

6 - COST Grant System (CGS)

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Date	Change history
18 01 2006	Release following re-numbering of Vademecum
05 09 2006	Amendment following open call

6.1 - Introduction

Following the endorsement of the 165th CSO:

- All COST Actions responding to the Open Call will apply the COST Grant System
- All COST Actions will apply the COST Grant System at the end of the transition period in April 2008 at the latest
- Actions ending during the transition period are not obliged to move to the COST Grant System.

The aim of the COST Grant System is to provide a flexible way of financing COST Action activities in accordance with the rules for the “Financial Instruments” of the COST Vademecum (part 2).

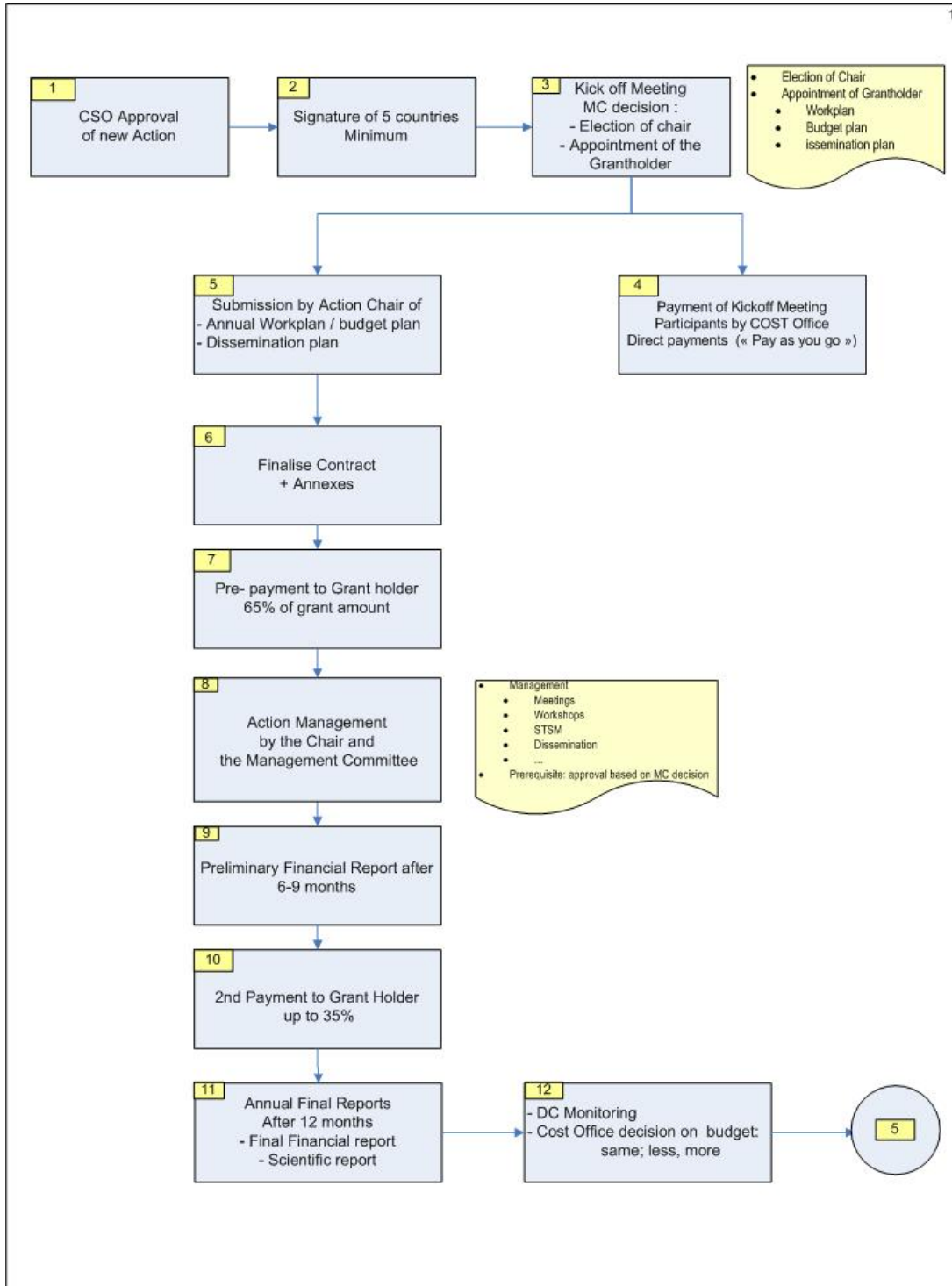
The grant is based on the:

