CIRCULAR B

Implementation of Circular Economy in the Built Environment

Call for Applications for ITC Conference Grants

31 Mar 2023

Description

ITC Conference Grants consist of financial support for Young Researchers and Innovators affiliated with an Inclusiveness Target Country (ITC) / Near Neighbor Country for their participation in high-level conferences fully organized by a third party, i.e., **not organized nor co-organized by the COST Action CircularB**. The grants aim to:

- Serve COST Excellence and Inclusiveness Policy.
- Support Young Researchers and Innovators affiliated with a legal entity in Inclusiveness Target Countries (ITCs) / Near Neighbor Countries to establish a strong network of researchers and increase their visibility in the scientific community through work and knowledge sharing.
- Contribute to increasing the visibility of the CircularB Action.
- Benefit the recipients by supporting their attendance at a conference where they can present their work (poster/oral presentation) and establish new contacts for future collaborations.

Who can apply?

- ✓ Conference Grants are exclusively reserved for PhD students, PhD candidates, and Young Researchers (less than 40 years old) with a primary affiliation to an institution located in an Inclusiveness Target Country (ITC) and Innovators participating in our COST Action CircularB.
- ✓ The applicants must produce an oral/poster presentation at the chosen Conference and be listed in the official event/conference program. The main subject of the approved Conference's oral presentation/poster presentation must be among the COST Action CircularB topics and acknowledge COST's sponsorship (see visual identify rules here).
- ✓ The participation of each applicant must be pre-approved by the COST Action CircularB Management Committee.
- ✓ The Conference must take place by **31 August 2023**
- ✓ Detailed information can be found in COST Actions Annotated Rules.

How to apply?

To be filled in e-Cost
- All applications must be submitted directly through the e-COST system. If you do not have an e-COST account yet, please create one here.
- Within e-COST, select 'Apply for new Grant' from the "Grant Applications "page and choose ITC Conference grant.

- After encoding the Grant application form by filling in all the sections mentioned above, the applicant must also upload a completed application template, which shall be previously downloaded from the application page.

You will have to upload additional supporting documentation as follows:
- Application form (template available on e-COST) describing: Relevance of the conference topic to the COST Action CircularB and Motivation describing the potential for impact on the applicant's career.
- CV (including a list of academic publications, if any).
- Short description of your involvement in our COST Action CircularB.
- Acceptance letter from the conference organizers' (confirming either your speaking slot or your poster presentation).
- A copy of the abstract or poster submitted to the Conference.
- If available at the time of application, please include a copy of the conference agenda.

Please note that you are not allowed to apply for this grant at a conference organised or co-organized by the COST Action CircularB.

Questions not covered in the annotated Rules or STSMs guidelines can be addressed to ca21103@civil.uminho.pt.

Application approval and payment procedures are managed through the e-COST platform and are explained in detail in the COST Rules. Detailed information on eligibility, evaluation and selection, financial support, and grant payment procedures can be found in the rules.

Fincancial support

A Conference Grant is a fixed financial contribution considering the applicant's budget request and the application evaluation by the delegated reviewers. A Conference Grant contributes to the selected recipient's overall travel, accommodation, and meal expenses. However, it does not necessarily cover all the costs entailed by participating in a given conference.

The calculation of the financial contribution for each Conference Grant must respect the following criteria:
- Up to **a maximum** of **€ 2 000** in total for each successful applicant.
- Grant Providing contribution for travel, accommodation and subsistence expenses, registration fee, scientific poster printing, and overall effort.
- In addition, when the hosting institution supports meal and accommodation expenses as part of the provisions offered in their conference package, such costs must be deducted from the grant. Documentary evidence of the conference fee must be provided by the applicant and submitted with other relevant administrative documents.

Receiving your grant

If you have been selected as an ITC conference grant recipient, you will receive your grant amount **after** the Conference ends. The amount is pending a decision by the MC or Core Group of COST Action CircularB on a proposal of the evaluators and should reflect the duration and location of the Conference and the actual conference Dissemination fee. The e-COST system will automatically ask you to submit a Scientific Report, which you must provide within **30 days** after the Conference ends. Immediately after the Scientific Report approval, reimbursement will be deposited into your bank account.

If possible, please ask someone to photograph you during your presentation.

Questions not covered in the annotated Rules or STSMs guidelines can be addressed to ca21103@civil.uminho.pt

Important dates

The earliest date for the submission of applications is **05 April 2023**. The Conference to be attended by the successful applicants must be held by **31 August 2023 at the latest**.