



Action IC1302: “Semantic keyword-based search on structured data sources (KEYSTONE)”

1st MC (Kick-off) Meeting

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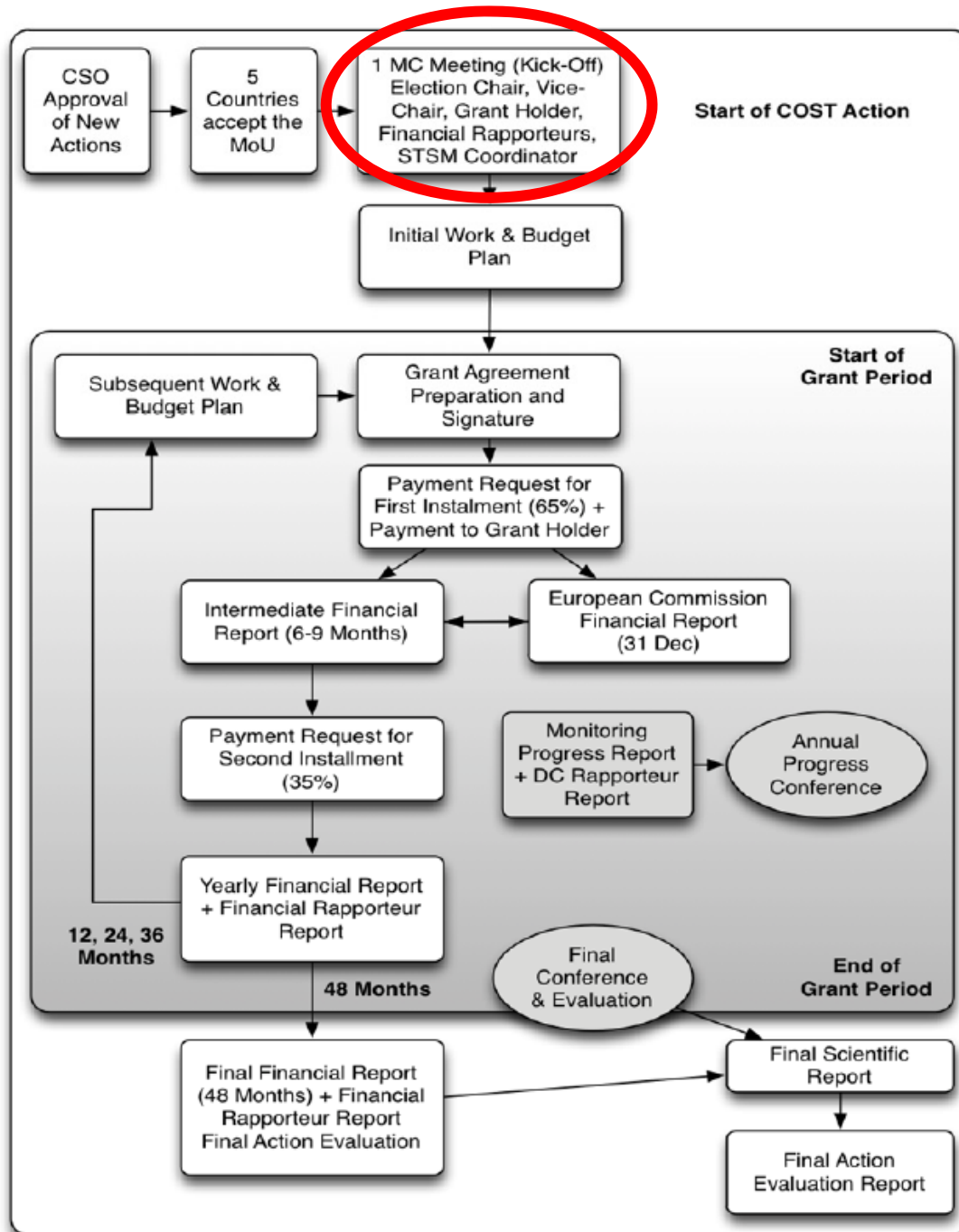
Brussels, 15 October 2013



PART II: ADMINISTRATION

Management Committee, Networking Tools

COST Action life cycle



- The start date of a COST Action coincides with the date of the 1st MC meeting (today).
- An Action runs for 4 years from its start date.
- This means that your Action's life time will be from 15/10/2013 to 14/10/2017



COST Networking Tools – What can be funded?

- The COST Action is managed under the COST Grant System (CGS) for the lifetime of the Action (15/10/13-14/10/17)
- Grant Agreement signed between Grant Holder and COST per Grant Period (4 GPs in an Action's life time)
- Each Grant Agreement includes a formally approved Work and Budget Plan

All these expenses are approved in the Action's Work/Budget Plan



COST Networking Tools – What can be funded?