- Detailed work programme of the Action for the grant period
- Detailed budget proposal of the Action for the grant period
- Budget allocation to the Action as part of the overall domain funding as approved by the CSO for the grant period.

Details of the agreement are described in the terms and conditions for COST Grant System.

COST receives its financial support from the Framework Programme of the European Union. The rules and procedures detailed here have been drawn up to avoid any conflict with the general financial regulations of the European Union, which COST is obliged to respect.

6.2 - Flowchart of Action Management



6.3 - Terms and conditions

I. The contract

The Grant Agreement will be based on a contract between the COST Office and the grant holder following a request from the Action's Management Committee.

The grant shall be paid to a specific bank account, normally in Euro. The grant will be used by the grant holder (*see III. The grant holder*) to execute the secretarial work and payments related to the activities planned during the grant period by decision of the Management Committee (MC). The Management Committee is represented by the MC Chair.

II. The Chair of the Management Committee

She/he represents the COST Action and any payment shall only be executed after his/her authorization.

There is no obligation on the institution of the Actions' chair to become the grant holder for the Action.

III. The grant holder

- will be selected by the Action's Management Committee from the institutions of its members.

When selecting the grant holder, the Management Committee shall consider economic aspects such as bank transfer charges outside Euro-zone, currency exchange costs, tax liability for payments to experts and STSM grant holders, etc.

The result of the selection will be recorded in the minutes of the Management Committee meeting. The grant holder must be a legal entity (not an individual)

- will execute the decisions of the Action's Management Committee and ensure that all expenditure complies with the rules and regulations of the COST Office Vademecum
- is represented at MC meetings by a member of the Action's Management Committee. This person must ensure the liaison between the Management Committee and the grant holder

For contractual matters, the grant holder's institution is usually represented by 3 persons

- the Legal Representative: the person who has delegated signing authority for signing the grant agreement (for instance the rector of a university or the managing director of a research institution)
- a Finance Officer who has authority within his institution to authorize the payments
- the scientific representative of the institution in the Action Management Committee (MC Member)

IV. Responsibility of the grant holder

The grant holder is responsible for

- the timely reimbursement of eligible costs in accordance with the COST Vademecum financial rules. The grant holder has to make all liable payments to persons, institutions and other claimants eligible for reimbursement within 30 days of receipt of a claim and no later than 60 days after the event giving rise to the claim.
- the execution of the work plan agreed by the Management Committee of the Action

The scientific, administrative and financial roles are as follows:

a) Financial reporting

- to keep an attendance list signed by each participant entitled to reimbursement for each day of each meeting
- to collect the individual reimbursement forms
- to verify and pay claims by the eligible selected participants attending meetings
- to ensure all documents are correctly filed and archived for further auditing for a period of five years
- to produce the financial reports using the standardised reporting tool defined by the COST Office
- to prepare a progress report on expenditures for the Management Committee

b) Scientific and Administrative Secretariat

- to fund the Action's activities in accordance with the grant agreement, MC decisions and the COST Vademecum
- to attend relevant COST Management Committee meetings and workshops in the frame of the Action, wherever they are held
- to prepare the relevant meetings, draft agendas and issue invitations, as well as specific procedures and operating methods as appropriate
- to draft the minutes of Management Committee meetings as well as activity reports, including the annual and final reports. To distribute copies of these documents after approval by the Management Committee
- to provide support for the evaluations of the Action, in liaison with the Chair and the Management Committee

c) Coordination, liaison

- to regularly inform the COST Office on the development of the Action, in particular to submit all meeting invitations 6 weeks ahead of date to the COST Office, and to supply copies of all minutes and all other relevant documents

d) Publication, Dissemination

- to assist in editing publications of the Action, in liaison with the COST Office
- to oversee the development and maintenance of the Web site of the Action according to the policy of the COST Office

V. Eligible Costs and reimbursement rules

The grant holder is responsible for the reimbursement of eligible costs in accordance with the COST Vademecum financial rules which include a detailed description of the reimbursement rules and of the level of financing and form an integral part of the Terms and Conditions.

