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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** | **01/11/2021 – 31/10/2025** |

**Application for a Meeting Grant for a Meeting organised through PROTEOCURE**

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| **1. Applicant** | |
| **Name** |  |
| **email** |  |
| **Phone/Cell phone** |  |
| **Name of the Institution** |  |
| **Country** |  |
| **Administrative officer of contact from your institution** (Name and e-mail) |  |
| **Institution Tax Identification Number** |  |

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| **2. Meeting details** | |
| **Type of Meeting** (Face to Face, Virtual, Hybrid) |  |
| **Meeting Title** |  |
| **Meeting Webpage** |  |
| **Meeting Venue** |  |
| **Meeting Start and End dates** |  |

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| **3. Objectives and Purpose of the Meeting** |
| **3.1. Description of the objectives of the meeting:** *(max.500 words)*  **3.2. Explain why and how the meeting meets PROTEOCURE objectives, as defined in the Memorandum of Understanding:** *(max.500 words)* |

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| **4. Budget requested to PROTEOCURE** | |
| Total number of meeting participants (mandatory field) |  |
| Number of days (mandatory field) |  |
| **4.1. Participant Travel Expenses**  To fill only if you request financial support for participant expenses  *Please, see section 6 on eligible expenses and reimbursement rules* | |
| Number of participants to be reimbursed |  |
| Costs for Daily Allowances (DA) (Annex 1)  (amount of DA x number of participants to be reimbursed x number days) |  |
| Travel expenses  (specify number of persons x Average €) |  |
| **4.2. Local Organiser Support**  *Please, read carefully the details in section 7 before filling in the requested budget for LOS.* | |
| **Face-to-Face Event** | |
| Rental for rooms, audio-visual (A/V) materials, and poster stands |  |
| Photocopying and printing of programmes, book of abstracts, etc. |  |
| Refreshments  (light edible items and beverages not intended to substitute for meals; specify costs per break and person x number of breaks x number of participants) |  |
| Collective bus transfer to the event venue |  |
| Field trip expenses |  |
| Administrative support and secretarial expenses linked to hosting and organising the approved activity. |  |
| **Virtual event** | |
| **Technical hosting and / or support**  (Technician hourly rate before and during the event, no software license) |  |
| **Customer support during event** |  |
| **Pre-event recordings**, studio rental, production costs |  |
| **Post-event process management** |  |
| **Administrative support** |  |
| **Hybrid event**  *Same eligible expenses as for a face-to-face and virtual event, please fill all needed sections* | |
| Additional technical hosting and support:  Range of technical support personnel onsite and/or online / or in more than 1 location if required. |  |
| **Total costs requested to PROTEOCURE** (participants + LOS) |  |

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| **5. Other sources of support for the Meeting** |
| **5.1. Registration Fees. Explain conditions**  **5.2. Other Grants and funding sources obtained for the requested meeting**  **5.3. Other Grants requested**  **5.4. Proportion of the Total Budget requested to be subsidized by ProteoCure**  **5.5. Did you organise other Meetings subsidized by ProteoCure?** |

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| **6. Eligible Expenses and Reimbursement Rules for individual participants** |
| The following section provides practical information on **COST administration of participants' reimbursement** for a **Meeting**/**Working Group Workshop** in the framework of the COST Action CA20113 PROTEOCURE. |

**6.1 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)

**6.2 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

**6.3 Eligible expenses**

**6.3.1 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 organisation.

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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 |

**6.3.2 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).

**6.4 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 from a temporary or permanent disability and you are in need of assistance, please ask the grant holder for further information.

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| **7. Eligible Expenses for the LOS** |
| The following section provides practical information on **eligible expenses for the Local Organiser Support** for a **Working Group Workshop** **or the ProteoCure Annual meeting**, in the framework of the COST Action CA20113 PROTEOCURE. |

**7.1 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 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 meeting;
* Administrative support and secretarial expenses linked to hosting and organising the approved activity.

***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 an 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 the meeting, voting, polling, waiting room, chat monitoring, report writing if applicable;
* **Pre-event recordings, studio rental, production costs and post-event process management** refer to post-production editing costs, for example for videos and other materials, feedback surveys, and analysis, **if the purpose of the recording is to be addressed to the attendees of the Action event.**
* **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.

***Specific conditions for LOS when co-organising activities with another COST Action:***

* Only one COST Action can claim a Local Organiser Support grant; The concerned Action MCs shall agree among themselves on which of the Action shall carry out the Local Organiser Support grant;
* A single Local Organiser Support grant is eligible to support the entire series of co-organised, co-located Actions’ meetings;

**NON ELIGIBLE EXPENSES:**

* Value Added Tax (V.A.T.);
* Advertisement costs;
* Purchases of equipment, infrastructure or other assets used for the Action (databases, repositories, software, hardware…);
* Any expense not listed in the list of eligible expenses detailed above.

**7.2 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,
* The duration of the event.

On that basis, the maximum Local Organiser Support grant amount is as follows:

***Face-to-face and hybrid meetings:***

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| **Total participants for the entire duration of the event** | **Maximum 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 |

***Virtual meetings:***

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| **Total participants for the entire duration of the event** | **LOS grant for a COST virtual event lasting:** | | |
| **1-day** | **2-day** | **3-day 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.

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| **8. Final report and procedure to receive the LOS payment**  **All documents shall be sent as soon as possible, no later than 15 days after the end of the event**. Please, coordinate first with the grant holder by e-mail to [proteocuregrantholder@cipf.es](mailto:proteocuregrantholder@cipf.es), before submitting your claim on e-COST. |

**Before the meeting:**

• **An attendance list, with information about participants, should be sent to the Grant Holder no later than 30 days before the event, by e-mail to** [**proteocuregrantholder@cipf.es**](mailto:proteocuregrantholder@cipf.es)**, using the Excel template found on the ProteoCure Webpage**, under the “Shared documents” page.

This allows to generate the official ProteoCure attendance list, to be signed by all participants at the meeting. Participants will then receive an automatic invitation to attend the meeting, send via the e-COST platform. These invitation letters are automatically sent, and participants may choose to reply or ignore them. Their answer will not affect the LOS amount, however **the number of participants signing the attendance list, generated *via* e-COST, could affect the LOS amount** (see LOS calculations details above). Therefore a few days before the meeting start, an updated Excel file can be sent again, to update the official attendance list.

**After the meeting:**

• **Fill out a report form,** including among other the program and abstract book of the meeting, main outcomes, etc. The report template should be downloaded from the ProteoCure website: [https://proteocure.eu](https://proteocure.eu/), under the “Shared documents” page.

• **The signed COST official attendance lists** of all participants for every day are required. It shall be signed at the end of each day by the Local Organizer or Meeting Chair.

• **The LOS receipts should be sent to the grant holder.** Please, be aware that **Value Added Taxes (V.A.T) are not reimbursed by COST**, except for travel reimbursements

• You will also be asked to provide some photographs of the meeting for our website. Thank you!

Once the required documents are approved, you can submit the official claim on e-COST, with the final amount agreed on. A letter of agreement on the LOS rules shall be signed by the ProteoCure science officer and the LOS grantee before the payment is made. **The payment shall be sent no later than 45 days after the end of the meeting.**

**Payment 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, the attendance list and/or virtual meeting attendance logs have been uploaded in e-COST, and the required documents have been approved by the grant holder institution.

**ANNEX 1:** List of the daily allowances per country (last update: February 2022)

