|  |  |
| --- | --- |
| **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** |

**1- Training school outline**

|  |
| --- |
| **1-1. Applicant(s)** |
| **Name of the organizer(s)** |   |
| **email** |  |
| **Name of the Institution** |  |
| **Country** |  |

|  |
| --- |
| **1-2. School** |
| **Title:** |   |
| **Location:** |   |
| **Duration (days)** |  |
| **Proposed period:** |   |

|  |
| --- |
| **1-3. Objectives and purpose of the school** |

**1-3.1. Objectives of the training**

**1-3.2. Possible trainers**

**1-3.3. Justification of the expertise**

**1-3.4. Maximum number of trainees / minimal background required**

**1-3.5. Added value for ProteCure and ProteCure members**

**1-3.6. Was this (or a similar) training already organized ? If yes comment**

**2- Training School: tentative budget**

|  |
| --- |
| **2-1. Training School: global budget** |
| **Title** |   |
| **Organiser** |   |
| **Duration (days)** |   |
| **TRAINERS** |
| **Total Nº of Trainers** |   |
| **2-1A. Trainers Total costs:** | **0.00 €****(2-1A. a+b+c+d+e)** |
| Nº of eligible nights |   |
| (a) Accommodation(specify room rate x number of nights x number of participants) | 0.00 €(specify number of persons x night x €) |
| Nº of eligible meals |   |
| (b) Meals | 0.00 €(specify number of persons x day x €) |
| Average travel cost |   |
| (c) Travel expenses(specify number of persons x Average €) | 0.00 €(specify number of persons x Average €) |
| (d) Local Transport expenses | 0.00 € |
| (e) Other |   |
| **TRAINEES** |
| **Total Nº of Trainees** |   |
| **2-1B. Trainees Total costs:** (Maximum 1500€ in total / trainee) | **0.00 €****(2-1B. f+g+h)** |
| Nº of eligible days |   |
| (f) Accommodation(specify room rate x number of nights x number of participants) | 0.00 €(specify number of persons x night x €) |
| Nº of eligible meals |  |
| (g) Meals  | 0.00 €(specify number of persons x day x €) |
| Average travel cost |   |
| (h) Travel expenses(Range 200-500€/trainee) | 0.00(specify number of persons x Average €) |
| **Local Organizer Support (LOS)** |
| **2-1C. Local Organizer Support Total costs:** | **0.00 €****(2-1C. i+j+k+l+m)** |
| (i) Costs for rooms, technical and meeting equipment(rent for rooms, technical equipment, audio-visual material, poster stands etc) | 0.00 € |
| (j) Administrative costs (costs for photocopies, phone, fax, mailings, administrative support etc.) |  0.00 € |
| (k) 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) |  0.00 € |
| (l) Consumables | 0.00 € |
| **TOTAL:** | **0.00 €** |

|  |
| --- |
| **2-2. Budget requested to ProteoCure** |
| **Title** |   |
| **Organiser** |   |
| **Duration (days)** |   |
| **TRAINERS** |
| **Total Nº of Trainers** |   |
| **2-1A. Trainers Total costs:** | **0.00 €****(2-1A. a+b+c+d+e)** |
| Nº of eligible nights |   |
| (a) Accommodation(specify room rate x number of nights x number of participants) | 0.00 €(specify number of persons x night x €) |
| Nº of eligible meals |   |
| (b) Meals | 0.00 €(specify number of persons x day x €) |
| Average travel cost |   |
| (c) Travel expenses(specify number of persons x Average €) | 0.00 €(specify number of persons x Average €) |
| (d) Local Transport expenses | 0.00 € |
| (e) Other |   |
| **TRAINEES** |
| **Total Nº of Trainees** |   |
| **2-1B. Trainees Total costs:** (Maximum 1500€ in total / trainee) | **0.00 €****(2-1B. f+g+h)** |
| Nº of eligible days |   |
| (f) Accommodation(specify room rate x number of nights x number of participants) | 0.00 €(specify number of persons x night x €) |
| Nº of eligible meals |  |
| (g) Meals  | 0.00 €(specify number of persons x day x €) |
| Average travel cost |   |
| (h) Travel expenses(Range 200-500€/trainee) | 0.00(specify number of persons x Average €) |
| **Local Organizer Support (LOS)** |
| **2-1C. Local Organizer Support Total costs:** | **0.00 €****(2-1C. i+j+k+l+m)** |
| (i) Costs for rooms, technical and meeting equipment(rent for rooms, technical equipment, audio-visual material, poster stands etc) | 0.00 € |
| (j) Administrative costs (costs for photocopies, phone, fax, mailings, administrative support etc.) |  0.00 € |
| (k) 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) |  0.00 € |
| (l) Consumables | 0.00 € |
| **TOTAL:** | **0.00 €** |

**If relevant, explain which participants will be reimbursed and why**

|  |
| --- |
| **2-3. Other Sources of Support for the Requested Meeting** |

**2-3.1. Registration Fees. Explain conditions.**

**2-3.2. Other possible grant source(s) for the Requested Meeting**

**2-3.3. Other Grants requested**

**2-3.4. Other funding sources**

|  |
| --- |
| **3. Eligible Expenses and Reimbursement Rules** |
| The following document provides practical information on **eligible expenses for participants entitled to be reimbursed** for a **Training School** in the framework of the COST Action CA20113 PROTEOCURE.  |

**3.1 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 €

**3.2 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

**3.3 Eligible expenses**

**3.3.1 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.

|  |
| --- |
| 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  |

|  |
| --- |
| 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  |

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

**3.3.2 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).

**3.3.3 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.

**Consumables for use in Training Schools are eligible, only if supported by invoices.**

**3.4 Non-eligible expenses**

The following expenses may **never** be claimed as travel expenses:

* Any expenses claimed on top of the daily allowance or long-distance travel such as: taxi or parking expenses, fuel costs, carbon tax, toll charges, car rental expenses linked to car travel, additional accommodation or meals;
* 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 and 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 for centralised events).

