

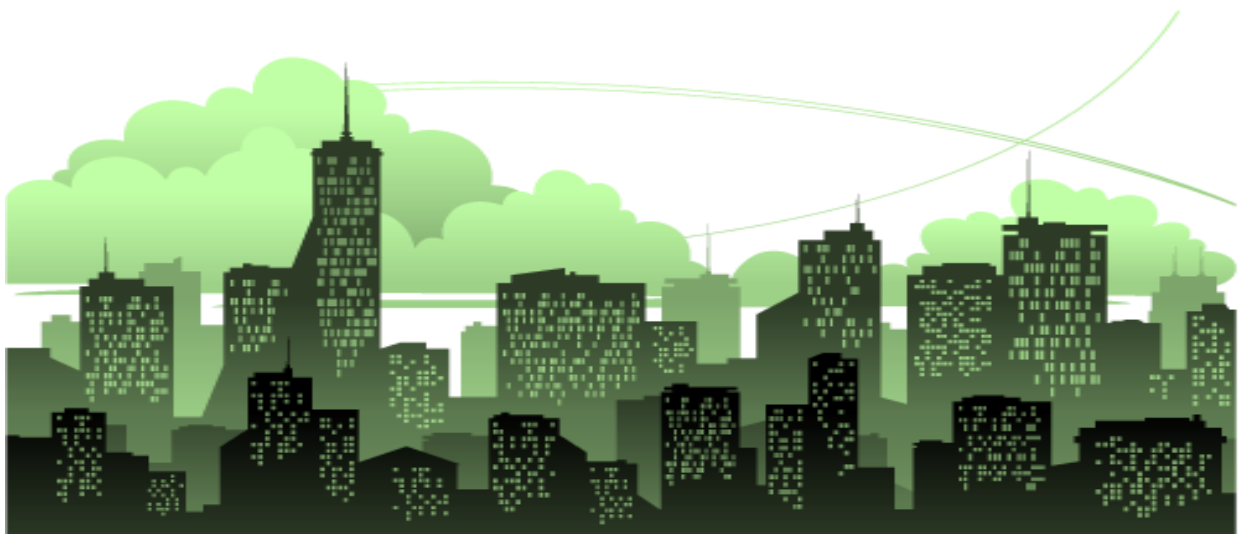


# CIRCULAR B

## Implementation of Circular Economy in the Built Environment

# CircularB's 2024 Call for Applications for ITC Conference Grants

15 Feb 2024





The 2<sup>nd</sup> Call for CA21103 CircularB ITC Conference Grants is currently open for conferences scheduled to take place no later than 20<sup>th</sup> September, 2024.

## Description

ITC Conference Grants provide financial support for **Young Researchers and Innovators** affiliated with an [Inclusiveness Target Country \(ITC\) or Near Neighbor Country](#), enabling their participation in high-level conferences fully organised by third parties, **not organised nor co-organised by the COST Action CircularB**. The grants aim to:

- Align with the [COST Excellence and Inclusiveness Policy](#).
- Support young researchers and innovators affiliated with legal entities in Inclusiveness Target Countries (ITCs) or Near Neighbor Countries in establishing robust research networks and enhancing their visibility within the scientific community through knowledge sharing.
- Enhance the visibility of the CircularB Action.
- Benefit recipients by supporting their attendance at conferences where they can present their work (via poster or oral presentation) and establish new collaborations for future endeavors.

## Eligibility Criteria

- Conference Grants are exclusively reserved for **CircularB members who are PhD students, candidates, or young researchers** (under 40 years old) primarily affiliated with an institution located in an [Inclusiveness Target Country \(ITC\)](#).
- Applicants are required to deliver either an **oral or poster presentation** at the selected conference and must be listed in the official program of the event/conference. The subject matter of the approved presentation must **align with the topics covered by COST Action CircularB and acknowledge COST's sponsorship** (see [visual identify rules here](#)).
- Participation of each applicant must be **pre-approved by the COST Action CircularB Management Committee (MC)**. While attendance at European conferences is preferred, conferences held elsewhere can also be considered.
- Conferences eligible for funding must occur **no later than 20<sup>th</sup> September 2024**.
- **Active participants** in CircularB are strongly encouraged to apply for these grants.
- Further details can be found in the [Annotated Rules of COST Actions](#).

