



## PROCEDURE TO APPLY FOR THE ORGANIZATION OF A WORKSHOP / WORKING GROUP MEETING

### Objective

With the aim to stimulate collaborations and the exchange of ideas between WG members, the LUCES COST Action MC has decided to fund small meetings (workshops) where PI's and their researchers can discuss their ongoing research and plan further collaborations.

### Eligibility rules

- The applicant, also known as Local Organizer (LO), must be a Working Group member of LUCES COST Action (CA22131).
- The meeting must take place in a Full or Cooperating COST Member Country or in a Near Neighbor Country (NNC).
- The duration of the event is limited to 2 days maximum.
- The meeting must take place **between May 1<sup>st</sup> and October 15<sup>th</sup>, 2025**.
- The application must be submitted to the Action Chair ([info@lucescostaction.com](mailto:info@lucescostaction.com)) **by March 28<sup>th</sup>, 2025**.
- The event must involve full members of the Action from at least 3 different countries. The participation of at least 1 member from an Inclusiveness Target Country (ITC) is recommended.
- Hybrid meeting is strongly encouraged.

### Funding

For the present grant period, a total **budget of 7.500 €** is available to organize 1 or 2 small workshops.

This amount can be used to cover:

- Travel costs of max. 8 participants, considering:
  - An average of 350 euros for long-distance travel.
  - A Daily Allowance (DA) to cover accommodation, meals and short-distance travel.
- A Local Organizer Support (LOS). See the rules [here](#).

The amount of the DA will depend on the meeting venue and will be fixed by the Core Group (CG) according to COST and Grant Holder (GH) rules. The local participants may apply for a reduced DA to cover their meals.

Only LUCES Action members (PIs and members of their group) are eligible for reimbursement.



## LUCES COST Action (CA22131)

Supramolecular LUminescent Chemosensors for Environmental Security

[www.lucescostaction.com](http://www.lucescostaction.com)

Co-funding is encouraged, and other funding requested or awarded to cover expenses related to the workshop or WG meeting must be detailed in the application. Double funding is not permitted (the same expenditure cannot be claimed twice).

### **Application**

The LO must complete the application form (available on the LUCES webpage), and send it with any other supporting documents to the Action Chair ([info@lucescostaction.com](mailto:info@lucescostaction.com)) before March 28<sup>th</sup>, 2025.

The CG will review the applications considering the topic, the scope and the expected outcomes, and how it will support the Action in achieving its scientific objectives.

Results will be communicated before April 11<sup>th</sup>, 2025. Further information will be then requested from the successful applicants.

### **Commitments before/during/after the meeting**

**Acknowledge COST and the LUCES COST Action (CA22131)** in communications and/or publications. The official logos and visual identity must always be used (see the [LUCES website](http://www.lucescostaction.com)).

**A report** will have to be submitted maximum 2 weeks after the event (template available on the LUCES webpage).

### **LO is responsible for**

- all organizational and logistical aspects of the event.
- providing the Grant Holder Manager (GHM) with the list of all participants (face-to-face and online).
- ensuring that the attendance list is signed for each day of the event.
- applying the funding rules and recommendations communicated by the GHM.

### **GHM roles are limited to**

- issuing e-cost invitations to participants and providing the eligible participants with the travel reimbursement rules.
- monitoring the acceptance of e-cost invitations by the participants and reporting any issues to the LO.
- issuing the COST attendance list of all participants, according to the information provided by the LO.
- processing the participants' claim and the LOS' claim, after having received the signed attendance list.