**3.5 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.

**3.6 Report**

• A report is required to be submitted by organizers 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

|  |
| --- |
| **4. Local Organiser support (LOS)** |

A legal entity acting as a Local Organiser for an Action event shall be eligible to receive financial support to cover expenses carried out to organise a COST Action networking activity. This financial support takes the form of a grant referred to as Local Organiser Support. The Local Organiser Support is a financial contribution to the overall expenses related to organising approved Training Schools.

**4.1. Type of expenses to be covered by the LOS per type of event**

The Local Organiser Support grant may be used to cover the following eligible categories of expenses per type of event:

***Face to face events:***

* Rental for rooms, audio-visual (A/V) materials, and poster stands;
* Photocopying and the printing of programmes, handouts, event materials, book of abstracts, book of proceedings, flyers etc.;
* Refreshments (light edible items and beverages not intended to substitute for meals);
* Collective bus transfer to the event venue;

This refers to the transfer of all participants from a designated point to the event venue in the cases when the event venue is in a remote location without adequate public transport;
This does not include airport transfer to hotels, bus transfer to the conference dinner or the bus reservation with a touristic purpose, which are not eligible in any case;

* Field trip expenses if scientifically justified and relevant to the objectives of the approved Training School;
* Administrative support of up to a maximum of 15% of the eligible Local Organiser Support amount can be claimed by the Local Organiser to support the administrative and secretarial expenses linked to hosting and organising the approved scientific activity of any size). In cases when the Grant Holder Manager is the Local Organiser, tasks carried out as Local Organiser are not included the general Grant Holder Manager tasks (e-COST management, treating the reimbursement claims, etc). The local organiser shall submit a time sheet indicating the name of the personnel, number of hours worked, and hourly rate. The document shall be signed by a legal authority from the institution.

***Virtual events:***

* Technical hosting and / or support;
This refers to technician hourly rate if required on specific openings days before and during the event to assist with technical support, attendee management and monitoring, registration, platform configuration and setup, communication with attendees and / or document sharing, pre-recording and editing presentations for events and conferences;
* Customer support during event;
This refers to staff hourly rate for the 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;
* Pre-event recordings, studio rental, production costs;
* Post-event process management refer to post-production editing cost, for example for videos and other materials, feedback surveys, and analysis;
* Administrative support covers the same items as for a face-to-face event.

***Hybrid events:***

* The same eligible expenses as for a face to face and virtual event;
* Technical hosting and / or support;

This covers the same items as for virtual events and additionally, a range of technical support personnel onsite and / or online / or in more than 1 location if required.

**4.2. LOS grant amount calculation**

The calculation of the Local Organiser Support is determined by:

* The format of the Action event (face-to-face, hybrid or virtual);
* The number of participants who signed the attendance list and/or appear on the virtual log, and
* The duration of the event.

On that basis, the maximum Local Organiser Support grant amount are as follows:
o Local Organiser Support grant amount for face-to-face and hybrid meetings;

|  |  |
| --- | --- |
| **Total participants for the entire duration of the event**  | **LOS grant for a COST face to face / hybrid event lasting:**  |
| **1 day**  | **2 days**  | **3 days or more**  |
| Min.1–max. 25 participants  | EUR 1.000  | EUR 2.000  | EUR 3.500  |
| 26-50 participants  | EUR 2.000  | EUR 4.000  | EUR 6.000  |
| 51-100 participants  | EUR 4.000  | EUR 6.000  | EUR 8.500  |
| 101-200 participants  | EUR 6.000  | EUR 8.500  | EUR 10.000  |

o Local Organiser Support Grant amount for virtual meetings;

|  |  |
| --- | --- |
| **Total participants for the entire duration of the event**  | **LOS grant for a COST virtual event lasting:**  |
| **1-day event**  | **2-day event**  | **3-day event or more**  |
| Min.1–max. 25  | EUR 350  | EUR 700  | EUR 900  |
| 26-50  | EUR 900  | EUR 1.500  | EUR 3.000  |
| 51-100  | EUR 2.500  | EUR 3.500  | EUR 4.500  |
| 101-200  | EUR 3.500  | EUR 5.500  | EUR 7.000  |

The Local Organiser may choose to request an amount that is lower than the maximum claimable Local Organiser Support grant.

**4.3. Payments modalities**

The Local Organiser Support grant shall always be paid into an institutional bank account and never into a personal bank account.

The Local Organiser Support grant shall be paid after the event has taken place and the attendance list and / or virtual meeting attendance logs have been uploaded in e-COST.