

COST Vademecum – COST Grant System

5. Training Schools

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5.1. Introduction

Training Schools within the framework of the Action topic are aimed at:

- Widening the knowledge of the Action activities.
- Providing intensive training on a new and emerging subject.
- Offering familiarisation with unique equipment or know how in one of the laboratories of the Action.

Training Schools are not intended to provide general training or education. Those attending a Training School are typically – but not exclusively – young researchers from across Europe. Furthermore, Training Schools may also cover appropriate re-training as part of life-long learning.

A Training School can also take the form of an Early Stage Researchers (less than PhD + 10 years) network created as a "think tank".

COST support covers organisation of the school and participation support to both trainers(including external experts) and trainees.

5.2. Duration

The duration of a Training School is normally between three days and two weeks long.

5.3. Eligible Costs

5.3.1. Local Organiser

The following items can be reimbursed: general support required for the organisation such as meeting room rental, lecture materials, secretarial support, coffee breaks, technical equipment as well as consumables specifically purchased for the Training School. The rules are the same as for Local Organiser Support (see 3 – Local Organiser Support).

5.3.2. Trainers

The following items can be reimbursed: travel and subsistence for trainers - same as for participants to COST meetings (see 2 - Travel and Subsistence), but no lecture fee.

5.3.3. Trainees

The following items can be reimbursed:

- Individual grants for trainees - amount to be decided by the MC. Each grant cannot exceed the normal reimbursement rates of COST (see 2 - Travel and Subsistence);
- General guide: the individual grants should be based on the most economic accommodation arrangement and on the most economic travel arrangement (see also 4.5 STSM - Financial support).

5.4. Procedure

5.4.1. Local Organiser

The request for a Training School has to be sent via the Chair of the Management Committee after MC approval of the programme and the list of paid participants to the Grant Holder with the following documents:

- Detailed programme and aim of the Training School;
- Support statement from the MC (e.g., the Minutes of a MC meeting);
- Detailed financial support request for the organisation of the meeting;
- List of trainers with contact details;
- List of trainees that have been selected by the MC to be entitled to the individual grants for attending the Training School, along with the amount of the grants;
- Contact details.

After receipt of the above documents, the Grant Holder will send Grant letters to the Local Organiser and to the trainee(s). In case general organisation support is granted, then a scientific report will be requested after completion of the Training School. Exceptions must be duly justified and must be accepted by the COST Office prior to the event.

5.4.2. Trainers and Trainees

Trainers and trainees will be requested to register on the e-COST application

5.5. Sample Grant letter to Local Organiser

(document produced by e-COST application)

LOCAL ORGANISER SUPPORT GRANT LETTER - version 1.1

Reference: COST-Workshop-ECOST-TRAINING_SCHOOL-ActionNr-Date-000004

Local Organiser: Name

Date: XX/XX/20XX

Place: Institution, City, Country

Grant Amount:

Dear Name,

With reference to your application for a Local Organiser Support grant within the COST scientific programme on Date, I am pleased to notify you that the Management Committee of the COST Action **ActionNr** (**ActionName**) has awarded a grant amounting to the fixed sum of **EUR X** to:

Account Holder: Name

Address: Address

Country: Country Name

IBAN: Nr

Swift/BIC: Nr

for the ECOST-TRAINING_SCHOOL-ActionNr-Date-000004 meeting in Institution, City, Country the Date to be spent according to the rules for the organisation of COST meetings. (see *COST Vademecum 2 - Local Organiser Support*, <http://cost.esf.org>).

Please note that all taxes, including VAT, are not eligible costs.

Above 30 EUR per participant supporting documents for the justification of expenses are required.

You are requested to inform the Grant Holder 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 Grant Holder at the above address, and retain the second copy for yourself.

No later than 4 weeks after completion of the workshop, you must send your scientific report together with the completed payment form to the Grant Holder in order to be eligible for reimbursement.

Yours sincerely,

Name

e-mail address

Phone

Grant Holder

I read the document "2 - Local Organiser Support" for the support for the organisation of a COST meeting and I accept this offer.

Local Organiser name: Name

Date

Signature

5.6. Sample Grant letter to Trainee

(document produced by e-COST application)

Reference: Training School, COST Action ActionNr
Beneficiary: Name
Host: Name, Institution, City (Country)
Period: from Start Date to End Date Place: City (Country)
Reference code: COST-TS-ECOST-TRAINING_SCHOOL-ActionNr-Date-000004

Dear Mr Roberto ALVAREZ,

With reference to your application for a Training School within the COST scientific programme on Action Name, we are pleased to notify you that the Management Committee of the COST Action ActionNr has awarded a grant amounting to the fixed sum of **EUR X** to:

Account Holder: GH
Address: GH
Country: Country Name
IBAN: Nr
Swift: Nr

for the above Training School.

You are requested to inform us whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to us at the address below, and retain the second copy for yourself.

Please note that the guidelines for the Training School for COST can be found at <http://www.cost.esf.org/guidelines>.

Yours sincerely,

Tester E-COST

on behalf of COST Office

Grant Holder of the COST Action ActionNr

I read the rules for the execution of the COST Training Schools and I accept this offer.

Scientist name: Name

Signature: Date:

5.7. Sample Payment Request Form

(document produced by e-COST application)

LOCAL ORGANISER SUPPORT PAYMENT REQUEST FORM - version 1.1

COST Action: ActionNr (ActionName)
Local Organiser's Name and Institution: Name - Institution, City, Country
Event period: From : Start Date to End Date
Place: nstitution, City, Country
Reference Code: COST-Workshop-ECOST-TRAINING_SCHOOL-ActionNr-Date-000004
Claimed amount of the grant: X EUR

The above event has been successfully completed and the following documents are attached:

- Final financial statement for grants above 30 EUR per participant.
- Scientific report
- Approval by the Management Committee (email)
- Bank details as follows:
 - Name of the account holder: Name
 - Name of Bank: Name
 - Account number: Nr
 - Bank SWIFT code or BIC: Nr

Date: Signature: