



OPEN CALL FOR DISSEMINATION CONFERENCE GRANTS

COST Action 18137 - European Middle-Class Mass Housing (MCMH-EU)

MAIN GOAL

Dissemination Conference consists in an oral presentation by an Action Participant of the work of the Action in high-level conferences fully organized by a third party, i.e. not organized nor co-organized by the COST Action.

It should:

- Significantly increase visibility of the Action in the research community, can contribute to increasing visibility of the presenter;
- Attract additional participants and stakeholders and disseminate Action results to relevant end-users at high profile conferences in the field on a topic relevant to the Action.

Detailed information on participants' eligibility, evaluation and selection, financial support, and grant payment procedures can be found in Annotated Rules for COST Action, Section Dissemination Conference [\[link\]](#).

APPLICATION

WHO CAN APPLY?

All researchers affiliated with a European university that is a partner of CA18137 can participate.

Applicants need to be part of at least one Working Group and have their e-COST profile at <https://e-services.cost.eu/>.

Please note that the applicants must be registered participants of MCMH-EU (CA18137).

If the application is pre-approved, the Core Group will notify the Grant Holder, who will send the Grant Letter to the applicant.



WHAT IS EXPECTED FROM YOU?

Grantee delivers the approved oral presentation, actively networks with other participants, and promotes the COST Action to the potential stakeholders.

The applicant must make an oral/poster presentation at the conference in question and must be listed in the official conference programme. It must be related to the achievement of one (or several) of our Memorandum of Understanding [\[MoU\]](#) objective(s) of the Action CA18137 and how the COST Principles will be addressed.

- If available, the weblink(s) to the event and the programme;
- Type and number of calls for applications (if applicable).

WHAT CAN YOU APPLY FOR?

A Dissemination Conference Grant is a fixed financial contribution to the overall travel, accommodation and meal expenses, and does not necessarily cover all the expenses related to participating in the conference. Attendance at European conferences is preferred. However, conferences held elsewhere can also be considered.

- Up to a maximum of EUR 1. 500 for face-to-face events, including Conference Fees;
- Up to a maximum of EUR 500 for Virtual Conferences fees.

For face-to-face events, the calculation of the financial contribution for each Conference Grant respect the DAILY ALLOWANCE RATES [\[link\]](#)

Dissemination Conference Grants cannot be combined with other funding sources, and these must be acknowledged in the application. When meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the amount for subsistence afforded to each eligible participant must be deducted from the Grant. Documentary evidence of the conference fee amount must be provided by the applicant.



WHEN CAN YOU APPLY?

The application should be submitted at least 45 days before the conference start date.

The call is always opening during the current Grant Period.

HOW CAN YOU APPLY?

The participant should submit the application through the MCMH-EU website in the Section Networking Tools, Dissemination Conference [\[link\]](#) and send the completed form to the Grant Holder Manager (Carolina Camacho).

If all the requirements are met by the applicant, the Core Group will approve the report. Written approval of the submitted scientific report must be sent to the Grant Holder Manager, who will execute the payment to the successful applicant.

The list of supporting documents to be submitted for the evaluation are:

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 venue;
- Budget requested;
- Attendance Type (face to face or virtual)

To *be uploaded* to e-COST:

- Application form (template available on e-COST) describing: Alignment with the Science Communication Plan adopted by the COST Action and Expected impact to the COST Action;
- Copy of the abstract of the accepted oral presentation focused on promoting the scientific achievements and activities being performed by the COST Action;
- Acceptance (or invitation) letter from the conference organisers;
- Other documents required by the Action (e.g. recommendation letter, etc...)



REPORTING AND CLAIM FOR PAYMENT OF THE GRANT:

Once the activity has ended, the grantee submits the required reports and relevant documentation in e-COST within 30 days after the end date of the activity or 15 days after the end of the Grant Period, whichever date comes first;

Claim the payment by submitting the report via e-COST;

The required report/documentation for claiming a Dissemination Conference Grant are:

- Report to the Action MC on the outcome of the presentation, contacts made and potential for future collaborations;
- The certificate of attendance,
- The programme of the conference or book of abstracts / proceedings indicating the oral presentation of the grantee
- Copy of the given presentation.

Receiving payment of the grant:

Grants are paid by the Grant Holder Institution after the completion of the activity and approval of all required report/documentation.

Please note that the failure to submit the scientific report or the certificate of attendance in time will effectively cancel the grant.

EVALUATION CRITERIA

What are the criteria for awarding a Dissemination Conference Grants?

The selection of successful applicants is done so in consideration of the scientific scope of the proposed participation and how it will support the Action in achieving its scientific objectives, outlined in the Action's Memorandum of Understanding (MoU) [\[link\]](#).

There will be special considerations made with respect to supporting COST policies on promoting gender balance and broadening geographical inclusiveness.



The evaluation procedure will be managed by the Core Group of COST Action 18137.

CONTACT

The form should be sent to the GH Manager Carolina Camacho:

Carolina_Camacho@iscte-iul.pt