## Application Process and Documentation

- All applications must be submitted directly through the [e-COST system](#).
- Once logged in, navigate to the "Grant Applications" page, select "Apply for Grant," and choose the ITC Conference grant option.
- Fill out the e-COST online Grant Application completely, ensuring all fields are accurately completed.



- In the “Supporting Documents” section, please upload the following documents:
  - Grant Application Form: Use the template accessible on e-COST, filling out conference details and accepted contribution information. Describe the relevance of the conference topic to the COST Action CircularB and provide a motivation statement, detailing the potential impact on your career.
  - Acceptance letter: Provide an acceptance letter from the conference organisers confirming either the applicant’s speaking slot or poster presentation.
  - Abstract: Include a copy of the abstract of your accepted oral or poster presentation.
  - Short CV: Under document type “Other”, upload an updated short CV, including a list of academic publications if applicable.
  - Involvement in CircularB: Under the document type "Other," provide a description of your involvement and contributions to CircularB thus far. Explain how your participation in and contribution to the selected conference would benefit the Action by defining the relevant Working Group(s) and specific deliverable(s) addressed in the contribution.
    - D3: Report on technical challenges and barriers for circular strategies implementation (WG1)
    - D4: Circular building design strategies and best practices (WG1)
    - D5: E-learning section on CircularB website focusing on best practices and circular solutions (WG1, WG4)
    - D6: Report on business models and financial studies (WG2)
    - D7: Circular management model and case studies report (WG2)
    - D8: Circular KPIs (WG3)
  - Conference Agenda: Under document type “Other”, include a copy of the conference agenda if available at the time of application.

## Financial Support

A Conference Grant constitutes **a fixed financial assistance** tailored to the applicant’s budgetary requirements and evaluated by designated reviewers. It aids in covering travel, accommodation, and meal expenses for the chosen recipient, though it may not fully cover all conference-related costs. **The reviewers will determine an appropriate funding level for approved applications, ensuring that the awarded Grant does not exceed the amount requested by the applicant.**

The calculation of the financial assistance for each Conference Grant respects the following criteria:

- A **maximum of € 2 000 in total** for each successful applicant.
- Provision of support for travel, accommodation, subsistence expenses, registration fee, scientific poster printing, and overall participation effort.
- Furthermore, if the conference registration fee includes meal and accommodation expenses in the conference package, **these costs must be deducted from the grant**. Applicants are required to provide **documentary evidence of the conference fee** along with other pertinent administrative documents.



## Receiving the Grant

If you have been selected as a recipient of an ITC conference grant, **you will receive the grant amount after the conference concludes.** The specific amount is subject to approval by the Management Committee (MC) or Core Group of COST Action CircularB based on the evaluators' proposal, taking into account factors such as the duration and location of the conference, as well as the actual conference dissemination fee.

The e-COST system will automatically prompt you to submit a **Scientific Report**, which must be provided within **30 days after the conference concludes or before 5th October, whichever comes first.** In addition to the report, grantees are required to upload **proof of their travel or accommodation in the conference hosting city, documentation of the conference fee and package, a brief testimonial about the attended conference experience and a photograph taken during their presentation at the conference.**

**Upon approval** of the Scientific Report and submission of the requested documents, reimbursement will be deposited into your bank account.

Application approval and payment procedures are managed through the e-COST platform, with detailed explanations provided in the COST [Annotated Rules](#). For comprehensive information on eligibility, evaluation and selection, financial support, and grant payment procedures, please refer to the rules.

In the event of force majeure occurring before or during the conference, which disrupts conference attendance and/or presentation of contribution, please refer to the "[Handling Travel Derogation Requests](#)" document for guidance.

## Important dates

The earliest date for the submission of applications is **15<sup>th</sup> of February 2024.** The Conference to be attended by successful applicants must be held **no later than 20<sup>th</sup> of September 2024.** Applicants will be notified of acceptance or rejection within **a maximum of 15 days from their submission.**

For any inquiries not covered in this call or in the [annotated Rules](#), please contact [ca21103@civil.uminho.pt](mailto:ca21103@civil.uminho.pt).