

## Training School (TS) rules

### 1. Definition and aims

Training Schools are events aiming to provide intensive training in emerging research topics within the laboratories and organisations involved in the Action.

### 2. Eligibility and financial support

COST supports the participation of two categories of participants for their attendance at approved Training Schools:

- **Trainers** can be reimbursed for their travel, accommodation and meal expenses in line with the eligibility rules specified in Section 5 of the COST Vademecum. In no occurrence trainers can receive any form of lecture fees and/or any form of honoraria from the COST budget for participating to a COST Action Training School. Each trainer must register a profile on e-COST at <https://e-services.cost.eu> - each trainer must add their bank details to their e-COST profile. The following trainers are eligible to be reimbursed:
  - Trainers from Participating COST Full Members / COST Cooperating Members.
  - Trainers from Participating COST Partner Members.
  - Trainers from Approved NNC (Near Neighbour Countries) Institutions.
  - Trainers from Approved IPC (International Partner Countries) Institutions.
  - Trainers from Approved International Organisations (IO).
  - Trainers from Approved European RTD (Research, Technology and Development) Organisations.
  - Up to four Invited Speakers whose primary affiliation is with an institution located in a non-participating COST Full Member / COST Cooperating Member (which also includes COST Full Members / COST Cooperating Members listed as being under intention and / or individuals who have not yet obtained Action MC approval to participate in a given Action), individuals in non-approved NNC Institutions and individuals located in non-approved IPC Institutions. Invited Speakers are specialists who are not Action Participants but can partake in one COST Action meeting and/ or Training School throughout the lifetime of the Action. Invited Speakers can be reimbursed for their attendance at one Training School across the lifetime of the Action and must be invited, and listed, as a speaker on the programme / agenda of the relevant Training School.
- **Trainees** are entitled to receive a fixed grant as described in the Section 6.3 of the COST Vademecum. Trainees must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an institution, organisation or legal entity which has within its remit a clear association with performing research. Trainees must have an updated e-COST profile (<https://e-services.cost.eu>) including their personal bank details to their e-COST profile. Trainees eligible for reimbursement are:
  - Trainees from COST Full Members / COST Cooperating Member.

- Trainees from Approved NNC Institutions.
- Trainees from Approved European RTD Organisations.
- The organisational expenses linked to hosting a Training School can be claimed under the 'Local Organiser Support' mechanism (see Section 7 of COST Vademecum).

The following participants are **not eligible** for reimbursement:

- Trainers from the EU Commission, Bodies, Offices and Agencies.
- Other Trainers not specifically mentioned as being eligible.
- Trainees from COST Partner Members.
- Trainees from Approved IPC Institutions.
- Trainees from Approved IO, EU Commission, Bodies, Offices and Agencies.
- Other Trainees not specifically mentioned as being eligible.

Please visit the AIM-COST website ([www.aedescost.eu](http://www.aedescost.eu)) for the most up-to-date information about which countries and organisations are taking part in AIM-COST Action.

Applicants may receive only one Trainee grant per grant period.

### 3. How to apply

Eligible applicants should follow these steps:

- Fill-in the online application form (available at: [www.aedescost.eu](http://www.aedescost.eu));
- Provide the following supporting documents:
  - *Curriculum vitae* (3 pages maximum);
  - One recommendation letter from a senior researcher;
- Send the complete files as e-mail attachment together with the necessary supporting documents to the TS coordinator (Andrei D. Mihalca: [amihalca@usamvcluj.ro](mailto:amihalca@usamvcluj.ro));
- Expect a confirmation email.

In principle, the call for application for each TS will be opened at least three months prior the TS start date and the application process will remain open for three weeks. The results will be published on the Action website not later than two months prior to the start date of the TS. These time frames may be changed according the start date of the grant period and the approval of budget by the COST Office. If so details will be posted on the project website.

### 4. Trainee grants

The Action Core Group must define the financial contribution, in the form of a Trainee Grant (see below), for all selected trainees. Trainee Grants do not necessarily cover all expenses related to attending the Training School. The Trainee Grant is a contribution to the overall travel, accommodation and meal expenses of the Trainee and will be calculated taking into consideration the cost of living in the city / country where the Training School is being held. The amount allocated for accommodation and meal expenses cannot exceed EUR 160€/day and the total Grant awarded to each eligible Trainee cannot exceed EUR 1.500€. Different Grants amount can be attributed to each trainee. The Action Core Group will fix the financial contribution for each Trainee taking into consideration the distance from the home Institution to the TS location.

