APPLICATION FOR HISTRATE COST GRANTS

User Guide and Evaluation Criteria

Public document

This user guide summarises the information on the grant opportunities available at the HISTRATE COST Action CA21155[1, 2]. Here specific details on the grant calls and the review criteria are presented. To explore all COST definitions, conditions and details of the application process, including practical information on how to apply, the review and the payment processes, applicants are advised to explore:

- COST website[3],
- Grant Awarding User Guide by COST[4]
- ANNOTATED RULES FOR COST ACTIONS[5] with the focus on pages 95-101.

Eligibility

- Researchers and innovators from COST Full/Cooperating Members, a European RTD or a Near Neighbour Country (NNC) are eligible for funding. An up-to-date list of COST Members including NCC and RTD can be found on the COST website[6].
  - For Inclusiveness Target Country (ITC) Conference Grants: only **Young** Researchers and Innovators (under 40 years old) affiliated in an ITC/NNC are eligible[5].
  - For Dissemination conference Grants: only HISTRATE participants are eligible[5].
- Applicants may get a grant only once during the Action duration. This condition does include possible financial support to participate in the Action meetings and training schools.

Specific details

- The applicants are encouraged to evaluate the actual costs and not to apply for the maximum amount. In this way, more grants can be awarded with a given overall budget.
- The approved amount may deviate from the requested during the review depending on the available funding (to be increased or decreased).

HISTRATE contacts and information

Grant Awarding Coordinator: Andrei Anisimov, a.g.anisimov@tudelft.nl

Chair: Patricia Verleysen, Patricia.Verleysen@UGent.be

Vice-Chair: Michele Meo, M.Meo@soton.ac.uk

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[1] CA21155 HISTRATE https://www.cost.eu/actions/CA21155/

[2] HISTRATE Memorandum of Understanding
https://e-services.cost.eu/files/domain_files/CA/Action_CA21155/mou/CA21155-e.pdf

[3] https://www.cost.eu/

[4] Grant Awarding userguide https://www.cost.eu/uploads/2021/12/Grant-Awarding-userguide.pdf

[5] Annotated Rules for COST Actions Level C https://www.cost.eu/uploads/2022/12/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-V1.3.pdf

[6] Country and organisations table https://www.cost.eu/uploads/2023/03/Annex-I-level-A-Country-and-Organisations-Table-Version-1.5.pdf

Short Term Scientific Missions (STSM)

A Short-Term Scientific Mission consists of a visit to a host organization located in a country **different** from the country of affiliation, i.e. home institution, of a Researcher or Innovator for specific activities to be carried out over a determined period of time. The selection of applicants is based on the scientific scope of the STSM application which must clearly contribute to the HISTRATE objectives[1, 2]. Action members are encouraged to promote their projects to potential STSM applicants, thus encouraging collaboration between institutions whilst strengthening the Actions outputs and network.

Specific rules. STSMs can take place according to the following rules:

- STSM duration should be at least **4 full work days**, excluding travel.
- Travelling must be completed during the grant period of the HISTRATE Action for each year individually (from November 1st to October 31st of the following year).
- The Home and Host institution must be located in **different** countries.

The STSM grant

- STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application. This grant aims to support the costs associated with the exchange visit. The grant will not necessarily cover all expenses, it is intended as a contribution to the travel and subsistence costs of the participant.
- The maximum amount is indicated in the grant call.

The application process for STSM

Applicants can submit an STSM application through the e-Cost platform[7]. Please, read the Grant Award User Guide[4] for guidance.

Information that is required to fill e-COST application:

- Proposal Title
- Start and End dates (within the active Grant Period)
- The budget requested by the applicant
- Information about the host institution and contact person (Annex I)
- Benefiting HISTRATE WG or several WGs in case of an interdisciplinary project

Documents to be uploaded to e-COST:

- Application form (template available on e-COST[7]) describing: goals, description of the work to be carried out by the applicant, expected outcomes and description of the contribution to the HISTRATE Action objectives[2].
- Specific confirmation from the host institution regarding receiving the applicant (Annex I).

Proposals review

The Grant Awarding Committee evaluates submitted applications within 15 days from the grant call deadline. Submitted applications will be reviewed and ranked based on the criteria set. The applications with the highest scores will be funded, subject to the available budget.

In the case of equal ranking priority will be given to:

- Young Researchers and Innovators (under 40 years old) and applicants from ITC.
- Applications that contribute to the fulfilment of the HISTRATE Action deliverables[2].

Attention will be paid to geographical spread. In the case of multiple applications from the same institute or organisation or the same country, only the application with the highest score will be included in the ranking.

Evaluation criteria

First, the applications are assessed based on their relevance to the HISTRATE Action. If the application is relevant, further evaluation is done. Non-relevant applications will not be evaluated.

Criteria	Scale	Weight
Relevance to the HISTRATE Action based on: - the relation of the expected outputs and contribution to the HISTRATE objectives and deliverables[2] (application form, part 4)		Pass/fail
Scientific value and excellence based on: - the mission goals (application form, part 2)	1 (low) to 5 (high)	50%
Feasibility of the mission based on: - the working plan (application form, part 3) - the degree to which the host's lab equipment and/or technical knowledge match the mission goals - the mission duration		35%
The mission is an exchange between research/academic and industrial partners		15%

Reporting and claim for payment of the grant

Once the activity has ended, the grantee submits the required reports and relevant documentation in e-COST within 30 days after the end date of the activity or 15 days after the end of the Grant Period, whichever comes first.

Required reports:

- The main report according to the COST template (available at the e-Cost system[7]) with the results directly linked to the HISTRATE Challenge, Research Coordination and Capacity Building objectives, HISTRATE Deliverables[2].
- *Specific short* **public report** according to the template by the HISTRATE Action (Annex II).
- Confirmation by the host institution of successful execution of the STSM (official signed letter; free form) confirming that the STSM took place and the goals outlined in the application were reached.

