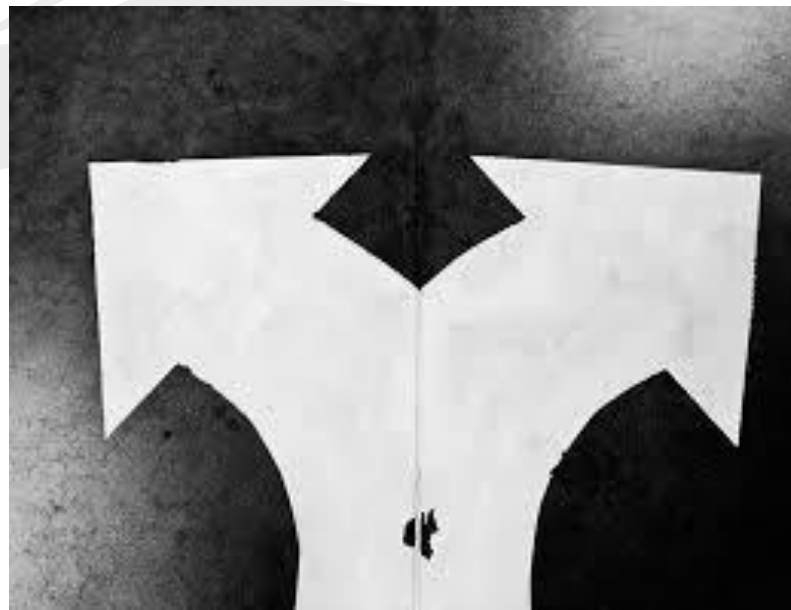
Collecting, verifying and archiving administrative documents required to processing reimbursements and payments linked to approved COST activities in line with the rules specified in the COST Vademecum Part 1 COST Action



Grant Holder responsibilities – 2

Ensure separation of Powers

In cases when the Action Chair is affiliated to the Grant Holder, the task of committing funds for approved activities should be performed by the Action Vice-Chair



Grant Holder responsibilities – 3

Scientific Coordination tasks

Support the Action Chair and vice Chair when coordinating meetings:
distributing agendas, sending invitations, drafting Management Committee (MC) meeting minutes (if appointed to do so), collecting signed attendance lists



FSAC – Financial, Scientific, Administration and Coordination

FSAC budget line is a fixed percentage contribution afforded by the Grant Holder to support the administrative tasks relating to coordinating approved scientific activities during a given Grant Period



The fixed percentage contribution is up to maximum 15% of the incurred eligible scientific expenditures and is defined in the approved Work and Budget Plan

At the end of each Grant Period, the final FSAC amount is calculated by applying the initially defined and approved FSAC percentage to the actual eligible scientific expenses

BUDGET

HOW IS IT PAID?



CGS – Grant Allocation and Payments



How the Grant is paid to the Grant Holder?

First Grant Payment: 65% of the Grant minus the underspend from the previous Grant Period (if applicable)

Second Grant payment: up to 35% on request

Activities are governed by:

Multiple Grant Agreements / Work and Budget Plans for each Grant Period specifying the maximum financial contribution provided by COST (namely the Grant Amount)

COST Networking Tools – What can be funded?

Meetings

Publications & Dissemination Activities

STSMs (Short Term
Scientific Missions)

Training Schools

FSAC (Financial, Scientific,
Administration and Coordination
task)

OERSA (Other
Expenses Related to
Scientific Activities)



Meetings

- ☐ By category
- ☐ Eligibility
- ☐ Reimbursement rules
- ☐ Local Organizer Support



Meetings by category – 1

Management Committee (MC) Meeting

Should not last more than 1 day –
up to a maximum 2 MC Members
per country or their official
Substitutes can be reimbursed



Meetings by category – 2

Core Group

Meetings

Chair, Vice Chair, WG
Chairs, Grant Holder, STSM
Coordinator – composition
determined by the MC



Meetings by category – 3

Working Group (WG)
Meetings,
Workshops/Conferences,
Other Meetings

Up to a maximum of 4 Invited Speakers
can be reimbursed for their attendance
at approved WG Meetings



Meetings by category – 4

Dissemination Meetings

Researchers whose primary affiliation is in an institution located in Participating COST Countries can attend



