

## 4 - Training Schools

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#### 4.1 - Introduction

“Training Schools” within the frame of the Action topic are aimed to provide dissemination from the Action activities and intensive training in a new emerging subject in one of the laboratories of the Action with unique equipment or know how. Those attending are basically but not exclusively young researchers from across Europe but training Schools may also cover appropriate re-training as part of “life-long learning”. Support covers organization of the school and support, through the STSM scheme for participants. Typically a school will take place over several days up to a maximum of 2 weeks.

#### 4.2 - Rules and procedures

COST Training Schools are a COST instrument for the dissemination of the scientific and technical results of COST Actions.

Accordingly, the topic of the schools shall be focused on specific results, achievements and techniques which have been developed within a specific Action.

The Schools are not intended to provide general training/education.

The duration of a training school would be normally less than 5 days and the total number of attendees not more than 30.

The following items can be reimbursed:

- General support required for the organization such as meeting room rental, lecture materials, secretarial support, coffee breaks, technical equipment - same as for meeting support (see 2 - Support for Meetings / Workshops / Conferences);
- Travel and subsistence for lecturers - same as for participants to COST meetings (see 1 - Travel and subsistence), but no lecture fee;
- Fixed grants for attendees – amount to be decided by the MC. The grant cannot exceed the normal reimbursement rates of COST and as a general guide the fixed grant should be based on 80 € per day and most economic travel arrangement (normally not exceeding 200 €). The total grant per attendee shall normally not exceed 600 €. Otherwise the same as for STSMs (see 3 - Short Term Scientific Missions).




The request for such a summer school has to be sent via the chair of the Management Committee (MC) after MC approval of the programme and the list of paid participants to the COST Office with the following documents:

- Detailed programme and aim of the training school;
- Support statement from the MC;
- Detailed financial support request for the organization of the meeting;
- List of lecturers with contact details and short C.V.;
- List of participants which have been selected by the MC to be eligible for the grant to attend the training school;
- Contact details.

*After receipt of the above documents COST Office will send acceptance letters to the local organizer, the lecturers and the participants.*

## Annex A: Acceptance Letter to Local Organizer

(document produced by COST Office IT tool)




	COST Office 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: <a href="mailto:office@cost.esf.org">office@cost.esf.org</a> <a href="http://www.cost.esf.org">http://www.cost.esf.org</a>	
Name of organiser/Institution Address	
REFERENCE: COST Training School Support, COST Action number Local Organiser: Name of organiser/Institution Date: start date to end date Place: city (country) Reference code: COST-School-Action nr-running nr	
Dear Mr/Ms. Name,	
With reference to your application for a COST Training School support grant within the COST scientific programme on <b>Action name</b> , I am pleased to notify you that the Management Committee of the COST Action nr has awarded you a grant amounting to <b>X,00 €</b> for the Training School on .... in <i>city (country)</i> from <i>start date</i> till <i>end date</i> , to be spent according to the rules for the organisation of COST Training Schools. (see <i>Cost guidelines 2.4 - Training Schools</i> ; <a href="http://www.cost.esf.org">http://www.cost.esf.org</a> )	
You are requested to inform the COST Office whether you intend to take up this grant or not. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself.	
No later than 4 weeks after completion of the training school, you must send your <u>completed payment form</u> to the COST office in order to be eligible for reimbursement.	
Yours sincerely,	
<b>SO name</b> Science Officer	
<b>I read the document '2.4 - Training Schools' for the support for the organisation of a COST Training School and I accept this offer.</b>	
Local Organiser name: .....	
Signature: ..... Date: .....	
 COST is supported by the EU RTD Framework Programme	 ESF provides the COST Office through an EC contract

Annex B: Sample Acceptance Letter to Participant  
(document produced by COST Office IT tool)

	<b>COST Office</b> 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: <a href="mailto:office@cost.esf.org">office@cost.esf.org</a> <a href="http://www.cost.esf.org">http://www.cost.esf.org</a>	
<b>Participant</b> <i>Family Name:</i> <i>First Name:</i> <i>Email:</i>	
REFERENCE: COST Training School Support, COST <i>Action number</i> Local Organiser: <i>Name of organiser/Institution</i> Date: <i>start date</i> to <i>end date</i> Place: <i>city (country)</i> Reference code: <i>COST-School-Action nr-running nr</i>	
Dear Mr/Ms. <i>Name</i> ,	
With reference to your application for a COST Training School within the COST scientific programme on <i>Action name</i> , I am pleased to inform you that the Management Committee of the COST Action P11 has awarded you a fixed grant amounting to <i>X,00 €</i> , to spend from <i>start date</i> till <i>end date</i> at <i>Institution name</i> under the supervision of Mr/Ms. <i>Name</i> .	
You are requested to inform the COST Office whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform the COST Office about any changes <u>in advance of the training school</u> .	
Please note that the guidelines for the Training Schools for COST can be found in <a href="http://www.cost.esf.org">http://www.cost.esf.org</a>	
Yours sincerely,	
<b>SO Name</b> Science Officer	
<i>I have read of the rules for the execution of the COST Training School and I accept this offer.</i>	
<i>Scientist name:</i> .....	
<i>Signature:</i> ..... <i>Date:</i> .....	
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## Annex C: Sample Payment Request Form

(document produced by COST Office IT tool)

	COST Office 149 avenue Louise 1050 Brussels, Belgium
Tel: +32 (0)2 533 3800 Fax: +32 (0)2 533 3890 E-mail: office@cost.esf.org http://www.cost.esf.org	
<b>COST TRAINING SCHOOL PAYMENT REQUEST FORM ( Local Organiser )</b>	
COST Action Number: <i>number</i> Organiser's Name and Institution: <i>Name, Institution</i> Period: from <i>date x</i> to <i>date y</i> Place: <i>City (Country)</i> Reference code: <u>COST-School-Action nr-running nr</u> Claimed amount of the grant: <i>X,00 €</i>	
The above COST Training School has been successfully completed	
Name of account holder: <i>Name</i>	
Name of Bank: <i>Bank name</i>	
Address of Bank: <i>Street address</i>	
IBAN Account number: <i>number</i>	
Bank SWIFT code or BIC: <i>number</i>	
IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries. Without IBAN and BIC/SWIFT code, the Cost office will not be able to process your payment. IBAN: International Bank Account Number BIC: Bank Identifier Code (also called Swift address)	
Date: .....	Signature.....
For COST Office use:  _____ Date                      Signature	
 COST is supported by the EU RTD Framework Programme	 ESF provides the COST Office through an EC contract