

COST Annotated Rules

*Changes Effective
1st November 2024*

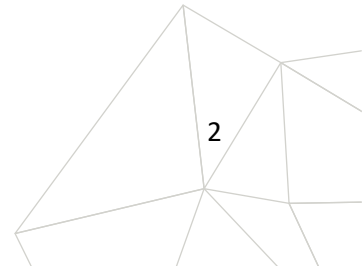




Agenda

Summary of the changes per Networking Tool

- TRAVEL REIMBURSEMENT RULES
- LOCAL ORGANISER SUPPORT (LOS)
- GRANTS (*PRESENTATIONS AT CONFERENCES ORGANISED BY THIRD PARTIES*)
- Q&A

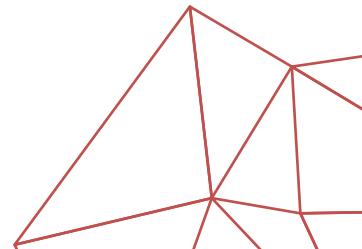
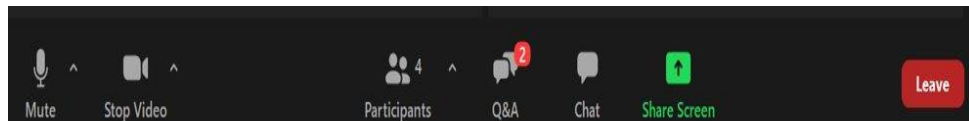




Etiquette for webinar

- This webinar will not be recorded
- The slides will be shared in Basecamp
- Attendee audio/video are disabled
- Ask clear and concise questions related to the topic
- You can ask questions anonymously

Please use the Q&A Function.



1. Travel Reimbursement Rules



Daily Allowance (DA)

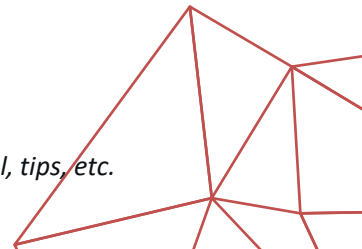


- DA covers incurred expenses for accommodation, meals, short distance travel (defined as less or equal to 100 km one way) and **other incidental costs***.
- DA rates per country will increase as of 1 Nov. 2024 – [2024 Daily Allowance table](#)
- DA for local participants is raised from **40%** to **50%**
- DA calculation in case of overlapping STSM & Meeting/TS

Participant can now claim in the meeting/TS reimbursement request form:

- Long distance travel from the place of the STSM to the Meeting/TS
- 50% Daily Allowance

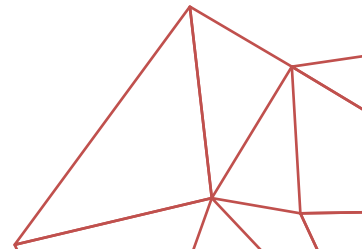
**Incidental costs refer to taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, tips, etc.*



Daily Allowance Calculation in case of overlapping STSM with Meeting/TS



- **New Requirement**

The applicant must upload a statement in the claim from the Host Institution or Action Chair confirming the STSM mission, including the Action Number and dates.



Daily Allowance provisions for local participants

Allowance calculation

 The **daily allowance** reimbursement depends on the **meeting location** and **travel times**. The amount covers **accommodation, meals, short distance travel** expenses and other **incidental costs**. 

 Tip: A **Local participant** resides on the **same city** as the event venue 

Do you wish to claim the **calculated daily allowance**?

Yes No

Are you a **local participant** wishing to claim reimbursement of **subsistence and short distance travel expenses**?

Yes No

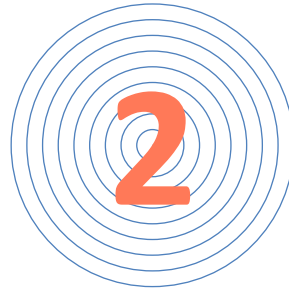
Do you wish to claim a **lower total daily allowance**?

Yes No

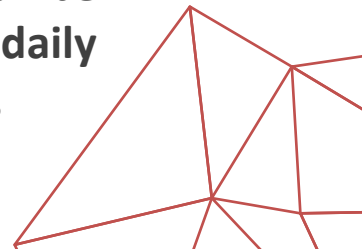
Daily Allowance Calculation – General Principles



Travel dates and hours



In those cases when the travel hours cannot be ascertained from the supporting documents, the duration of the start or return journey(s) shall be increased for the purpose of calculating the daily allowance, by a fixed period of 2 hours.




Long-distance travel

- Long-distance travel is any travel equal to or above 101 km one way between a main transportation hub and the main transportation hub at the event venue and return to a main transportation hub at the point of arrival.
- Travel must be related to COST activity
- Any deviation from travel destination for personal or professional reasons is not reimbursed.

Stopover vs Layover – What is the difference?

- A **stopover** occurs when a traveler intentionally pauses for over 24 hours in a connecting city before reaching their final destination.



If the costs for each journey segment cannot be identified, 30% of the total ticket price will be deducted.

- A **layover** refers to the waiting time between two connecting flights at the airport or different modes of transport (eg. Train + flight, flight+ bus, etc). A layover should not exceed a duration of 24 hours.



Anything longer than 24 hours is considered a stopover.