Eligible costs are listed in the COST Vademecum part 2 – “Financial Instruments” and are mainly concern :

- organising meetings, travel and subsistence allowances for participating scientists
- Workshop grants
- Short Term Scientific Missions (STSMs)
- Training schools
- Dissemination, e.g. publications or printing documents for meetings or training schools
- Expenses for **secretarial support**, including Action General Support (Website etc).

The grant holder may request an overhead fee of up to 15% of the actual expenditure in order to cover administrative costs.

Some MCs have limited the fee to 7%. Some grant holders do not claim an overhead fee at all.

The fee is a contribution to the grant holder's obligations, and covers items such as handling of reimbursement forms, secretarial work, reporting, etc.

VI. Reporting

- **Between months 6 and 9 after the start of the grant.**
The grant holder will provide the COST Office with a **preliminary** financial report.
- **Within 1 month of the end of the grant period.**
The grant holder will provide the COST Office with a **final** financial report and a scientific progress report on the achievements of the Action.

VII. Payment modalities

The COST Office financial contribution shall be paid to the grant holder as follows:

- 65 % of the Grant after the signature of the contract
- **Up to 35%** after approval by the COST Office of the preliminary financial report
- The account holder must be a legal entity. No payments can be made to an individual or to a private person's bank account

- Payments are made in Euro, which is the base currency for calculations and payments. The grant holder will bear from the overhead fee the cost of any currency exchange cost levied by a bank
- Payments can only be made with the full bank account details (account number, IBAN, SWIFT/BIC codes) and after submission of the payment request form

VIII. Amendments and variations

The COST Office reserves the right to change the terms and conditions of the grant agreement following consultation with the Action Management Committee and the grant holder.

The COST Office may cancel the grant after an appropriate notice in case of non-compliance by the grant holder with these terms and conditions.

IX. Control and audits.

The COST Office may, at any time during the agreement and for up to five years after the end of the grant, arrange for audits to be carried out, either by external auditors, the COST Office, or the Commission departments.

6.4 - Sample of COST Grant Agreement (Contract)

<p style="text-align: center;">COST GRANT AGREEMENT <Reference></p> <p style="text-align: center;"><Start Date> to <End Date></p> <p style="text-align: center;">COST Action <Number> <Title></p>

COST - ESF,
represented by <Name>, Director of the COST Office,
as one party,

AND

<Institutions> <Address>, hereinafter called the **Grant Holder**
represented by <Name> (Legal representative)
as the other party.

HAVE AGREED AS FOLLOWS:

Article 1 - Subject matter

- 1.1. The **COST Office** has decided to allocate a budget of <amount>€ for the COST Action <Number>.
- 1.2. The operation will be carried out by the **Grant Holder** according to the COST Vademecum part 2 “Financial Instruments” and particularly section 6 “COST Grant System - Terms and conditions”.
- 1.3. The **Grant Holder** accepts that the claim on ESF-COST may not be assigned to another body, transferred to a third party, or seized or sequestered in any way without the COST Office’s prior written consent.

- 1.4. All operations must be approved by the Management Committee or on behalf of the MC by the Chair or the Vice-Chair.
- 1.5. The **Grant Holder** accepts the grant and undertakes to carry out **the operation**. A detailed description of **the operation** is given in the Workplan (Annex A).

Article 2 - Duration

- 2.1 **The operation** will last from <start date> to <end date>.

