

Open call for CardioRNA COST Action ITC Conference Grants

The Inclusiveness Target Country (ITC) Conference Grant supports PhD students and early career investigators from ITCs to attend international science and technology-related conferences that are not organized by the COST Action CardioRNA CA17129. The Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee.

According to the Work and Budget Plan of our COST Action for **Grant Period 3 (01 May 2020 – 30 April 2021)**, **we are able to allocate 4 ITC Conference Grants** of up to EUR 1 000 each.

Eligibility criteria

- **The applicant is either a PhD student or an Early Career Investigator (ECI).** An ECI is an individual who is within a time span of up to 8 years from the date s(he) obtained his/her PhD (full-time equivalent).
- **The applicant's primary affiliation must be an institution located in a participating ITC.** The ITCs currently involved in CardioRNA are the following: *Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, Estonia, Hungary, the North Republic of Macedonia, Luxembourg, Malta, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia and Turkey.*
- **Attendance at European conferences is preferred.** However, conferences held elsewhere can also be considered. Conferences, meetings and other activities organized by the CardioRNA COST Action are not eligible for this type of funding.
- **The applicant must make an oral/poster presentation at the conference in question and must be listed in the official conference programme.** The main subject of the oral/poster presentation at the conference must be on the **topic of the COST Action CardioRNA** and must acknowledge COST (see [COST Vademecum](#) Section 10).

Additionally

- The application should be submitted **within 1 week AFTER** the abstract has been approved by the conference organizers, and ideally at least 45 days before the conference start date.
- **For this Grant Period 3, the submission of expenses and of the conference grant report must take place between May 1st, 2020 and March 31st, 2021.**

Financial support

The ITC Conference Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee. The final amount of financial contribution will take into account the following criteria:

- Up to a maximum of EUR 1 000 in total can be afforded to each successful ITC Grant applicant;
- Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses. When meal and accommodation expenses are supported by the hosting institution as part of the provisions offered in their conference package, the amount for subsistence afforded to each eligible participant must be deducted from the Grant.
- Up to a maximum of EUR 500 can be claimed for the conference fees to be incurred by the selected Grantee. Documentary evidence of the conference fee amount must be provided by the applicant.

How to apply

Applicants must read carefully the rules detailed in the [COST Vademecum](#) (Section 9).

To apply for an ITC Conference Grant within the CardioRNA Cost Action, please complete the following steps:

1. You will need to have an e-COST profile. If not, register yours at <https://e-services.cost.eu/>.
2. Submit an **ITC Conference Grant request** on [e-COST](#) up to 1 week after the notification of the abstract acceptance by the conference organizers. Please refer to the [user guide](#) on how to apply.

The online application form contains the following sections:

- Applicant details
 - Conference Grant details (the attendance at the conference must start and end during the same Grant Period (GP). **If the GP is not active yet, the applicant will not be able to submit the online application. In this case, go directly to step 3 below, for pre-evaluation of your application by the Core Group.**
 - Bank details
 - Financial support
 - Supporting documents:
 - ✓ CV (including a list of academic publications – if applicable)
 - ✓ A short description of your involvement in the CardioRNA COST Action
 - ✓ Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation)
 - ✓ A copy of the abstract or poster submitted to the conference
3. Send the following supporting documents to irina.carpusca@lih.lu and to yvan.devaux@lih.lu:
 - a. Filled **CardioRNA ITC application form** (template attached);
 - b. Short CV, with list of academic publications if applicable;
 - c. Confirmation of oral/poster presentation acceptance from the conference organizers (e.g. the invitation or acceptance letter from the conference organizers confirming your speaking slot or poster presentation).

Additionally (if available):

- d. Full paper;
- e. The most recent conference booklet or leaflet / conference program (especially if the Applicant is listed).

Evaluation process

In the 3rd Grant Period, the ITC Conference Grant applications will be reviewed, evaluated and assigned as they are received. Action's Grant Period budget permitting, applications will be submitted for approval by the Core Group of the Action, which will perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed conference participation will make against the scientific objectives outlined in the Action's Memorandum of Understanding (MoU). Priority will be given to applications that support the objectives of the Action as listed in the MoU (downloadable from the [CardioRNA Action description page](#) on the COST website).

All the Core Group members are obliged to find a substitute in case of conflict of interest (i.e. she/he is part of the institution of the applicant), or time constraints that will not allow for participation in the assessment.

The Applicants will be notified for the outcome of their application within two weeks after submission.

Post-conference obligations

Each ITC grantee must send a copy of his/her presentation/poster to e.robinson@maastrichtuniversity.nl and to irina.carpusca@lih.lu, shortly after the conference. It will then be disseminated using the official CardioRNA website, social media, etc. Photographic material from the conference (e.g. a picture of the grantee in front of the poster or during the talk with the CardioRNA logo in the background) with tacit approval to use the picture in the web page and other dissemination materials from the CardioRNA Action will be greatly appreciated.

After the conference, the successful applicants must submit a scientific report, travel documentation, and fee invoice (if applicable). The grant is only paid after submission of the requested information.

Reimbursement

1 day and 15 days after the end of the participation in the conference, the grantee receives a reminder to upload the scientific report.

The Grantee has **30 calendar days** from the end date of his/her participation in the conference (as mentioned in the application form) to **submit a scientific report through e-COST**. A scientific report template is available on-line [here](#). The grantee must complete this template and save it in pdf before uploading it in e-COST.

Failure to submit the scientific report within 30 calendar days from the end date of the conference will effectively cancel the Grant.

Payment of the Grant is subject to the submitted scientific report being approved by the ITC Conference Grant Coordinator.

Suggested conferences

CardioRNA suggests the following events for ITC Conference Grants (but is not restricted to the list below).

Event	Location	Date
ESC Congress 2020	Amsterdam, Netherlands	29 Aug-2 Sep 2020
HFA Winter Meeting on Translational Heart Failure Research	Switzerland	Jan 2021

Contact persons

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