



## GUIDELINES TO APPLY FOR DISSEMINATION CONFERENCE (DC) GRANTS

Dissemination Conference Grants are intended to support an Action participant to present the works of the Action in a recognized conference fully organized by a third party (i.e. not organized by a COST Action). It aims to communicate, disseminate and promote the COST Action scientific achievements.

### Eligibility rules

- The applicant must be a Working Group member of the LUCES COST Action (CA22131).
- The applicant must give an **oral presentation** at an international conference in the field of a topic relevant to LUCES.
- The presentation must focus on the Action's work, activities and results, with the aim of developing new contacts and potential future collaborations.
- The conference must start and end within the active Grant Period (i.e. 01.11.Y - 31.10.Y+1).

### Application

- Complete the online application in [e-COST](#) (Grant applications tab), and upload the following supporting documents:
  - a) application form (available on the LUCES website);
  - b) abstract of the presentation;
  - c) Curriculum Vitae of the applicant;
  - d) acceptance letter from the conference organizers;
  - e) a documented estimation of the budget for the conference fees, travel and accommodation to attend the conference.

Co-funding is encouraged, and other funding awarded or applied for to cover the expenses related to the conference in question must be detailed in the application.

In case the acceptance letter is not yet available at the call deadline, it can be provided later. Instead, the applicant must upload a proof of submission and/or any other document indicating the planned notification date. If successful, a pre-approval will be sent to the grantee, but the awarding of the grant will only be officially confirmed after the acceptance letter is received by the Grant Awarding Coordinator, no later than 15 days before the conference.



### **Funding**

A DC Grant is a financial contribution, which takes into consideration the applicant's detailed budget request and the outcome of the evaluation of the application by the Grant Evaluation Committee. Conference Grants do not necessarily cover all expenses related to participation in the conference.

The financial contribution requested for a DC Grant is limited to 1.000 euros maximum. Funds can be requested to help cover registration fees, accommodation, travel and visa expenses. The contribution requested for accommodation and meals must consider the amenities already included in the registration fees. Train travel should be preferred when possible.

Multiple applications to several Actions by the same person to attend the same conference is strictly forbidden and may lead to the cancellation of the grant.

### **Evaluation criteria**

The Grant Evaluation Committee manages the evaluation according to the COST rules and will take into consideration geographical spread, career stage and gender balance. All applications will be assessed at the same time.

The Committee will also consider the scientific merit of the proposal based on the abstract submitted, also considering the scientific scope of the conference and its relevance with respect to the purposes of the Action aims, and how the presentation will promote the scientific achievements and activities being performed by the LUCES COST Action.

Priority will be given to:

- Proposals relative to joint research projects carried out in the frame of LUCES.
- Participation in European conferences.

### **Commitments before/during the conference**

**Acknowledge COST Association and the LUCES COST Action (CA22131)** in presentation. The official logos and visual identity must always be used. Failure to acknowledge COST and LUCES would result in grant cancellation.

The Grant Holder Manager must be notified immediately of any cancellation of the conference by either the organizers or the participant.



### **How to claim the grant**

The DC Grant will only be paid once the conference has taken place and the requested documents have been submitted.

- The grantee must submit in e-cost:
  - a) a scientific report;
  - b) the certificate of attendance;
  - c) the program of the conference or book of abstracts / proceedings indicating the presentation of the grantee;
  - d) copy of the given presentation (presentation material will not be made public but will be archive by COST for auditing purposes).

The template for scientific report is available on the LUCES website; its use is mandatory.

- The grantee must also prepare a one slide report to be published on the LUCES website. The slide must be sent to the Grant Holder Manager ([melanie.vander.geeten@ulb.be](mailto:melanie.vander.geeten@ulb.be)) and the Grant Awarding Coordinator ([giulia.licini@unipd.it](mailto:giulia.licini@unipd.it)).

The template for the one slide report is available on the LUCES website; its use is mandatory.

- All listed documents must be submitted within 30 days after the conference or 15 days after the end of the Grant Period (November 15<sup>th</sup>), whichever date comes first. Late submission leads to the grant cancellation.
- The grantee certifies that the expenses covered by the DC grant have not been, or will not be, reimbursed or covered by any other source of funding.

The Grant Awarding Coordinator,

Giulia LICINI