The Grant Agreement covers costs for the following Action activities:

- i. Meetings
- ii. STSMs (Short-Term Scientific Missions)
- iii. Training Schools
- iv. Publications & Dissemination activities
Except for the Final Action Publication = separate budget line
- v. OERSA (Other Expenses Related to Scientific Activities)
e.g. bank fees
- vi. FSAC = Secretariat administration + charges
Max 15% of actual “science” spending



COST Action Activities:

(i) Meetings

- Only in COST countries that accepted MoU of the Action
- Good balance of participating countries

Types of meetings:

- Management Committee (min.1 per year - mandatory)
- Core Group (Chair, Vice Chair, WG Chairs, STSM Coordinator, Training School Coordinator)
- Working Groups
- Scientific Workshops/Conferences
- Dissemination Meetings



COST Action Activities:

(i) Meetings

- **Eligible Participants – MC Meeting :**
 - Chair and Vice Chair
 - MC members
(max. 2 per country)
 - MC Substitutes : confirmed by the COST National Coordinators when not yet nominated by the CNC
 - MC Observers from approved NNC
(max. 2 per NNC and 1 per institution)
 - MC Observers from approved RTD organisation
max. 1 per institution.
 - DC Rapporteur: mandatory invitation for MC meetings

Note: SO/AO must be invited to MC Meetings - paid from separate budget.



COST Action Activities:

(i) Meetings

- **Eligible Participants – WG Meetings/Workshops/Conferences :**
 - Any Action participant from
 - COST Countries
 - approved NNC Institution
 - approved RTD organisation
 - Invited Speakers from participating COST Countries
 - Max. 4 Invited Speakers from non participating COST countries or any non approved NNC & IPC



Travel Reimbursement Form

- 1 time on-line registration for personal info and bank details: <https://e-services.cost.eu>
- Complete online all expenses and download the individual travel claim **after** the meeting (claim available through the link in the invitation e-mail)
- Signed original claim submitted to the grant holder after the meeting along with copies of travel tickets
- Deadline for form submission = **30 days** from end date of meeting – after 30 days, you cannot download your TRF

Any deviation from the rules requires explicit prior written agreement from COST Office

Travel Reimbursement: Eligibility criteria

- 120 €/night for accommodation incl. breakfast (meeting days +1 night before) – same flat rate for all participants
- 20 €/meal (lunch/dinner, not offered by other party)
- Travel expenses (most economical):
 - Air travel: economy fare, max. 1200 €
 - Train and bus: 1st class allowed; seat reservations/sleepers eligible expense
 - Car: 0,20 €/km, attach Google map – max. 2000 km
 - Local transport < 25 no receipts, >25 with receipts
 - Taxi: Only if no public transport is available OR between 22:00-07:00. Justification & ticket always required – max. 80€ for the entire trip



Non eligible costs:

fuel, toll fee, car rental, registration fees, health related expenses; life, luggage and cancellation insurances, telephone calls, internet/wifi and minibar consumption

Local Organiser Support (LOS)

- Support for conferences and workshops (contribution to overall expenses)
- Contribution from other sources should be on the budget breakdown
- Support will only be paid into the institution's account (no personal account)
- Grant:
 - Max. 10.000 EUR can be claimed in 2 ways:
 - 1) 20 EUR per person per day signing the Attendance List and less than 5000€ in total = no invoices required
 - 2) Total is more than 20 EUR per person or more than 5000€: ALL invoices needed (**ATTENTION**: VAT is not an eligible cost)

If the meeting is co-organised with another event, invoices are always required

Local Organiser Support (LOS)

Eligible costs:

- Rental Meeting room/Technical equipment,
- Photocopying, phone, fax, mailing costs
- Personnel - Staff involvement – max. 15% of the total LOS
- Coffee breaks and light lunches (sandwiches)
- One meal (usually the conference dinner)
- Field trip

Non-Eligible costs:

- Accommodation
- Meals
- Salaries and fees



COST Activity:

(ii) STSM (Short Term Scientific Mission)

- Min. 4 STSMs/year (mandatory)
- To/From an institution in another COST participating country or formally approved host institution in a non-COST country
- Selection responsibility of Action (STSM coordinator)
- Duration: minimum 5 working days, maximum 3 months
- Recommended financial support:

Daily allowance: 160€, Travel cost: 300€

max 2500 € for up to three months

Exception:

Early Stage Researchers (ESR: PhD + 8 years): max 3500 € min. 91 days max. 6 months




COST Activity:

(ii) STSM (Short Term Scientific Mission)


- **Important steps BEFORE the mission:**
 - On-line registration of applicant - <https://e-services.cost.eu/stsm>
 - Send **application** by e-mail to STSM Coordinator, MC Chair, Grant Holder
 - Assessment by the MC / selection / send info to Grant Holder
 - Grant Holder sends “grant letter” to applicant

