

5 - General Action Support Grant (GASG)

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5.1 - Introduction

COST Actions Management Committee (MC) may assign up to 2.000 € per annum from within an Action budget to the MC chair as grant holder for the general support of the Action management. This grant can be used for the support and development of an Action Website, to be hosted on the server of one of the institutions represented on the MC. Such Website should only cover specific matters for the Action and should not duplicate material already published on the main COST Website in relation to COST and its structures etc. This Website should also be used for MC and Working Group business. This grant can also be used for the support of the Action's MC operation, such as secretarial support, small-scale Action-related ad hoc activities and support for preparatory events. The MC Chair, as grant holder, has to report on the expenditure of this fixed allocation at the MC meeting.




5.2 - Rules and procedures

The necessary steps for the grant application are described in the following step-by-step guide. An on-line registration tool will be available in a near future.

- a) Action Chair receives the approval of the MC to apply for a grant either in MC meeting or by written procedure;*
- b) Action Chair informs COST Office about MC decision with reference to the decision (amount requested and date of MC meeting or date of written procedure) and submits his/her request for the grant to the COST Office by letter or e-mail;*
- c) COST Office encodes the request under Grants/GASS and attaches the request letter/mail there;*
- d) COST Office sends an acceptance letter and an payment request form to the MC Chair;*
- e) MC Chair sends signed acceptance letter and completed payment- form to COST Office;*
- f) COST Office sends approved payment form (SO) to Strasbourg for payment;*
- g) Decision and final closure of grant to be minuted in MC meeting minutes.*




Annex A: Sample "Letter to the Beneficiary"

(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	
<i>Name</i> <i>e-mail</i>	
REFERENCE: General Action Support Grant, COST <i>Action number</i> Reference code: COST-GASG- <i>Action number</i> - <i>running nr</i>	
Dear Mr/Ms. <i>Name</i> ,	
With reference to your application for a General Action Support Grant within the COST scientific programme on <i>Action name</i> , which has been approved by your MC I am pleased to send you this acceptance letter for a fixed grant amounting to X,00 € for the period from <i>date to date+1</i> . By accepting this letter you are declaring that the grant will only be used for the support of the COST Action and that the expenditures will be presented to the Management Committee after the end of the grant period.	
You are requested to sign this letter and to send it to the COST Office together with the completed payment request form (attached).	
Yours sincerely,	
<i>SO Name</i> Science Officer	
<i>I read the document 'Financing of COST activities' regarding the General Action Support Grant.</i>	
<i>Beneficiary:</i>	
<i>Signature:</i> <i>Date:</i>	
 COST is supported by the EU RTD Framework Programme	 ESF provides the COST Office through an EC contract

Annex B: 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									
GENERAL ACTION SUPPORT GRANT (GASG) PAYMENT REQUEST FORM									
To be sent - by Fax + 32 2 533 38 90 - by surface mail to the COST office in Brussels - see address above. - by email -scanned PDF only with date and signature.									
COST Action Number: <i>number</i> Beneficiary: <i>Name</i> Period: from <i>date</i> to <i>date+1</i> Reference code: <u>COST-GASG-Action nr-running nr</u> Total amount: <i>X,00 €</i>									
I request the payment for the above General Action Support Grant.									
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.....								
<table border="1"><tr><td colspan="2">For COST Office use:</td></tr><tr><td> </td><td> </td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>Date</td><td>Signature</td></tr></table>		For COST Office use:				_____	_____	Date	Signature
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