

CircularB

Implementation of Circular Economy in the Built Environment

Call for Applications for ITC Conference Grants and Young Research and Innovator Conference Grants



The 3rd Call for CA21103 CircularB ITC Conference Grants and Young Research and Innovator Conference Grants is currently open until the 15th of September 2025.

ITC Conference Grant

Description

ITC Conference Grants provide financial support for **an oral presentation of their own work within the scope of the Action by an Action Participant** affiliated to a legal entity located in an Inclusiveness Target Country / Near Neighbour Country in a high-level conference fully organised by a third party, i.e. **not organised nor co-organised by the COST Action CircularB**.

The grants aim to:

- Align with the [COST Excellence and Inclusiveness Policy](#).
- Serve COST Excellence and Inclusiveness Policy;
- Supports Action Participant affiliated to a legal entity located in an Inclusiveness Target Countries/ Near Neighbour Countries to establish a strong network and increase their visibility in the research community through sharing their work and gaining knowledge;
- Enhance the visibility of the CircularB Action.
- ITC Conference Grantee: receives support for attending and presenting their own work **within the scope of the Action (oral presentation)** in a conference and can establish new contacts for future collaborations.

Eligibility Criteria

- Conference Grants are exclusively reserved for **CircularB members** primarily affiliated with an institution located in an [Inclusiveness Target Country \(ITC\)](#).
- Applicants are required to deliver either an **oral 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**.
- 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.
- **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. To be filled in e-COST:
 - Title of the presentation
 - Conference title, date (within the active Grant Period, i.e. no overlap across two consecutive Grant Periods) and country;
 - Budget requested.

- In the “Supporting Documents” section, please upload the following documents:
 - Grant Application Form: Use the template accessible on e-COST, fill out conference details and accept 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.
 - Abstract: Copy of the abstract of the accepted oral 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 the 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 € 2 500 in total** for each successful applicant for in-person conferences.
- Provision of support for travel, accommodation, subsistence expenses, registration fee, 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 on 15th 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 documentation, 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 related document for guidance.

Important dates

The earliest date for the submission of applications is **3rd February 2025**.

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

Young Researcher and Innovator Conference Grant

Description

YRI Conference Grants provide financial support for **an oral presentation of their own work within the scope of the Action by an Action Participant who is a Young Researcher and Innovator (YRI)¹** in a high-level conference fully organised by a third party, i.e. **not organised nor co-organised by the COST Action CircularB**. The grants aim to:

- Align with the [COST Excellence and Inclusiveness Policy](#).
- Serve COST Excellence and Inclusiveness Policy;
- Supports Young Researchers and Innovators to establish a strong network and increase their visibility in the research community through sharing their work and to gain knowledge;
- Enhance the visibility of the CircularB Action.
- YRI Conference Grantee: receives support for attending and presenting their own work **within the scope of the Action (oral presentation)** in a conference and can establish new contacts for future collaborations.

Eligibility Criteria

- Conference Grants are exclusively reserved for **CircularB members who are young researchers and innovators**.
- Applicants are required to deliver either an **oral 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**).
- 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.
- **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 Young Research and Innovator Conference Grant option.
- Fill out the e-COST online Grant Application completely, ensuring all fields are accurately completed. To be filled in e-COST:
 - Title of the presentation
 - Conference title, date (within the active Grant Period, i.e. no overlap across two consecutive Grant Periods) and country;

¹ Young Research and Innovator: A researcher or innovator under the age of 40.

- Budget requested.
- In the “Supporting Documents” section, please upload the following documents:
 - Grant Application Form: Use the template accessible on e-COST, fill out conference details and accept 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.
 - Abstract: Copy of the abstract of the accepted oral 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 the 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 € 2 500 in total** for each successful applicant for in-person conferences.
- Provision of support for travel, accommodation, subsistence expenses, registration fee, 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 a YRI 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 on 15th 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 documentation, 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 related document for guidance.

Important dates

The earliest date for the submission of applications is **3rd February 2025**.

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