## 5. Evaluation process

The evaluation, grading and ranking of the TS applications will be the task of the TS Committee. The MC has agreed that the TS Committee will be composed by:

- The Action Chair (alessandra.dellatorre@uniroma1.it);
- The Deputy Chair (dusanp@polj.uns.ac.rs);
- The TS Coordinator: Andrei Daniel Mihalca (amihalca@usamvcluj.ro);
- The TS Deputy Coordinator: Bulent Alten (kaynas@hacettepe.edu.tr);
- The Coordinator of the local organizing committee;
- The leader of the WG responsible for organizing the TS (or the deputy leader, if the leader is the same person as one of the above);

The applications are should be sent to the TS coordinator by email. The TS Coordinator will evaluate the applications and reject those that are incomplete or that do not meet the eligibility criteria.

Eligible applications will be sent to the all members of the TS Committee. Each member of the TS committee will grade the applications according to the following scale:

Name	CV <sup>1</sup>	Motivation letter <sup>2</sup>	Recommendation letter <sup>3</sup>	Previous support provided by AIM COST <sup>4</sup>	Final grade (A+B+C+D) (3-19)
	A (1-5)	B (1-5)	C (1-5)	D (0-4)	

<sup>1</sup>CV

- 1 – Very poor: CV generally weak.
- 2 – Poor: CV fair, but very little experience in the Action field or related fields.
- 3 – Fair: CV fair with reasonable experience in the Action field or related fields.
- 4 – Good: CV good with reasonable experience in the Action field or related fields.
- 5 – Excellent: CV very good and related to Action field or related fields.

<sup>2</sup>Motivation letter:

- 1 – Very poor: motivation illogical and not understandable.
- 2 – Poor: motivation with limited understanding, planning and not clear to the future career of the applicant.
- 3 – Fair: motivation with some understanding, planning and a description of benefit of training to the future career of the applicant.
- 4 – Good: motivation with good understanding, planning and a description of benefit of training to the future career of the applicant.
- 5 – Excellent: very clearly expressed motivation in terms of planning, feasibility and expected benefits provided by the training course on the applicant's future career.

<sup>3</sup>Recommendation letter:

- 1 – Very poor: very poor support to the applicant and/or very weak motivations for training need in relation to the future career of the applicant and/or for development of AIM-related activities in Europe.
- 2 – Poor: poor support to the applicant and/or weak motivations for training need in relation to the future career of the applicant and/or for development of AIM-related activities in Europe.
- 3 – Fair: fair support to the applicant and/or fair motivations for training need in relation to the future career of the applicant and/or for development of AIM-related activities in Europe.

- 4 – Good: good support to the applicant and/or good motivations for training need in relation to the future career of the applicant and/or for development of AIM-related activities in Europe.
- 5 – Excellent: very good support to the applicant and very good motivations for training need in relation to the future career of the applicant and/or for development of AIM-related activities in Europe.

<sup>4</sup>Previous support provided by AIM COST:

- 4 – no use of other AIM COST tools (STSM, TS, AC) in the past
- 3 – one time use of other AIM COST tools (STSM, TS, AC) in the past
- 2 – two times use of other AIM COST tools (STSM, TS, AC) in the past
- 1 – three times use of other AIM COST tools (STSM, TS, AC) in the past
- 0 – four or more times use of other AIM COST tools (STSM, TS, AC) in the past

The members of the TS committee will each send their evaluations back to the TS coordinator who will calculate the average grade for each applicant. A minimum grade of eight points (out of 19) is required for grant attribution. Before ranking, the TS Coordinator will add five points to applications submitted by ECIs (Early Career Investigator), rank all the proposals and, together with the TS Deputy Coordinator and the Action Chair or Deputy Chair will suggest the specific trainee grant amount.

The total number of TS attributed per Training School will depend on the budget available and capacity of the facilities, as declared by the main organizer. In the case of even scoring and imbalanced geographic representation, the TS Committee can decide whether, in some specific cases, the participation of trainees from certain countries should be favoured. The TS Committee can also decide to shift the gender balance of the of the eligible applicants.

The ranked table will be sent by email to all TS Committee members for their final approval. After approval, the results table will be published on the website of the Action.

## **6. Reporting and payment**

Payment of the Grant will be made after the TS organizer submits a report to the Action Chair and TS coordinator, together with the copy of the attendance list.

## **7. Further details**

For a detailed description of the regulations and procedures, applicants should consult the COST *Vademecum* available for the Action website at [http://www.aedescost.eu/sites/default/files/2018-12/Vademecum\\_2018.pdf](http://www.aedescost.eu/sites/default/files/2018-12/Vademecum_2018.pdf).