

## Conference Grant - ITC

### COST Action CA15207

#### Professionalization and Social Impact of European Political Science (ProSEPS)

#### Call for Applications / Guide for Applicants

#### To be read in conjunction with COST Vademecum Part I: COST Action

Call open from 21 November 2017

Open Call until: 1 April 2018 (or upon exhaustion of funds prior to April 1 2018)

Decision: 1 week following the reception of the application

Within the framework of the COST ACTION Professionalization and Social Impact of European Political Science, Conference grants are available to support **PhD Students and Early-Career Scholars** with a primary affiliation in an institution located in an COST Inclusiveness Target Country to attend international conferences to present on the topical coverage of the ACTION.

The ACTION topical coverage is broadly conceived as to include:

- (1) Institutionalization of Political Science
- (2) Internationalization of Political Science
- (3) Social Impact of Political Science
- (4) Political Impact of Political Science

The conference presentation shall cover one or several of these aspects. Attendance at European Conference is preferred. However, conferences held elsewhere can also be considered.

The conference and involved travel **have to end before April 30 2018**.

The Conference Grant is to be conceived as a financial contribution (overall travel, accommodation, meal expenses, conference fees) which takes into consideration the budget request of the applicant and the outcome of the evaluation. The Grant does not necessarily cover all the expenses related to the participation to the conference. A maximum of EUR 2 500 in total can be requested.

Only those applications send using e-COST system at <https://e-services.cost.eu> are considered for grants. A user guide for the procedure is available at [http://www.cost.eu/module/download/inclusiveness\\_target\\_countries\\_conference\\_userguide](http://www.cost.eu/module/download/inclusiveness_target_countries_conference_userguide)

Action contacts:

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**Explanation of terms used in this document – see also the COST website ([www.cost.eu/COST\\_Actions](http://www.cost.eu/COST_Actions)) for additional information:**

**Action's Memorandum of Understanding (MoU)** means the agreement accepted by a minimum of five different COST Member Countries and/or Cooperating States describing the Action objectives and the added value of networking. This document has to be endorsed by any additional COST Member Country or Cooperating State joining the Action.

**Researcher:** is anyone engaged in the conception or creation of new knowledge, products, processes, methods and systems in the project concerned. For the purpose of participating in COST Actions, any individual, independently of their institutional affiliation, shall be considered as a researcher.

**Early Career Investigator (ECI)** is a researcher in the start phase of his/her career with at least the PhD and up to 8 years of experience after the PhD.

**Participating COST Countries** refer to COST Countries or Cooperating States which have accepted the Action's MoU.

**COST Near Neighbours Countries (NNC)** are countries approved by the CSO to benefit from dedicated support for the integration of their researchers in COST activities.

**NNC approved institution** is an institution located in a NNC whose participation to an Action has been approved in accordance with the relevant COST rules.

**Specific Organisations** refers to the European Commission, other EU Institutions and EU Agencies, European RTD Organisations and International Organisations.

**Approved Specific Organisations** refers to a Specific Organisation whose participation to an Action has been approved in accordance with the relevant COST rules.

**International Partners Countries (IPC)** means all those countries that are neither COST Member Countries, nor Cooperating State nor COST NNC.

**IPC approved institution** is an institution located in an IPC whose participation to an Action has been approved in accordance with the relevant COST rules.

**Action Participants** mean any researcher who participates actively in a COST Action (MC Members, Working Group members etc.); this can include researchers from Near Neighbour and International Partner Countries as well as other Specific Organisations, i.e. the European Commission, EU Agencies, etc.

All relevant documents can be downloaded from the Action website (<http://proseps.sns.it>) or the COST website (<http://www.cost.eu>).

## 2. Eligibility

The following eligibility criteria applies:

1. Conference Grants are exclusively reserved for PhD students and ECI's with a primary affiliation in an institution located in an COST Inclusiveness Target Country.
2. The applicant must make an oral/poster presentation at the conference in question 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 (see Section 9).
3. The participation of each applicant must be pre-approved by the Action MC. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

Early Career Investigator (ECI) is a researcher in the start phase of his/her career with at least the PhD and up to 8 years of experience after the PhD.

### 8.2. EVALUATION AND SELECTION OF APPLICANTS

The evaluation of each received Conference Grant application is performed by the Action's MC. The Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) or an appointed Coordinator / Committee can assume this responsibility if the Action's MC gives them the mandate to perform this task on their behalf. The evaluation criteria defined by the Action's MC should be communicated to all potential applicants.

The selection of successful applicants must be done so in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives.

### 8.3. CONFERENCE GRANTS – 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 in kind, must be archived by the Grant Holder along with the relevant administrative documents.

### 8.4. APPROVING CONFERENCE GRANTS FOR PAYMENT

The Grantee has 30 calendar days from the end date of the Conference in question to submit a scientific report to the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) and the Action's Grant Holder. Payment of the Grant is subject to the submitted scientific report being approved by the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution). Written approval of the submitted scientific report must be sent to the Grant Holder for archiving purposes.

## **5. Application Process, Assessment and Reporting**

### **5.1. Before the STSM**

In order to receive a Conference grant, the applicant must:

1. Have a paper/presentation accepted at a conference. The presentation must fit within the topical coverage of the ACTION
2. Use the online E-COST platform to submit the application: <https://e-services.cost.eu/>
3. Make sure to provide the following supporting documents:
  - a) Conference Grant Application (maximum 0.5 page of A4): Conference, conference start/end dates and travel start/end dates, Venue/city/country; title and abstract; brief explanation on how the paper/presentation fits within the topical coverage of the ACTION; hyperlinks to the conference webpage and conference program if available
  - b) CV, including list of publications (maximum two pages of A4)
  - c) Conference Budget. The budget must be justified.
  - d) Formal notification of acceptance.

### **5.2. Assessment**

The applications are assessed by the ACTION Chair who will perform the scientific and budgetary assessment of the applications considering the Action objectives and define an acceptable funding level. Each proposal will be assessed on the following criteria:

- a) The applicant (CV): The Applicant should possess the ability to successfully present their contribution at the conference.
- b) Topical coherence between the presentation and the topical coverage of the ACTION
- c) Benefits to the applicant: Clear evidence of how the participation to the conference will benefit the applicant.

In case of rejection, the ACTION Chair informs the applicant. Resubmissions are accepted. In case of approval, the Grant Holder will notify the applicant.

In case of acceptance, you are kindly requested to acknowledge the support provided by COST Association and PROSEPS. The logos of COST Association and PROSEPS must figure on your paper/presentation.

### **5.3. After the Conference**

The grantee is required to submit – **via e-COST** - a short scientific report to the host institution to the ACTION Chair for approval **within 30 days or by April 30 2018 at the latest**(whichever comes first) after the end date of the conference containing:

1. Description of the activities undertaken during attendance at the conference (500 words max)
2. Description of the impact on your research and future applications (if applicable) (500 words max), including foreseen publications/articles resulting from the conference participation (if applicable)
3. Certificate of attendance to the conference

Failure to submit the scientific report within 30 days will effectively cancel the grant. After receipt of the approval that the Conference has been successfully accomplished, payment of the grant will be issued.

The COST ITC Conference Grant Scientific Report template must be used.