Article 3 - Financing the operation

- 3.1 The total cost of **the operation** is limited to the budget stipulated in Art. 1.1 of this contract. The detailed budget for the operation is set out in the Budget Plan (Annex B). The Management Committee of the Action may rearrange the allocation of expenditures except for secretarial costs which will not exceed the allocated budget and, in any case, shall not represent more than 15% of the actual expenses at the end of the grant period.

Article 4 - Payment modalities

- 4.1 After signature of this contract, COST will pay a first installment of **65%** of the total budget on reception of the relevant payment request form (Annex C).
- 4.2 The **Grant Holder** is entitled to request a second installment of **up to 35%** of the total budget, under the conditions set out in Vademecum section 6 "COST Grant System - Terms and conditions".
- 4.3 The bank account of the **Grant Holder** to which all payments by the **COST Office** will be made is :

Account Holder: <Name>
IBAN: <IBAN>
SWIFT: <SWIFT>
- 4.4 Payments will be made by COST in Euro. Any Bank charges related to the operation of the Grant are eligible costs to be covered by the allocated grant.

Article 5 – Deliverables, Reports and other documents

5.1 Operations

The **Grant Holder** will provide the COST Office with the Action's meeting dates at least 6 weeks in advance.

The grant holder has to make all liable payments to persons, institutions and other claimants eligible for reimbursement within 30 days of receipt of a claim and no later than 60 days after the event giving rise to the claim.

5.2 Financial reporting

- The **Grant Holder** will provide the COST Office with a preliminary and a final financial report, using the template in Annex D, respectively by <reporting date> and <end date>.
- The **Grant Holder** must keep relevant invoices, receipts, and minutes of Management Committee decisions, for further auditing for a period of five years.

5.3 Scientific reporting

The **Grant Holder** will provide the COST Office with a scientific progress report by <end date + 1 month>.

Article 6 - General administrative provisions

- 6.1 Request for amendments and communication required by the contract will be made in writing to the following addresses:

For the COST Office

< Science Officer Name>
Avenue Louise 149
1050 Brussels, Belgium
Tel : <S.O. Phone>
Fax : <S.O. Fax>
E-mail: <S.O. E-mail>

For the Grant Holder (Scientific Representative)

<Name>
<Institution>
<Address>
Tel : < Phone>
Fax : <Fax>
E-mail: <E-mail>

- 6.2 Each party to this agreement will inform the other party without delay of any changes in the names and addresses identified above.

Article 7 – Annexes

7.1. The following documents, as well as the COST Vademecum, form an integral part of this agreement:

- Financing of COST Actions - 6.2 - COST Grant Terms and conditions
- Guidelines for Assessment, Monitoring Evaluation & Dissemination of Results of COST Actions - Annex E: Monitoring Progress Report
- Annex A: Workplan
- Annex B: Budget Plan
- Annex C: Financial Reporting

7.2 In the event of conflict between the provisions of the annexes and those of the agreement, the provisions of the agreement will prevail.

Done at

duplicate in English.

<Name of the Grant Holder>

<Name of Director of the COST Office>

Date :

Date :

Signature

Signature

Annex A: Workplan (template)

This is a sample document. The blank form will be sent to you by the COST Office

COST Grant workplan**I. ACTION PROFILE**

Domain:

Action no. and title:

Chair:

START date:

END date:

Number of signatories:

Number of non-COST members:

Number of COST country entities (institutes, etc.) currently participating:

Number of non-COST entities (institutes, etc.) currently participating:

Number of MC Members:

Working Groups with numbers, titles and approximate number of members:

II. DETAILED BUDGET**(1) TRAVEL COSTS AND (2) WORKSHOP ORGANISATION SUPPORT***Management Committee Meetings*

Location:

Date:

Number of participants to be reimbursed:

Travel costs:

Organisational support:

Etc.

Working Group Meetings

WG no. and title:
Location:
Date:
Number of participants to be reimbursed:
Travel costs:
Organisational support:

Etc.

Other meetings

Title:
Location:
Date:
Number of participants to be reimbursed:
Travel costs:
Organisational support:

Etc.

Workshops and Conferences

Title:
Location:
Date:
Number of participants to be reimbursed:
Travel costs:
Organisational support:

Etc.