- **Important steps AFTER the mission:**
 - Applicant sends signed grant letter and **report** to STSM responsible, MC Chair, Grant Holder
 - Evaluation by MC / approval / send info to Grant Holder
 - Payment of the applicant by Grant Holder



COST Activity: (iii) Training Schools

- Goal to provide dissemination of Action activities and intensive training, especially for young researchers
- Location: COST Country that accepted the MoU or an approved NNC Institution
- The trainers are usually Action members
- Duration: normally between 3 and 15 working days
- Support for:
 - Organisation: local organiser support
 - Trainers: regular COST reimbursement rules, no honoraria
 - Trainees: fixed grants



COST Activity: (iii) Training Schools

- **Trainers eligible for reimbursement:**
 - From participating COST Countries
 - From approved NNC Institutions
 - From approved IPC Institutions
 - From approved European RTD Organisations
 - Max 4 Invited Experts

- **Trainees eligible for reimbursement:**
 - From approved COST Countries
 - From approved NNC Institutions
 - From approved European RTD Organisations



COST Activity:

(iv) Dissemination, publication support, outreach

- Support: the production of dissemination tools and publications such as books, special journal issues, website, conference proceedings, CDs, etc.
- Out of the Action's own budget
- Action Website = max. 9000€ divided over 4 years
- Final Action Publication (end of Action): up to 10.000 EUR (outside of Action's budget, directly by COST)
 - Request: to be inserted in Work & Budget Plan and requested by Email to the Science Officer 6 months before the end of the Action

Note: cost related to graphic design, proofreading, translation are not covered – VAT = non-eligible



COST Activities Supported from separate budget line

- Final Publication of the Action:
 - Financed by COST Office in the last year of the Action (max. 10,000€, net of VAT) – 2 offers if above 3000€ and to request 6 months before the end date of the Action
- Reciprocal STSM:
 - 3000€ for New Zealand, 2500 € for Argentina and South Africa
 - Online application to be forwarded to COST for approval
 - Deadline to submit the application to COST Office = 2 months before the mission start
 - http://www.cost.eu/about_cost/cost_countries/international_cooperation/reciprocal_agreements



COST Activities Supported from separate budget line

Early Stage Researcher Conference Grants

- Approx. 3 grants per year of max € 3000 (to cover travel, subsistence and conference fees) for ESRs to participate in an International Conference
- MC Chair to forward applications to the COST Office.
- COST Office informs the DC
- Payment of the grant done after applicant submits a scientific report following the event.
- Deadline for application = 4 months before the conference start



IMPORTANT TO REMEMBER

- **No carry forward of budget not used in previous grant period**
- Use original currency and amount
- **Reimbursement of travel expenses hotel and meals = no face value, flat rate EUR 120 per night and EUR 20 per meal (or lower if MC pre-approves = notification of participants PRIOR to the meeting + same amount for all participants + NO invoices)**
- Change in work/budget plan = MC approval and COST notification
- **VAT is not eligible**
- Minutes of each meeting to be uploaded on e-COST



Golden Rules:

Communication with COST Office

- In each e-mail, identify yourself by adding your Action number **IC1302** in the **Subject** of the e-mail
- Copy the AO (Admin Officer) or SO (Science Officer) for major communication (not on e.g. selection of meeting venue, drafting meeting agenda etc.)
- Do not include COST in Action internal discussions such as voting for a change in W/B Plan, just keep COST in the loop with the original request and with the result



Golden Rules:

Travel Reimbursement Claim

- Do not make any travel arrangements until you have received the official e-COST Invitation from the Grant Holder
- Register and/or update your personal or bank details on e-COST in due time
- When updating your COST Profile, inform the Grant Holder
- Complete, download, and send your Travel Claim immediately after the event (!! 30 DAYS deadline)



Golden Rules:

Travel Reimbursement Claim

- Any travel deviation (extra night, expensive flight, leaving from/arriving to different country than home country etc.) ask approval PRIOR to the meeting
- Sign the Attendance List for every day that you are attending the meeting
- Send your signed claim to the Grant Holder within 30 days after the event
- ALWAYS SIGN IN BLUE INK (pencil makes your signature invalid)

Interesting COST links:

COST : www.cost.eu

ICT: http://www.cost.eu/domains_actions/ict

Open Call: http://www.cost.eu/participate/open_call

Guidelines: <http://www.cost.eu/participate/networking>

Events: www.cost.eu/events

Reciprocal Agreements:

http://www.cost.eu/about_cost/cost_countries/international_cooperation/reciprocal_agreements

COST Library: <http://www.cost.eu/media>

Access to e-COST: <https://e-services.cost.eu>

Helpdesk: e-cost@cost.eu – only for queries on e-COST



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