



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

1st MC (Kick-off) Meeting

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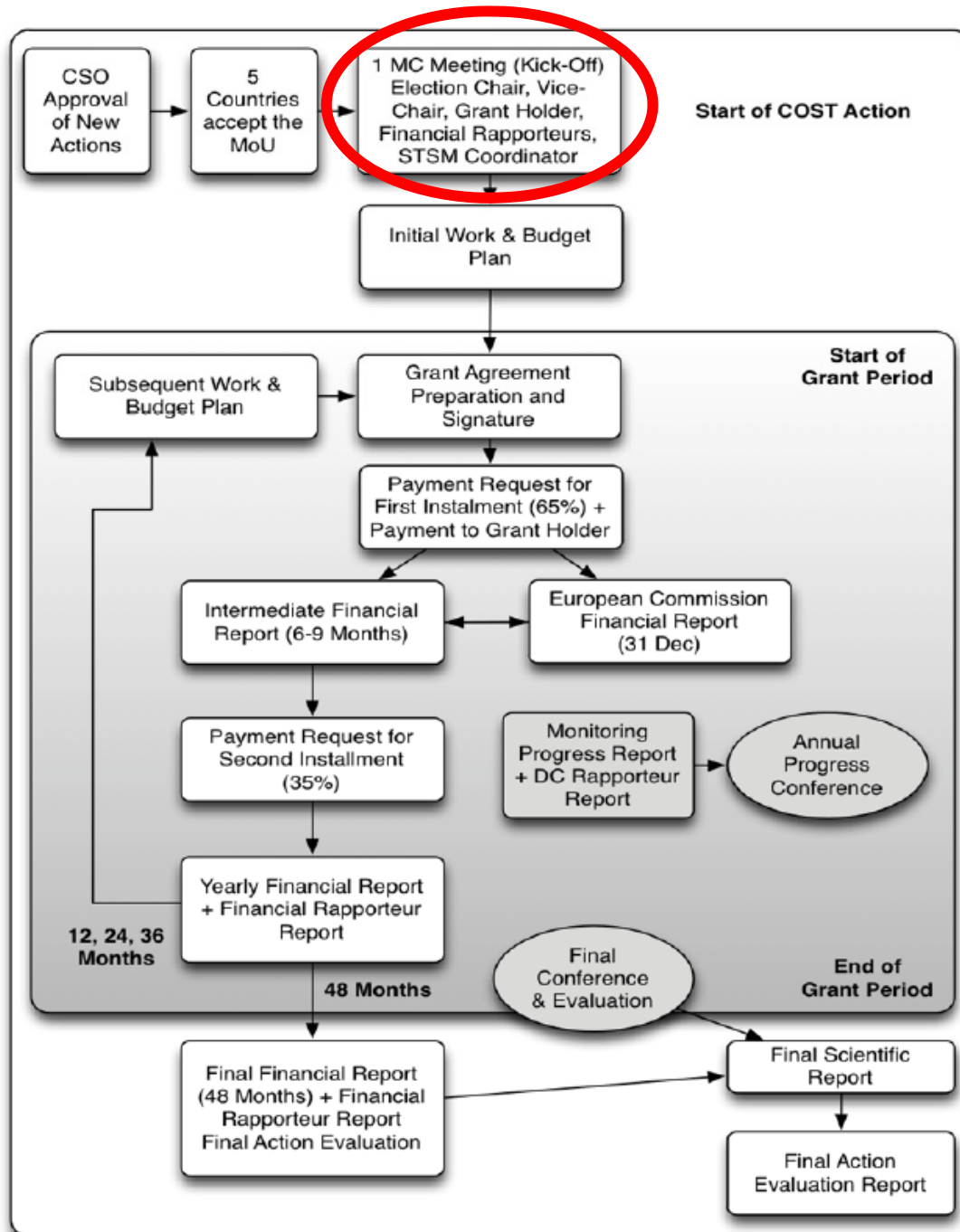
Brussels, 15 October 2013



## **PART II: ADMINISTRATION**

# **Management Committee, Networking Tools**

# COST Action life cycle



- The start date of a COST Action coincides with the date of the 1<sup>st</sup> 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: 1<sup>st</sup> 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](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](http://www.cost.eu)

ICT: [http://www.cost.eu/domains\\_actions/ict](http://www.cost.eu/domains_actions/ict)

Open Call: [http://www.cost.eu/participate/open\\_call](http://www.cost.eu/participate/open_call)

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

Events: [www.cost.eu/events](http://www.cost.eu/events)

Reciprocal Agreements:

[http://www.cost.eu/about\\_cost/cost\\_countries/international\\_cooperation/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](mailto:e-cost@cost.eu) – only for queries on e-COST



## COST News by e-mail?

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