

## 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: trainers and trainees.

1. The Action MC shall define from amongst eligible participants those Trainers and Trainees who are to be reimbursed. The Action MC can delegate the pre-mentioned tasks to the Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution).
2. Both Trainers and Trainees can be reimbursed for their long-distance travel expenses in line with the eligibility rules specified in Section 5. Meetings – Financial Support. In addition, the reimbursement of the daily allowance rate for the country where the Training School takes place covers the incurred accommodation, meals, and local travel expenses.
3. In no occurrence can Trainers receive any form of Lecture Fees and/or any form of honoraria for participating in a COST Action Training School.
4. The Management Committee may choose to apply two different daily allowance rates, one rate for Trainers and one rate for Trainees.
5. The Action MC may decide to reduce the daily allowance rate. In such cases, all participants concerned shall be notified of the revised daily allowance rate before or upon receiving their formal invitations via e-COST. The same daily allowance rate shall be afforded to all eligible Trainers or all eligible Trainees attending a given Training School.
6. All attendees (both trainers and trainees) at approved Training Schools shall sign the attendance list on each day that they attend the event.
7. All attendees shall create an e-COST profile at <https://e-services.cost.eu> including bank details prior to accepting their e-COST invitation.
8. All attendees shall submit via e-COST a completed online travel reimbursement request within 30 calendar days after the end date of the approved activity.
9. All attendees shall upload legible copies of all invoices / receipts and relevant supporting documents onto e-COST and archive the original invoices / receipts for four (4) years after the end of the Grant Period in which the meeting takes place.
10. The organisational expenses linked to hosting a Training School can be claimed under the 'Local Organiser Support' mechanism (see May 2020 Vademecum, Section 7).

#### **Trainers eligible to be reimbursed:**

1. Trainers from Participating COST Full Members / COST Cooperating Members.
2. Trainers from Participating COST Partner Members.
3. Action MC Observers from NNC.
4. Action MC Observers from IPC.
5. Trainers from Approved International Organisations (IO).
6. Trainers from Approved European RTD Organisations.

7. 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 participate and be reimbursed for their attendance in one COST Action meeting and/ or Training School throughout the lifetime of the Action following the same reimbursement rules as for any other eligible participant. Invited Speakers shall be listed as a speaker on the programme / agenda of the relevant Training School.

**Trainers not eligible to be reimbursed:**

1. Trainers from EU Commission, Bodies, Offices and Agencies.
2. Other Trainers not specifically mentioned as being eligible.

Trainees eligible to be reimbursed:

Trainees shall 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 eligible for reimbursement:**

1. Trainees from COST Full Members / COST Cooperating Member.
2. Action MC Observer from NNC.
3. Trainees from Approved European RTD Organisations.

Trainees not eligible to be reimbursed:

1. Trainees from COST Partner Members.
2. Action MC Observers from IPC.
3. Trainees from Approved IO, EU Commission, Bodies, Offices and Agencies.
4. Other Trainees not specifically mentioned as being eligible.

Please visit the AIM-COST website 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: link on AIM-COST TS webpage);
- Provide the following supporting documents:
  - o *Curriculum vitae* (3 pages maximum);
  - o 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);
- Expect a confirmation email.

The call for application for each TS will be open four month prior the TS start date and the application process will be open for three weeks. The results will be published on the Action website about three month prior to the start date of the TS. However, these time frames could be changed according the start date of the grant period and the approval of budget by the COST Office.

#### 4. Trainee grants

The reimbursement of incurred accommodation, meals, and local travel expenses in the country where the meeting takes place is paid as one item known as daily allowance. The daily allowance considers the participant’s travel start and end dates and hours. The daily allowance rate is determined based on the country where the event takes place. The daily allowance rates can be found on the COST website at [www.cost.eu/daily\\_allowance](http://www.cost.eu/daily_allowance).

No invoices for accommodation, meals, and local transport in the country where the meeting takes place are required. In the cases when the travel dates to and from the event cannot be determined, the participant shall provide any documentation attesting their travel dates so that the daily allowance can be correctly reimbursed.

The Action MC may decide to reduce the daily allowance rate. In such cases, all participants shall be notified of the revised daily allowance rate before or upon receiving their formal invitations via e-COST. The same daily allowance rate shall be afforded to all eligible participants attending a given event.

See Section 5 in May 2020 COST VADEMECUM.

#### 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 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(s) of the WG(s) responsible for organizing the TS (or the deputy leader, if the leader is the same person as one of the above);
- AIM-COST Deputy Chair

The applications are sent to the TS coordinator by email. The TS Coordinator will analyse 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	Motivation letter**	Previous use of AIM COST tools***	Final grade (A+B+C) (2-14)
	A (1-5)	B (1-5)	C (0-4)	

\*CV

- 1 – Very poor: CV not related to the topic of the Action and TS.
- 2 – Poor: CV with limited relation to the topic of the Action and with no relation with the topic of the TS.
- 3 – Fair: CV with relation to the topic of the Action and with limited relation with the topic of the TS.
- 4 – Good: CV with relation to the topic of the Action and the topic of the TS.
- 5 – Excellent: CV with relation to the topic of the Action and the topic of the TS and a good number of publications and/or grants

**\*\*Motivation letter:**

- 1 – Very poor: proposal illogical and not understandable.
- 2 – Poor: proposal with limited understanding, planning and no clear relation to the future career of the applicant.
- 3 – Fair: proposal with some understanding, planning and relation to the future career of the applicant.
- 4 – Good: good proposal but needs input to develop feasible outputs.
- 5 – Excellent: proposal well designed in terms of planning, feasibility and expected outputs.

**\*\*\*Previous use of AIM COST tools**

- 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 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 14) is required for grant attribution. TS Committee will rank all proposals obtaining scores > 14 also taking into consideration the geographic and gender balance and the need to encourage ECIs participation.

After TS Committee approval, the list accepted candidates will be published on AIM-COST website.

## **6. Reporting and payment**

Payment of the TS Grants will be finalised after the TS organizer will submit the report to the Action Chair and TS coordinator, together with the copy of the attendance list.

## **7. Others**

For a detailed description of the regulations and procedures, applicants should consult the COST May 20202 *Vademecum*.