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| **Action Number** | **CA20113** |
| **Action Name** | **PROTEOCURE** |
| **Action Title** | **A sound proteome for a sound body: targeting proteolysis for proteome remodeling** |
| **Action Dates** | **15/102021 – 14/10/2025** |

**Application for a Meeting Grant for a Meeting Co-organized through PROTEOCURE**

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| **1. Applicant** | |
| **Name of the Researcher** |  |
| **email** |  |
| **Phone/Cell phone** |  |
| **Name of the Institution** |  |
| **Country** |  |

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| **2. Meeting** | |
| **Title** |  |
| **Location (country)** |  |
| **Dates** |  |
| **Requested Budget** |  |

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| **3. Objectives and Purpose of the Meeting** |

**3.1. Objectives of the Meeting**

**3.2. Explain why and how the meeting meets PROTEOCURE objectives, as defined in the Memorandum of Understanding**

**3.3. Did you organize other Meetings subsidized by PROTEOCURE?**

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| **4. Total Budget calculation** | |
| Number of expected participants |  |
| Number of eligible nights |  |
| Costs for accommodation  (specify room rate x number of nights x number of participants) |  |
| Number of meals |  |
| Costs for meals  (specify costs per meal x number of days x number of participants) |  |
| Travel expenses  (specify number of persons x average travel costs) |  |
| Costs for rooms, technical and meeting equipment  (rent for rooms, technical equipment, audio-visual material, poster stands etc) |  |
| Administrative costs  (costs for photocopies, phone, fax, mailings, administrative support etc.) |  |
| Coffee breaks  (specify costs per break and person x number of breaks x number of participants) |  |
| Networking meals  (specify costs per meal and person x number of meals x number of participants) |  |
| **Total calculated costs** |  |

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| **5. Budget requested to PROTEOCURE** | |
| Number of participants to be reimbursed |  |
| Number of eligible nights |  |
| Costs for Daily Allowances  (specify amount of Daily Allowance x number of participants to be reimbursed) |  |
| Travel expenses  (specify number of persons x average travel costs) |  |
| **Local Organizer Support** | |
| Costs for rooms, technical and meeting equipment  (rent for rooms, technical equipment, audio-visual material, poster stands etc) |  |
| Administrative costs  (costs for photocopies, phone, fax, mailings, administrative support etc.) |  |
| Coffee breaks  (beverages and light edible items not intended to substitute for meals; specify costs per break and person x number of breaks x number of participants) |  |
| Networking meals  (specify costs per meal and person x number of meals x number of participants) |  |
| **Total costs requested to PROTEOCURE** |  |

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| **6. Other sources of support for the Meeting** |

**6.1. Registration Fees. Explain conditions**

**6.2. Other Grants Obtained for the Requested Meeting**

**6.3. Other Grants requested**

**6.4. Other funding sources**

**6.5. Proportion of the Total Budget requested to be subsidized by PROTEOCURE**

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| **7. Eligible Expenses and Reimbursement Rules** |
| The following document provides practical information on **eligible expenses for participants entitled to be reimbursed** for a **Working Group Workshop** in the framework of the COST Action CA20113 PROTEOCURE. |

**7.1 Principles**

• Choose the most economical means of transportation;

• Make your transportation arrangements as early as possible upon receipt of the e-COST official invitation to the approved activity;

• It is not allowed to receive „double funding“

• Funding is limited to 2.000,00 € (or 500,00 € for a virtual conference)

**7.2 Administrative requirements**

• Get the attendance list signed every day of the meeting and by all participants

• Have an e-COST profile (https://e-services.cost.eu/ including bank details

• Have received an e-COST invitation to the meeting and have accepted it within 2 weeks from receiving it

• Sign the attendance list on each day that you attend the meeting

• Submit via e-COST a completed Online Travel Reimbursement Request (OTRR) as soon as possible and not later than 15 calendar days after the end of the meeting

• Upload legible copies of all invoices / receipts and relevant supporting documents onto e-COST

**7.3 Eligible expenses**

**7.3.1 Daily Allowance**

The reimbursement of incurred expenses for accommodation, meals, and short distance travel is paid as one lump-sum amount known as “**Daily Allowance**”. Therefore, no invoices for accommodation, meals, and short distance travel are required. The Daily allowance rate (www.cost.eu/daily\_allowance) is based on the country where the event takes place. The Management Committee is entitled to reduce the daily allowance rate, yet participants shall be notified of the revised daily allowance rate before or upon receiving their formal invitations via e-COST.

The daily allowance is calculated against the number of days of attendance (as confirmed by the signature on the official attendance list for each day) and the travel start- and end dates and hours. The participant may arrive on the day before the activity commences and/or leave one day after the activities finish.

When two participants share the same accommodation they are invited to consider claiming the Daily Allowance of only one of them. Likewise, when a participant’s primary affiliation is in the city of the event, the participant is invited to claim only the part of the daily allowance intended to cover the local transport expenses.

Daily Allowances may be reduced by 10% per meal if meals are provided by the meeting organization.

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| Travel Start Day | |
| travel starts before 11:59 | Full allowance reimbursed |
| travel starts between 12:00 and 18:59 | 90% of Daily Allowance reimbursed |
| travel starts after 19:00 | 80% of Daily Allowance reimbursed |

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| Travel End Day | |
| travel ends between 12:00 and 18:59 | 10% of Daily Allowance reimbursed |
| travel ends after 19:00 | 20% of Daily Allowance reimbursed |

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| Event Day | |
| Attended event days (confirmed by signature) | Full allowance reimbursed |

**7.3.2 Long distance travel expenses**

• Long-distance travel is any travel above 100 km one way from the legal entity of the affiliation of the participant to the meeting venue or from the meeting venue to the legal entity of affiliation.

• Long-distance travel may be by train, ferry, bus, plane, or car.

• The incurred long-distance travel expenses are reimbursed up to a maximum of EUR 1500, cancellation insurance included, for the roundtrip (documents are required showing the name of the provider, the mode of transport, the full price of the ticket, the name of the passenger (if possible), the travel dates, departure and arrival time).

• Participants are advised to contract a travel cancellation insurance (eligible expense) for long-distance travel.

•**Car travel** is **limited to a maximum distance of 2 000 km** for the entire journey and is reimbursed at EUR 0.35 per km. If multiple participants travel together, only one person is allowed to claim the reimbursement of the number of km.

• Participants may claim visa expenses required to travel to the meeting, yet **only visa processing fees are eligible.** (Attach documentsshowing the receipt / stamp from the embassy / consulate issuing the visa andthe amount paid for the visa and possible administrative costs).

**7.3.3 Virtual and Hybrid events**

• Technical hosting and / or support;

Technical support, attendee management and monitoring, registration, platform configuration and setup, communication with attendees, document sharing, pre-recording and editing, presentations for events and conferences;

• Customer support during event;

Support for attendees, live-stream tech support via email and/or chat, attendance tracking and quorum, Q&A set up and managing, moving slides during meeting, voting, polling, waiting room, chat monitoring, report writing if applicable, etc.

• Administrative support covers the same items as for a face-to-face event.

• Support for Hybrid events covers the same items as for virtual events. Additionally, costs for a range of technical support personnel onsite and / or online / or in more than 1 location if required are eligible.

**7.4 Non-eligible expenses**

Any expenses claimed on top of the daily allowance or long-distance travel (e.g. taxi, parking expenses, fuel costs, carbon tax, toll charges, car rental expenses, additional costs for accommodation or meals), Conference / registration fees, lecture fees and honoraria, SMS costs, photograph cost or photocopies, postage expenses or service fees associated with obtaining visas, Life and medical insurance, expenses related to addressing / treating health issues, Luggage insurance, fees, charges, and/or penalties linked to a participant changing or having to rebook travel tickets, Wi-Fi, telephone, internet, laundry, mini-bar consumption expenses, printing and postage expenses, Regional and / or national taxation fees, stamp duty expenses, bank charges / fees on reimbursement made by the Grant Holder or COST Association.

* 1. **Participants in need of assistance in case of disability**

In case you are suffering of a temporary or permanent disability and you are in need of assistance, please ask the grant holder for further information.

* 1. **Report**

• A report is required to be submitted as soon as possible but not later than 15 days after the end of the event.

• Attendance lists of all participants for every day are required

•Receipts of all expenses shall be collected and displayed on request