





## PROTEOCURE TRAINING SCHOOLS 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:**
  - Training school 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):** This is paid as a grant to cover the costs of organising the training school. The maximum amount of LOS depends on the format (face-to-face, hybrid or virtual), the number of participants and the duration of the training school.
-  **Reimbursement of travel expenses for trainees and trainers** in face-to-face events (according to the COST rules for reimbursement of travel expenses). It is paid on the basis of the cost of long-distance travel and a lump sum called Daily Allowance (for accommodation, meals, local transport, etc.). The number of reimbursements for trainees and trainers will depend on the final budget assigned to the Training School.

## Administrative requirements for the Local Organiser

- Provide the attendance list (and/or attendance logs) to the Grant Holder as soon as possible and within the 15 days after the end of the training school.
- Liaises with the Action Chair/ Vice-Chair / relevant Action Leaders for reporting to the Action MC on the main discussions and outcomes.
- Provide invoices of covered costs and time-sheets for administrative and technical support.

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 training school attendance logs have been uploaded in e-COST.

## Criteria for eligibility for a 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](http://www.cost.eu/Country_Organisations_Table)).
- The training school must demonstrate a clear benefit to ProteoCure in relation 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.
- For co-organised training school, the COST Action should be fully integrated in the scientific programme and directly involved in the overall organisation of the event. This implies a good representation in the organising committee of COST Action participants and as speakers or session chairs at the event, i.e. at least 40%. In addition, a good representation of COST Action participants as audience and a fair share of local organiser costs and expenses related to invited speakers are also recommended.
- For co-organised training school, COST shall be visible as a co-organiser on the event's specific website, publication and dissemination materials;
- Dissemination materials like training school webpage, leaflets, brochures, flyers, infographics, training materials, reports shall use the [ProteoCure logos](https://proteocure.eu/wp-content/uploads/2023/01/3Logos.png) (<https://proteocure.eu/wp-content/uploads/2023/01/3Logos.png>). These materials shall state "This training school is organised (or co-organised) by the 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](http://www.cost.eu)"

## To apply

Fill the Application Form for Training School Organisation Support: [https://proteocure.eu/wp-content/uploads/2024/08/TrainingSchool\\_Organisation\\_Grant-Application\\_template.docx](https://proteocure.eu/wp-content/uploads/2024/08/TrainingSchool_Organisation_Grant-Application_template.docx)

The current deadlines for this Call are:

**Call application deadline: 24 January 2025**  
**Approval of proposals: mid-February 2025**

**The training school must take place before 30 September 2025**

*E-mail* your Training School Organisation Grant Application Form entitled with your surname to the ProteoCure Training school team ([training\\_schools@proteocure.eu](mailto:training_schools@proteocure.eu)). Please, write “Training School Organisation Grant Application” in the subject line of your e-mail.

## Budget calculation guidelines:

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 unique participants who were invited on e-COST and signed the attendance list and/or appear on the virtual log (all invited participants can be considered for calculating the LOS, independently of their eligibility status to receive reimbursement from the COST Action)
- The duration of the event.

Importantly, COST Actions do not sponsor events and administrative requirements must be followed to insure payment of the Local Organiser Support Grant and/or participant travel expenses reimbursement.

The section “*Eligible Expenses for the LOS*” of the Application form details the type of expenses that can be covered by the LOS Grant, based on the COST Annotated Rules. You will also find the LOS Grant amount calculation. **Please, read it thoroughly.**

**⚠** The Local Organiser Support grant cannot be used to cover VAT expenses, nor expenses not mentioned in the list of eligible expenses according to the COST rules.

## Grant Approval communication


The ProteoCure Training School Committee will inform you about the decision by mid-February. You will be coordinating the administrative part of the organisation of the event with the ProteoCure Grant holder [proteocuregrantholder@cipf.es](mailto:proteocuregrantholder@cipf.es). You will receive instructions to use the e-COST platform, through which you will receive your [Local Organiser Grant letter](#).

## Event Organisation

You will need to collaborate with the ProteoCure Core Group for event planning. This includes consulting with the ProteoCure Chair and Vice-Chair, the training school organization coordinators, the Science Communication coordinators, and the three ProteoCure Committees: Target Group, Stakeholder, and Networking.

Please, complete the Excel template available here: [https://proteocure.eu/wp-content/uploads/2024/12/Template\\_TrainingSchool\\_ProteoCure.xlsx](https://proteocure.eu/wp-content/uploads/2024/12/Template_TrainingSchool_ProteoCure.xlsx) with participant information and send it to [proteocuregrantholder@cipf.es](mailto:proteocuregrantholder@cipf.es) to generate the mandatory attendance list via e-COST

## Enjoy the training school !

 The e-COST generated Attendance list must be used at your event! All the trainees and trainers should sign everyday they attend the training school. Any reimbursement will require the signature of the person to claim expenses. Signing the attendance list is required both for the Local Organiser Support payment and participants reimbursements.

## Final report and grant payment

The Local Organiser Support (LOS) Grant is paid after the conference 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 training school.

The mandatory documents are:

- 1) A report, using the template available on the ProteoCure website: <https://proteocure.eu/wp-content/uploads/2024/12/Report-for-LOS-Training-School.docx>. Please include some photos for our Web page too, with consent of the participants.
- 2) The e-COST generated Attendance List, signed by all participants 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 Excel sheet should be signed by the legal representative or equivalent of the institution of the Local Organiser.

Note that participant reimbursements are processed via submission of an Online Travel Reimbursement Request, using the e-COST platform. Participants will receive the procedure guidelines individually.

 **Contact info:**

If you have any doubt or need any additional information, you can contact Laetitia Poidevin, ProteoCure Project manager: [proteocuregrantholder@cipf.es](mailto:proteocuregrantholder@cipf.es).