

Training School Organisation

Training Schools serve to help the Action achieve its objectives and deliver impact in terms of:

- **Capacity building:** Enabling COST Actions to provide training to researchers and innovators in highly specialized topics which are in the scope of the Action. Training Schools are the tool for know-how transferring among all types of actors and building interdisciplinary expertise.
- **Research coordination:** Training Schools can also be used for reaching specific results (e.g., data collection or analysis, training on methodologies developed by the Action) in support of the objectives of the COST Action.

Training Schools benefit to:

- **Trainers:**
 - Networking with colleagues and the next generation of researchers working in the same area.
 - Setting the “standard” and/or shaping new and emerging areas of knowledge.
 - Developing and improving methods and teaching materials.
- **Trainees:**
 - Meeting and networking with peers and leaders of the area and building the next generation of researchers.
 - Getting critical knowledge and skills to deepen their research.
 - Creating potential for career opportunities.

Financial support can be requested for Local Organiser Support (LOS), which is a grant to cover the costs of organising the training school. The maximum amount of LOS depends on the format of the Action event (face-to-face, hybrid or virtual), the number of participants, and the length of the session.

1. Eligibility Criteria for Training School Organisation Support:

- The applicant should be a ProteoCure member and his/her institution part of COST member countries, Near Neighbour Countries or European RTD organisations (www.cost.eu/Country_Organisations_Table).
- Must demonstrate a clear benefit to ProteoCure related to the scientific and networking objectives outlined in the COST Action MoU. Translational projects (involvement of industry and clinicians) have high priority.
- The Program of the Training School shall incorporate theoretical and practical components.
- The Training School is recommended to last a minimum of 3 days and have a ratio of at least 3 Trainees to 1 Trainer.

- Dissemination materials like the Training School webpage, leaflets, brochures, flyers, infographics, training materials, and reports shall use the ProteoCure logo together with COST and EU logos, (https://proteocure.eu/shared_documents/proteocure-logos/) and the following text: *“This material is based upon work from COST Action ProteoCure, CA20113, supported by COST. COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation. www.cost.eu”.*

Co-organisation of an event with an ‘external’ organisation is acceptable if there is a clear benefit to the COST Action related to the scientific and networking objectives of the COST Action. The **COST Action shall be fully integrated into the scientific program and shall have direct involvement in the general organisation of the event.** This implies a good representation in the organising committee of COST Action participants and as trainers and trainees or session chairs at the event, *i.e.*, at least 40%. In addition, a fair share of local organiser costs and expenses related to invited speakers are also recommended. For co-organised training schools, the COST Action shall have direct involvement in the general organisation of the event. COST shall be visible as a co-organiser on the event’s specific website, publication, and dissemination materials. Promotional material disseminated at events shall follow the instructions and standards defined in [COST guidelines on visual identity](#).

2. To apply:

Please, pay attention to the deadlines for this Training School call for 2023-24:

Application deadline: 7th of September 2023.

Approval of proposals: 15th of October 2023

The Training School must take place between 15th of November 2023 and 30th of September 2024.

E-mail your Training School Organisation Grant Application Form entitled with your surname to the ProteoCure TS team (training_schools@proteocure.eu). Please, write Training School Organisation Grant Application in the subject line of your e-mail. The Application Form for Training School Organisation is available at <https://proteocure.eu/category/calls/>.

3. Budget calculation guidelines:

It is important to note that COST Actions do not sponsor events and administrative requirements must be followed to ensure payment of the grant. [The Local Organiser Support Grant cannot be used to cover VAT nor to cover expenses not included in the list of eligible expenses according to the COST rules.](#) Section 7 provides information on the type of expenses to be covered by the LOS Grant and the calculation of the LOS Grant amount. Please read it carefully.

4. Online Training School Grant Registration

The ProteoCure Grant Coordinator will inform you about the decision. Once notified of your proposal being accepted, you will be coordinating the administrative part of the organisation of the event with the ProteoCure Grant holder 'proteocuregrantholder at cipf.es'. You will receive instructions to use the e-COST platform, through which you will receive your Local Organiser Grant letter.

Additionally, you will have to fill an Excel form "Activity Template" (available on <http://www.proteocure.eu/>) with some information about participants, allowing you to generate the attendance list via e-COST.

You will be expected to use the support of the ProteoCure Core Group for the planning of the event. *I.e.* Consultation with the ProteoCure Chair, and Vice-Chair, the training school coordinators, the Science Communication coordinators, and the three ProteoCure Committees: Target group, Stakeholder and Networking.

5. Enjoy the Training School

The e-COST-generated Attendance list must be used at your event!

It is required for the Local Organiser Support payment.

6. Final report and grant payment

The Local Organiser Support (LOS) Grant is paid after the training school takes place and after approval of your report and supporting documents. The deadline to submit the report and supporting documents is 15 days from the end of the event.

The mandatory documents are:

- 1) A report, using the template available on the ProteoCure website: <https://proteocure.eu>, under the "Shared Documents" page,
Please include photos for our Web page too;
- 2) The e-COST generated Attendance List, signed by trainers and trainees, invited speakers, and the Local Organiser;
- 3) Agenda;
- 4) Copy of the invoices or receipts for expenses to be covered by the LOS. Invoices/Receipts must refer to the event and the expense concept(s) being clearly eligible according to COST rules. Any administrative or secretarial expenses must be justified with a timesheet specifying the tasks performed and the time, and such an Excel sheet should be signed by the legal representative or equivalent of the institution of the Local Organiser.

7. Eligible Expenses for the LOS

The following section provides practical information on eligible expenses for the Local Organiser Support for a ProteoCure Training School, in the framework of the COST Action CA20113 PROTEOCURE.

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

Face-to-face events:

- Rental for rooms, audio-visual (A/V) materials, and poster stands.
- Photocopying and the printing of programs, handouts, event materials, books of abstracts, books 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 organizing the approved activity.

Virtual events:

- Technical hosting and/or support;
This refers to possible technician's 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; not virtual communication and collaboration tools (Digital networking), i.e. software license.
- 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 the meeting, voting, polling, waiting room, chat monitoring, report writing if applicable.
- Pre-event recordings, studio rental and production costs.
- Post-event process management refers 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 for either face-to-face or virtual events.
- Technical hosting and /or support.
Covers the same items as for virtual events and additionally, a range of technical support personnel onsite and/or online /or in more than a single 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 in the [Cost Annotated Rules](#).

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 are as follows:

Face-to-face and hybrid meetings:

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:

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.

Contact info:

If you have any doubts or need any additional information, you can contact our ProteoCure project manager: lpoidevin at cipf.es.