Dissemination Meetings: more information

- Facilitating the attendance of Action's participants at international conferences as a speaker for the purpose of:
- Disseminating the COST Actions scientific activities to the wider research community
- Collecting information to be further disseminated amongst the Actions participants

Conditions that apply to approved Dissemination Meetings

- A maximum of two participants per Grant Period are eligible to be reimbursed at dissemination Meetings
- The **Speaker(s)** must be **listed in the official programme** of the conference representing the respective COST Action
- Participants must have their primary affiliation in institutions based in **Participating COST Countries**
- Up to EUR 500 can be claimed by eligible participants for conference fees on top of their travel expenses and their accommodation and meal allowances

Eligibility to Meetings

Is the Researchers primary affiliation held in an institute based in a Participating COST Country?

If YES, then the participant is eligible for reimbursement for any meeting

Is the Researchers primary affiliation held in an approved institute based in a Near Neighbour Country (NNC)?

Is the Researchers primary affiliation held in an institute based in a Non-Participating COST Country?

If MC Observer, eligible for reimbursement for any meeting

If not MC Observer, eligible for reimbursement as Invited Speaker

If YES, then the participant is eligible for reimbursement as Invited Speaker

Is the Researchers primary affiliation held in an approved institute based in an International Partner Country (IPC)?

If YES, then the participant is not eligible for reimbursement

Reimbursement



What must all eligible participants do to be reimbursed?

1 - On-line registration of personal and bank details.

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



2 - Accept the invitation sent out via e-cost and sign the relevant attendance list during the meeting – No signature means no reimbursement (except Dissemination Meetings)



3 - Complete online all expenses and download the Travel Reimbursement Form (TRR) after the meeting (claim available through the link contained within the invitation e-mail)



4 - Signed claim form must be submitted to the Grant Holder after the meeting along with readable copies of travel tickets

Any derogation from the eligibility rules requires explicit prior written agreement from COST Office

Deadline for claim form submission – 30 days from end date of meeting

Reimbursement Policy

Choose the most economical means of transportation



Arrive and depart as close as possible to the beginning/end dates of the meeting

Make your travel arrangements as early as possible upon receipt of the official invitation to the meeting via e-cost



Travel expenses – What can be claimed? – 1



Flight expenses
Economy class flight tickets can be reimbursed up to the value of **EUR 1200**

Car travel expenses

Up to a maximum distance of 2000 km at EUR 0.20 per km can be claimed by eligible participants EUR 0.30 per km can be claimed when 2 or more eligible participants are travelling to the approved COST activity – Only the driver can be reimbursed



Train or Bus expenses

First and second class train tickets are eligible to be reimbursed (Supplements for fast trains and sleepers are eligible expenses)

Travel expenses – What can be claimed? – 2

Local transport expenses

Transport costs
(including public transport expenses)
incurred travelling
between the
following points:

Home to Airport / train station

Airport / train station to meeting venue / hotel

Hotel to meeting venue

Meeting venue to hotel

Meeting venue / hotel to airport / train station

Airport/train station back to home

If the claimed amount is less than **EUR 25** for the entire journey no receipts are required to be submitted for reimbursement.

If the claimed amount exceeds **EUR 25** for the entire journey receipts justifying the total amount claimed are required

Travel expenses – What can be claimed? – 3

The use of taxi is allowed when no other means of public transport is available or when travel is required between 10pm and 7am on the dates of travel up to a maximum of EUR 80 is eligible for the entire journey when the above conditions have been met

Taxi expenses



Other eligible expenses

Visa fees relevant to attending the approved Action meetings

Parking fees (i.e. airport or train station) must always be justified with a receipt

Accommodation expenses – What can be claimed?

Maximum number of nights can be claimed = the number of attended meeting days as confirmed by the daily signed attendance list plus 1 night in case the participant arrives the day before the start date of the meeting

Accommodation expenses based on flat rates only = up to a maximum of **EUR 120** per person per night, breakfast included



The Management Committee (MC) can decide to reduce the accommodation flat rate for any given meeting. All eligible participants must receive the same flat rate allowance

Meal Allowance – How does it work?

