

PROCESS OVERVIEW

Applicant creates a Conference Grant request

The applicant encodes a CG application by logging into e-COST and clicking on the ITC Conference Grants tab.

The tab 'ITC Conference Grants' will not be available in the following cases:

- If the applicant's e-COST profile is incomplete, they will first have to fill in the missing information (affiliation, education details, CV)
- If the primary affiliation of the applicant is not in an ITC country
- If the Education details of the applicant do not demonstrate that (s)he is a PhD student or an ECI

Any already submitted applications are available for consultation in the applicant's e-COST profile. To submit a new application, the applicant presses the button 'Create Conference Grant Request'.

The screenshot shows the e-COST user interface. At the top left is the COSC logo (EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY) and the e-COST logo. At the top right are links for Home, Profile, and Contact Us, and the user's name Dr Elena Popovici with options to Log Out or Log In. A left sidebar contains navigation links: Actions Overview, International Cooperation, STSM Applications, and ITC Conference Grants (highlighted with a red box). The main content area is titled 'Actions / ITC Conference Grant' and contains the following text: 'Conference Grant for Early Career Investigators (ECI) and PhD students from Inclusiveness Target Countries (ITC)', a description of the grant, a list of ITC countries, and a message stating 'You currently don't have any ITC Conference Grant applications registered.' A red box highlights the 'Create Conference Grant request' button.

The application form contains the following sections:


- Applicant details
- Conference Grant details (the **attendance** at the conference must start and end during the same Grant Period (GP). If a GP is not active, the applicant will not be able to submit an application.
- Bank details
- Financial support
- Supporting documents (2nd page of the application also reachable by clicking on button in the upper left corner)


Actions / Conference Grant / Application Form

The screenshot shows the 'APPLICANT DETAILS' and 'CONFERENCE GRANT DETAILS' sections of the application form. The 'APPLICANT DETAILS' section includes a dropdown menu for 'Home Institution *' (highlighted with a red box) and a table for education details:

Degree level	Scientific field	Year (to be awarded)
Doctoral level or equivalent	Health Sciences	2014

Below the table is a link 'Add/Edit Education Details'. The 'CONFERENCE GRANT DETAILS' section includes a dropdown menu for 'Action Number *' (highlighted with a red box), text input fields for 'Conference title *' and 'Conference web page (if available)', a dropdown menu for 'Grant period *' (highlighted with a red box), and date pickers for 'Conference start date *' and 'Conference end date *'. A note explains: 'A Grant Period refers to the period of time that the Grant Holder of each Action has to complete their Action objectives. A Grant Period runs for one year unless stated otherwise. An ITC Conference Grant application must start and end during one single Grant Period.'


Attendance start date *  The attendance start and end date should fall within the selected Grant period.

Attendance end date * 


Number of conference days attended

Venue *

City *

Country * 

BANK DETAILS

Bank account  [Add/Edit Accounts](#)

The bank details can be set or changed later on when the applicant submits the Scientific Report after the end date of the conference.

FINANCIAL SUPPORT

Amount for Travel in € *

Amount for Subsistence in € * (up to a maximum of EUR 160 per day)

Amount for Conference fee in € * (up to a maximum of EUR 500)

Total Amount in €

[Save Request](#)

The request can be save only if all fields have been completely on the page, otherwise the information is lost. After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application.



Application Form
[Supporting Documents](#)
« ITC Conference Grant








[Save Request](#) [Upload Supporting Documents](#)

You can submit your ITC Conference Grant application after uploading the necessary supporting documents on the Supporting Documents page. This page will be accessible AFTER you have completed the form above.

Actions / Conference Grant / Supporting Documents

The application is pending submission.

DOCUMENTS

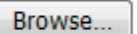
- CV (including a list of academic publications – if applicable) 
- A short description of your involvement in this COST Action  
- Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation)  
- A copy of the abstract or poster submitted to the conference  
- Scientific Report (to be submitted at the latest 30 days after the end date of the Conference)

Scientific Report Template available [here](#).

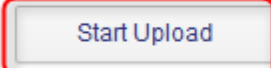
Submit Request

Upload File

Please use the browse button to select a file
(no special naming needed, just point to your local file as is).

 No file selected.

Then press "Start Upload"





Maximum file size to upload: 10 MB.

Supported file types: pdf, doc, docx, xls, txt, rtf, text.

Submit Request

Is your application complete and ready to be submitted?





Actions / Conference Grant / Supporting Documents

Your application has been successfully submitted to the MC Chair of the Action [Dr. Janet Smith \(j.smith@gmail.com\)](mailto:j.smith@gmail.com) for approval.