

## 9 - Subsidies

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## 9.1 - Introduction

It may be considered necessary by a Management Committee (MC) or Domain Committee (DC) to request subsidies to review, co-ordinate, evaluate or summarise the results of its activities or to prepare a document or booklet for use by the broader scientific community (this does **not** include the annual or final reports of the Action). Funds may be requested from COST for such an activity, again through the COST Office. The amount of the subsidy is usually a contribution (percentage) to the total estimated budget of the activity.

The MC or TC that requested the study to be done is responsible, in collaboration with the Science Officer, for its implementation and for requesting and approving the relevant reports within the forecast time schedule.

## 9.2 - Procedures

The COST Office can provide subsidies for COST related activities in a wide range of activities.

The subsidies can be financed by the Actions budget if the activity is a specific Action related issue. The subsidy can also be funded via the central synergy budget if the activity is in the general interest of COST.

The approval of an application for a subsidy will be the responsibility of the COST Office. The details of the subsidy contract will be individually organized on an ad hoc basis following the normal COST Office procedure:

- Application for a subsidy by beneficiary sent to COST Office with supporting documents (detailed proposal, support by MC or TC if applicable etc.);
- Approval by the COST Office;
- Budget allocation and registration at COST Office and issue of reference number;
- Acceptance letter to beneficiary issued by COST Office to be signed and returned by beneficiary;
- Payment request (Form issued by COST Office, signed by beneficiary and sent to Office with supporting documents);
- Payment by COST Office via ESF payment section after receipt of deliverables and approval of MC and COST Office.