Expenses based on flat rates only – maximum of EUR 20 per person per meal

The Management Committee (MC) can decide to reduce the meal allowance flat rate for each given meeting. All eligible participants must receive the same flat rate allowance



Meals **provided by the Local Organiser** (or by a meeting sponsor) have to be deducted from the participant's meal allowance

Allowance depends on the participants travel times

Meeting Participation – Non-eligible expenses

Registration, honorarium
or lecture fees (Except for
approved Dissemination
Meetings – conference)
fees are eligible)

Printing costs, postage
expenses

Wi-Fi-
telephone,
internet and
minibar
consumption

Overnight stay during a trip by
car, fuel costs, road tolls and car
rental costs

Life and medical
insurance
Travel cancelation
insurance
Luggage insurance

Transportation expenses
associated with travelling
to an embassy or
consulate to obtain a visa

Regional or
national
taxation fees,
stamp duty
expenses

(LOS) Local Organiser Support

Financial support for organising meetings – 1

Eligible expenses

- Rental of room & technical equipment;
- Photocopying, printing of programmes, book of abstracts, proceedings, etc.;
- Phone, fax, mailing for announcements;
- Support of administrative cost – up to a maximum 15% of the total LOS amount claimed;



- Transportation (i.e. field trips if relevant to the topic of the meeting and scientifically justified;
- Coffee breaks and light refreshments including light lunches (such as sandwiches), which will have to be deducted from the daily allowance of the reimbursed participants;
- One single networking meal (lunch or dinner) for the entire meeting duration, which will have to be deducted from the daily allowance of the reimbursed participants;
- Consumables purchased for Training Schools such as laboratory materials, rental of scientific equipment. The quantity purchased shall be coherent with the number of participants.

(LOS) Local Organiser Support

Financial support for organising meetings – 2

Non-eligible expenses

Purchase of technical equipment and IT devices (e.g. Mobile phones, computers, printers...)



Any additional expenses not listed in the list of eligible expenses

(LOS) Local Organiser Support

Financial support for organising meetings – 3

2 modalities for claiming the LOS

A lump sum of 20 EUR per participant/per each day can be claimed as evidenced by the signed attendance list for each day the participant attends the approved meeting



Up to a maximum of EUR 5 000
No invoices are required

A Local Organiser can claim against the actual eligible expenses incurred minus VAT



Up to a maximum of EUR 10 000 can be claimed
Invoices must be uploaded onto e-cost
A final breakdown of expenses must be submitted
Only to be considered if the eligible expenses cannot be covered by the lump sum modality

Allow researchers from a COST participating country to visit an institution based in another COST participating country or to a formally approved NNC or IPC institution.

- Financial support is only a contribution.
- Allowance per day: maximum of EUR 160
- Travel costs: maximum of EUR 500
- In total a maximum of EUR 2500 for up to 90 days

• Provision: Early Stage Researchers (PhD + 8 years) can claim up to maximum EUR 3500 between 91 days and 180 days

• Duration: minimum 5 working days, maximum 3 months

• All STSM activities must occur in their entirety within one Grant Period

Selection of Grantees: direct responsibility of the MC



STSM – from where to where?



To another
Participating
COST Country

From an
approved
European
RTD
Organisation

To a
Participating
COST
Country

To an approved
specific
organization
(ie. WHO,
World Bank,
etc)

