



## INFORMATION FOR THE **APPLICATION & REIMBURSEMENT OF INCLUSIVENESS TARGET COUNTRIES CONFERENCE GRANTS**

### Creation of an ITC Conference Grant Request

The applicant creates a CG request by logging into e-COST and clicking on the ITC Conference Grants tab. To do so, a complete e-COST profile (with institutional affiliation, education details, CV) is required for reimbursement purposes. Otherwise the tab 'ITC Conference Grants' will not be available. Only after the e-COST profile is created and fully completed, the applicant will be able to create the CG request.

The e-COST system guides the applicant through the process and informs about the required documentation to be uploaded and submitted. The application form contains the following sections:

- Applicant's details (affiliation, education details, CV).
- 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 requested, i.e. travel, accommodation and meal expenses, conference fee, taking into consideration that RECAST's financial contribution to CGs is intended to cover part of the overall costs derived from a grantee's participation in a given conference, but not necessarily all the expenses. Please see the Call for Applications and related information at <https://www.uma.es/costactionrecast/info/123615/itccg-call-applications-gp-4>
- Supporting documents (significance and rationale outlining the purpose(s) of the conference, title and abstract of an oral/poster presentation, benefit for personal development of the applicant and for the COST Action, etc.).

The CG request can be saved only if all fields have been completed on the form page, otherwise the information is lost. After saving the CG request, the applicant must upload the required specific supporting documents in order to be able to submit the application. Any previously submitted applications are available for consultation in the applicant's e-COST profile. A new application can be submitted at any time pressing the button 'Create Conference Grant Request'.

Grants are reimbursed after completion of the activity.

All further information related to RECAST ITC CG calls can be found on the Action's website: <https://www.uma.es/costactionrecast>

Other helpful documents:

ITC CG User Guide: <https://www.cost.eu/stories/conference-grants-a-new-cost-networking-tool>

COST *Vademecum*: <https://www.cost.eu/wp-content/uploads/2020/05/Vademecum-V8-1-May-2020.pdf>