(3) SHORT TERM SCIENTIFIC MISSIONS (STSMs)

Number:
Cost:

(4) TRAINING SCHOOLS**(5) DISSEMINATIONS, PUBLICATIONS**

Title:
Cost:

Etc.

(6) OTHER ACTIVITIES (IF ANY)

(7) SECRETARIAL COSTS
Up to 15 % of (1 to 6)

III. WORK PLAN

(1) OBJECTIVES

Please describe the objectives to be achieved during the grant period and their relationship to the goals of the Action as laid down in the MoU or as modified by the Management Committee.

(2) ACTIVITIES

Please describe the contents of the activities listed in the budget, their relationship to each other (if any) and to the objectives stated above.

(3) OUTPUTS PLANNED FOR YEAR

(Including final reports, technical documents, publications and other forms of output.)

Annex B: Budget plan (*template*)

This is a sample document. The blank form will be sent to you by the COST Office

COST Grant budget plan	
<p>Action no. and title:</p> <p>Grant period:</p> <p>Allocated budget:</p>	
A. SUMMARY BUDGET	
(1) TRAVEL COSTS FOR MEETINGS	€.....
(2) WORKSHOP ORGANISATIONAL SUPPORT	€.....
(3) SHORT-TERM SCIENTIFIC MISSIONS	€.....
(4) TRAINING SCHOOLS	€.....
(5) DISSEMINATION - PUBLICATIONS	€.....
(6) OTHERS	€.....
TOTAL SCIENCE EXPENDITURE	€.....
B. SECRETARIAL SUPPORT (max. of 15% of A.)	€.....
C. TOTAL EXPENDITURE (A+B)	€.....

I. Template for Meeting reimbursements

Meetings travel costs
- Hotel allowance : maximum 110 EUR / night - Meal allowance : maximum 20 EUR / meal Column 1 : Name of Scientist : Family name and First name Column 2: ISO country code (2 characters) - see attached table Column 3: for statistics Column 4: Travel amount above 1.200 Euro requires MC Chair approval prior to the meeting.

Meeting 1	COST Action					
Title of Meeting : Place : Date : Meeting duration Number of participants :						
List of reimbursed participants						
	1	2	3	4	5	6
	Name of participant	Country	Gender	Travel amount	daily allowance	Total amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
Total Amount						

II. Template for Workshops and Seminars

Workshop support / Conference support
1) All workshops require a short scientific report (1 page maximum) with the following information: - Number of papers presented people present vs people reimbursed - Publications, if any 2) Support above 3.000 EUR requires a detailed financial breakdown people present vs people reimbursed
Workshop support / Conference support
Workshop/Conference 1 Title of Workshop : Place (city and country) : Date : Name of Local organiser : Total Number of participants : Number of participants reimbursed by COST
Total Amount
Workshop/Conference 2 Title of Workshop : Place (city and country) : Date : Name of Local organiser : Total Number of participants : Number of participants reimbursed by COST
Total Amount
Workshop/Conference 3 Title of Workshop : Place (city and country) : Date : Name of Local organiser : Total Number of participants : Number of participants reimbursed by COST
Total Amount
Workshop/Conference 4 Title of Workshop : Place (city and country) : Date : Name of Local organiser : Total Number of participants : Number of participants reimbursed by COST
Total Amount
Total amount for Workshops

III. Template for STSM reporting

STSMs- Short Term scientific Mission
<ul style="list-style-type: none"> - Maximum 2.500 Euro for an STSM - Countries : if the STSM does not involve 2 different COST Action countries, prior approval is required from the COST Office. - Duration : minimum 1 week ; maximum 3 months

STSMs- Short Term scientific Mission			COST Action						
Column 1 : Name of beneficiary (Family name and First name) Column 2 : for statistics Column 4 and 6 : indicate ISO country code (2 characters) - see attached table									
	1	2	3	4	5	6	7	8	9
	Name of scientist	Gender	Home Institution	Country	Host Institution	Country	Start Date	End Date	Total Amount
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
STSM Total									