From a
participating
COST country

From an
approved NNC
institution

To a
Participating
COST
Country

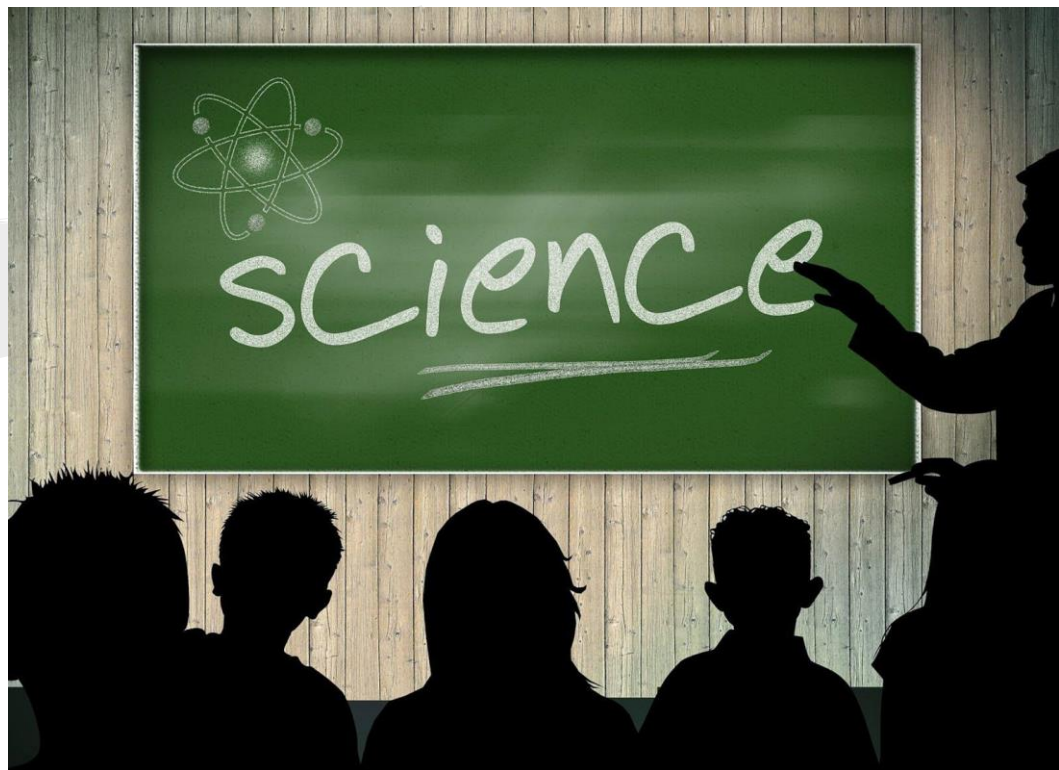
To an approved
NNC Institution

To an approved
IPC Institution



Training Schools – 1

Objective: Enables the dissemination of Action activities and provides intensive training to young researchers



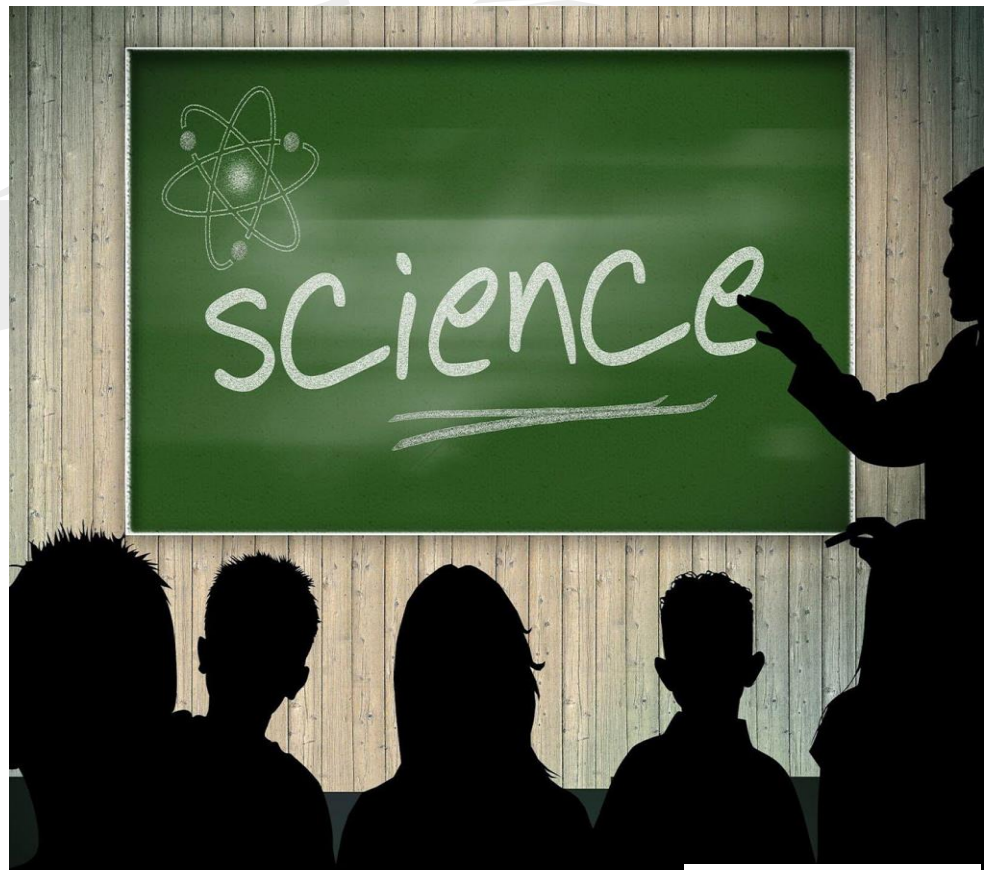
Training Schools – 2

Duration: Normally
between 3 days and 2
weeks

Location: Can be held in a Participating COST
Country or in an approved NNC Institution