By accepting the awarded grant, the applicant gives consent for the use of the data from the STSM report submitted on e-Cost for dissemination purposes, such as the HISTRATE website.

Approval and payment

- The review of the report is made by the Grant Awarding Committee.
- If the report is approved, the Grant Holder will arrange the payment.

ITC Conference and Dissemination conference Grants

The conference grants contribute to travelling, accommodation and subsistence expenses, registration fees, printing of scientific posters and overall effort.

An **ITC Conference** grant requires a presentation of own work given by a **Young** Researcher and Innovator affiliated with an ITC/NNC for participation at a high-level conference. The presentation can be an <u>oral or poster</u> presentation.

A **Dissemination Conference** grant requires <u>an oral</u> presentation of the work of the Action at high-level conferences by an Action <u>participant</u>.

An up-to-date list of COST Member Countries including ITC and NCC can be found on the COST website[6].

The application process for ITC Conference and Dissemination conference Grants

Applicants can submit a conference grants application through e-Cost. Please read the Grant Award User Guide[4] for guidance.

Information that is required to fill e-COST application:

- Title of the presentation
- Conference title, date (within the active Grant Period) and country
- Budget requested
- Attendance Type (face-to-face or virtual)

Documents to be uploaded to e-COST:

- Application form (template available on e-COST)
- For ITC Conference: copy of the abstract of the **accepted <u>oral</u>** or **<u>poster</u>** presentation
- For the Dissemination conference: copy of the abstract of the **accepted <u>oral</u>** presentation
- Acceptance letter from the conference organisers

Review of the proposal

The same evaluation procedure as for STSM.

Evaluation criteria

Criteria	Scale	Weight
Relevance to the HISTRATE Action based on: ■ the relation of the expected outputs and contribution to the HISTRATE objectives and deliverables[2] (application form, part 4)		Pass/fail
Scientific value and excellence based on: ■ the presentation content	1 (low) to 5 (high)	100%

Implementation of the Activity, reporting and claim for payment of the grant

Grantee delivers the approved (oral or poster) presentation and acknowledges the Action. Once the activity has ended, the grantee submits the required reports and relevant documentation in e-COST within 30 days after the end date of the activity or 15 days after the end of the Grant Period, whichever comes first.

The required report/documentation for claiming a Conference Grant:

- The main report according to the COST template (available at the e-Cost system).
- Certificate of attendance
- Programme of the conference or book of abstracts/proceedings indicating the presentation
- Copy of the given presentation (oral or poster)

- *Specific short* **public report** according to the template of the HISTRATE Action (Annex III).

By accepting the awarded grant, the applicant gives consent for the use of the data from the conference report submitted on e-Cost for dissemination purposes, such as the HISTRATE website.

Approval and payment

- If the report is approved, the Grant Holder will arrange the payment.

Annex I - Agreement of the host institution for STSM

Company/institute letter style

Letter of invitation for [applicant]

To the HISTRATE COST Action CA21155

[local supervisor] would like to express an interest in hosting [applicant] at [institution] as an STSM candidate for a duration of [Time] (alternatively "between [date] and [date]"). The research to be carried out during this short-term scientific mission will be within the HISTRATE COST Action CA21155.

[To at least address the following]
- The contribution and support of the mission by the host (e.g. supervision, materials, sensors, specimens, models, etc.)
- The infrastructure (incl. equipment, technical knowledge or other) to be used
- The match between the host's infrastructure and the mission goals

We will support [applicant] with a working place and will provide access to [data/materials/specimens/models] obtained in the frame of this research collaboration. Collaboration with [local supervisor] is envisaged. We kindly ask for agreement to mention the [Institution] in the acknowledgements of all related publications. Additionally, consideration of [info of the local supervisor/contact] as co-author(s) in related publications is appreciated.

Signature
[local supervisor]

Annex II – Short public report. STSM

Title of the STSM

Name of the Applicant

Reference: *grant reference number from the e-cost system*

Dates: from YEAR-MM-DD to YYYY-MM-DD

Beneficiary Institution: Beneficiary Institution Name, Country

Hosting Institution: Hosting Institution Name, Country

Contact Name: Contact name of the host, Country

Relevant Working Groups: WGX, WGY, …

Objectives / Description / Main outcomes (150-250 words)

The figures may show the experimental setups, specimens, the main results of the mission, etc. 2-4 figures are needed.

Some text Some text

Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text

Figure 1: *Type-GR (GT350 Style) double sided carbon fiber hood for 2018-2019 Ford Mustang*

Figure 2: *Nike Men's Carbon Fiber Matte Reversible Golf Belt*

Figure 3: *Rugged Blue Custom Hydrographic Carbon Fiber Hard Hat*

Figure 4: *CTSlite Real Carbon Fiber/Rubber Case for iPhone X & XS*

Annex III – Short public report. Conference grants

Title of the conference presentation

Name of the Applicant

Reference: *grant reference number from the e-cost system*

Relevant Working Groups: WGX, WGY, …

Conference Details

Conference title:

Conference web-page:

Conference venue :

Conference start and end date: DD/MM/YYYY to DD/MM/YYYY

Accepted contribution details

Title of the presentation:

Type of the presentation: (oral/poster, invited/keynote)

Co-authors and their affiliations:

Abstract (up to 250 words)

The figures may show the experimental setups, specimens, the main results of the mission, etc. At least, 2 figures are needed.

Some text Some text

Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text Some text

Figure 1: *Type-GR (GT350 Style) double sided carbon fiber hood for 2018-2019 Ford Mustang*

Figure 2: *Rugged Blue Custom Hydrographic Carbon Fiber Hard Hat*