Long Distance Car Travel



- Long distance car travel is limited to a maximum distance of **1000** km for the entire;
- Reimbursement remains €0.35/km.

Updated Requirements:

- Reimbursement based on a parking receipt showing parking dates or a screenshot for SMS payments.

! Parking tickets are not reimbursed independently. They are already included in the DA as incidental costs.

2. Local Organiser Support (LOS)



Local Organiser Support



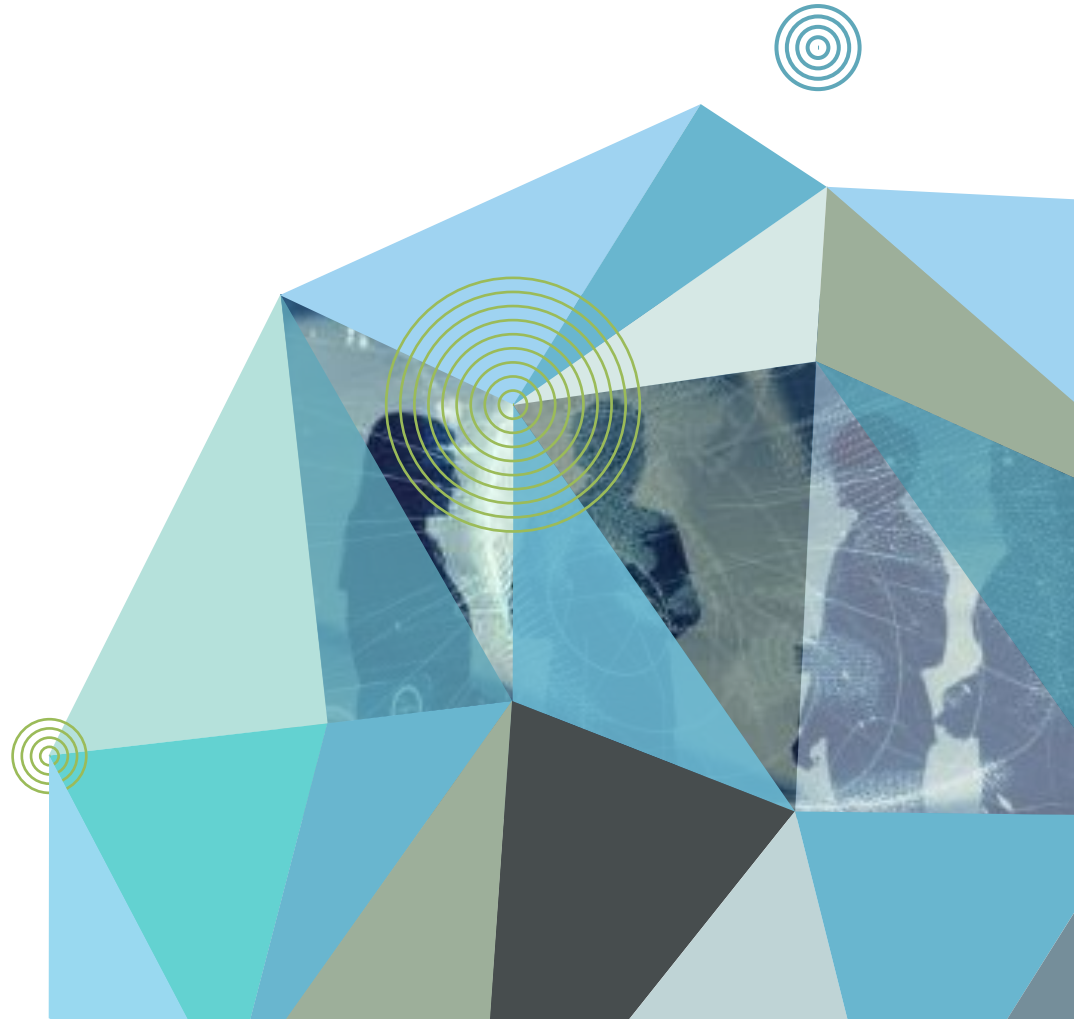
- **Cancellation insurance is now included in the list of eligible expenses and highly recommended.**
- **Provisions for Force Majeure impacting LOS**

In the event of cancellation, the local organizer is required to utilize the contracted cancellation insurance.

If there is no cancellation insurance in place, any expenses incurred in organizing the event will not be eligible for reimbursement from the COST Grant.

3. Grants

*(PRESENTATIONS AT CONFERENCES
ORGANISED BY THIRD PARTIES)*



Overview of presentations at conferences organised by third parties



ITC Conference Grant

Only for **applicants from ITC /NNC**

(no matter the age)



Young Researcher Conference Grant

Only **applicants below 40 years old**

(no matter the country among the 42 COST countries)



Dissemination Conference Grant

For any Action participant to present the work of the Action



Requirements & financial contribution



ITC Conference Grant

Only **oral** presentations of their own work within the scope of the Action are acceptable.

- high-level conference fully organized by a third party
- Up to 2500 EUR for face-to-face conference
- Up to 500 EUR for online conference



Young Researcher Conference Grant

A presentation (**poster/oral presentation**) of **their own work** by a Young Researcher and Innovator (YRI)



Dissemination Conference Grant

Only oral presentation on the work of the Action by Action participant.

Q and A



THANK YOU!