Support for:

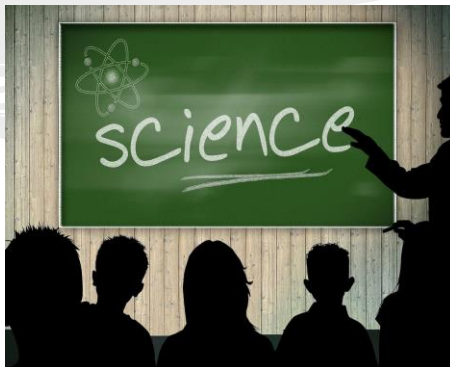
- Trainers: Same as the COST reimbursement rules for meetings (travel expenses, accommodation and meals allowance), no honoraria or lecture fees
- Trainees: fixed grants – maximum Grant EUR 1500
- Organisational expenses: Local Organiser Support (LOS) can be claimed



Training Schools – Eligibility

Trainers eligible for reimbursement from:

- Participating COST Countries
- Approved NNC Institutions
- Approved IPC Institutions
- Approved European RTD Organisations
- Up to a Maximum of 4 invited speakers can be invited as Trainers for any individual Training School



Trainees eligible for funding:

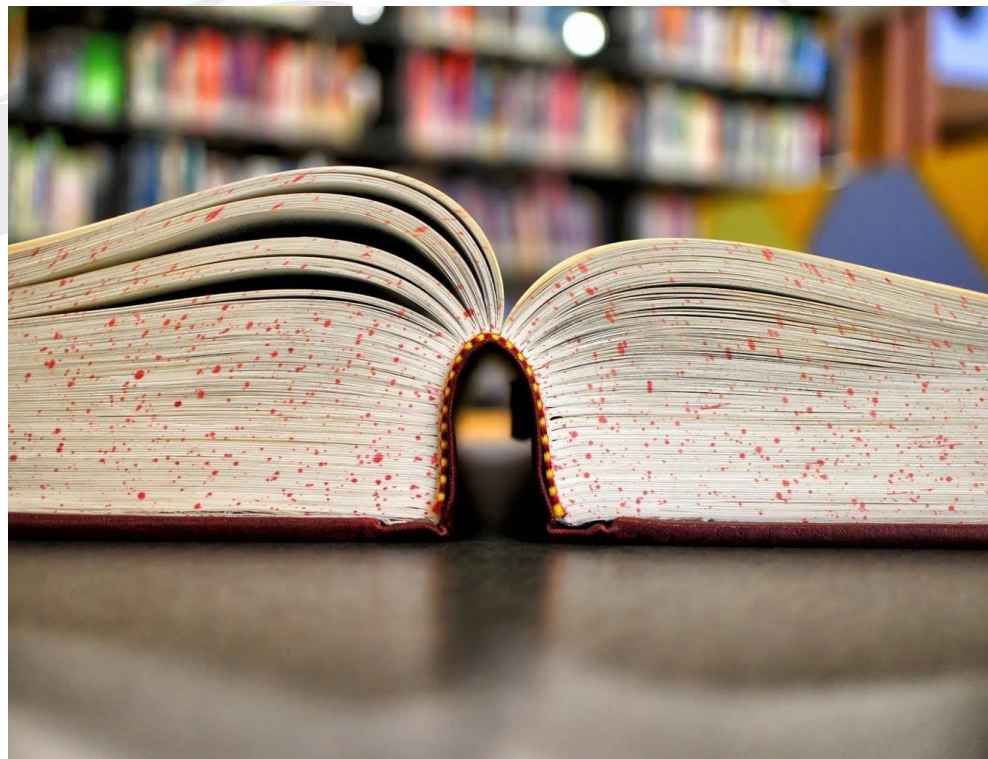
- From all COST Countries
- From approved NNC Institutions
- From approved European RTD Organisations

Dissemination and Publications – 1

Eligible expenses:

The purchase and distribution of a fixed number of copies of high-quality publications produced by a renowned publisher (usually books or journals)

- Proof reading, editing, production and distribution expenses relating to the production of approved publications
- Expenses for the production and distribution of a publication by a printing house
- Multimedia material production expenses for CD-ROM, DVD and video products
- The production of proceedings from scientific conferences and meetings
- The production of dissemination materials other than publications such as flyers, posters, postcards)
- Website development

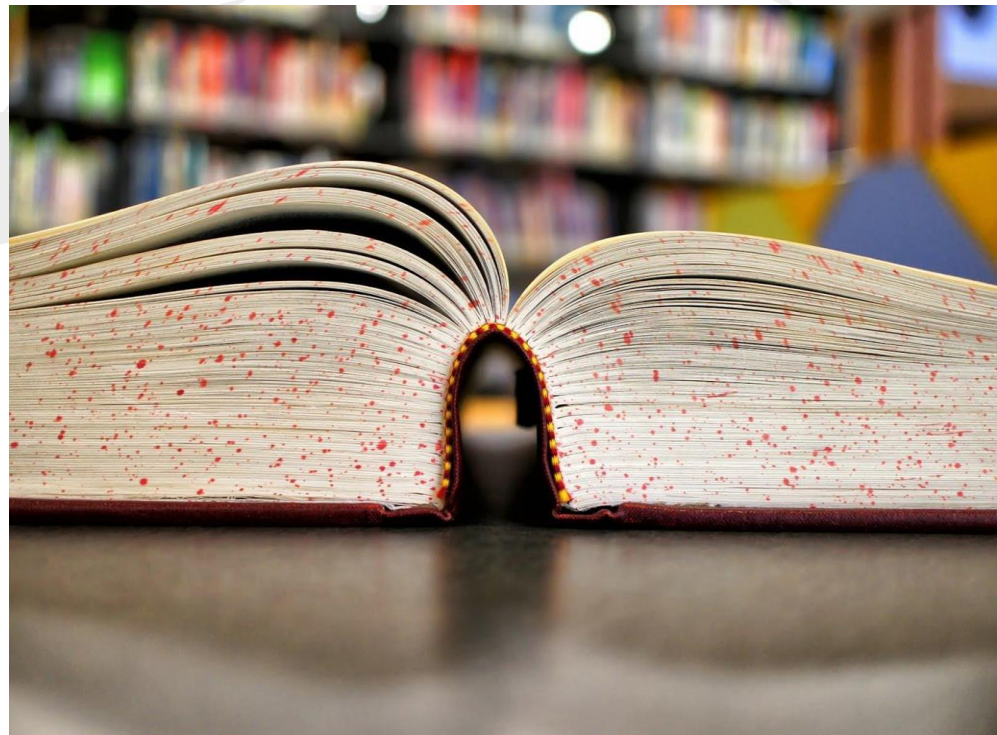


Dissemination and Publications – 2

Non-Eligible expenses:

- Graphic design and translation expenses are not eligible expenses

V.A.T. amounts listed on invoices cannot be reimbursed



Final considerations – 1: Maximise your Budget

When choosing meeting locations:

Assess where the Action can avail of low cost accommodation so that the Management Committee (MC) can reduce the accommodation flat rate for the given meeting

- Consider the availability of cheap public transport in the locality of the meeting and the availability of low cost airlines that service the meeting destination
- Seek to avail of research institutions linked to MC Members that can help avoid expensive meeting room charges and expensive coffee breaks and lunches



Send Invitations to eligible participants as early as possible

Subject to rooms being available, meetings can also be held at the COST Association premises

Final considerations. 2

Co-located meetings
(including Training Schools)
can claim for one Local
Organizer Support

Always send the minutes of
the MC Meetings to COST
and upload them in e-cost



COST does not sponsor any
Workshops or International
Conferences

Derogations require COST
approval prior to the expense
being incurred

Communication and COST

When communicating
with COST:

Recommendation

- 1 **Communicate only outcome**
- 2 **of MC decisions to COST**
- 3 Do not include COST contacts
- 4 in internal discussions
- 5 **Indicate the Action number**
- 6 **in every correspondence**
- 7
- 8

Communication and COST

Acknowledge
COST:

Recommendation

- 1 On the Action website
- 2 At all Meetings/Workshops
- 3 /Conferences
- 4 On all peer reviewed
- 5 publications
- 6
- 7
- 8



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Cooperation in Science and
Technology**

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