

# GUIDELINES TO APPLY FOR CONFERENCE GRANTS

## ITC CONFERENCE GRANTS YRI CONFERENCE GRANTS

### Introduction

Conference Grants are a networking tool to support Action members in presenting their own work (poster, oral or practice-based presentation) at a recognised international conference organised by a third party (i.e., not organised by a COST Action).

**ITC Conference Grants** are limited to individuals affiliated with a legal entity located in a COST Inclusiveness Target Country or an NNC.

**YRI Conference Grants** are limited to Young Researchers and Innovators.

Presentations developed in collaboration between two different Artistic Intelligence Action Member Countries are encouraged.

### Eligibility rules

- If applying to a **YRI Conference Grant**, the applicant must be a researcher and innovator under the age of 40 (YRI).
- If applying for an **ITC Conference Grant**, the applicant must be a researcher and innovator affiliated with a legal entity within a COST Inclusiveness Target Country / Near Neighbour Country.
- The applicant must be a Working Group member of Artistic Intelligence COST Action (CA23158).
- The applicant must make an oral presentation, a poster presentation, a workshop, or a practice-based activity at the international conference.
- The presentation/activity must be related to the research topics of Artistic Intelligence.
- The conference must start and end within the active Grant Period.

### Application

- Register on the [e-COST](#) platform.
- Complete the online application in e-COST (Grant applications tab), and upload the following supporting documents:
  - a) Application form (available on the Artistic Intelligence website);
  - b) Abstract of the presentation/activity and description of how the insights will be shared within the Action;
  - c) Curriculum Vitae of the applicant;
  - d) Acceptance letter from the conference organisers;

- e) A documented estimation of the budget for the conference fees, travel, and accommodation to attend the conference.
- f) Co-funding is encouraged, and other funding awarded or applied for to cover expenses related to the conference in question must be detailed in the application. However, double funding is not permitted (the same expenditure cannot be claimed twice).

If the acceptance letter is not available by the call deadline, it can be provided later. Instead, the applicant must upload proof of submission and/or any other document indicating the planned notification date. If successful, a pre-approval will be sent to the grantee. Still, the grant will be officially awarded only after the acceptance letter is received by the Grant Awarding Coordinator and the Grant Holder Manager, no later than 15 days before the conference.

### Funding

- A Conference Grant is a financial contribution that takes into account the applicant's detailed budget request and the Grant Evaluation Committee's evaluation of the application. Conference Grants do not necessarily cover all expenses related to conference participation.
- The financial contribution requested for an ITC Conference Grant and a YRI Conference Grant is limited to **1.500 euros**.
- Funds can be requested to help cover registration fees, accommodation, travel and visa expenses. The contribution requested for accommodation and meals must consider the amenities already included in the registration fees. Train travel should be preferred when possible.
- Multiple applications to several Actions by the same person to attend the same conference are strictly forbidden and may lead to the cancellation of the grant.

### Evaluation criteria

- The Grant Evaluation Committee manages the evaluation in accordance with COST rules and will take into account geographical spread, career stage, and gender balance. All applications will be assessed at the same time.
- The Committee will also consider the research merit of the proposal based on the submitted abstract, taking into account the research scope of the conference, its relevance to the Action's aims, and how it will support the Action in achieving its research objectives.
- Priority will be given to:
  - On-site conferences over online conferences.
  - Applicants who have not already received a grant.



- Participation in European conferences (if on-site).
- Members engaged in an official research program as a Master student or Doctoral student or young postdoctoral fellow.

### **Commitments before/during the conference**

- Acknowledge COST and the Artistic Intelligence COST Action (CA23158) in the presentation. The official logos and visual identity must always be used. Failure to acknowledge COST and Artistic Intelligence would result in grant cancellation.
- The Grant Holder Manager must be notified immediately of any cancellation of the conference by either the organizers or the participant.

### **How to claim the grant**

The ITC Grant will only be paid once the conference has taken place and the requested documents have been submitted.

The grantee must submit in e-cost:

- A research report;
- The certificate of attendance;
- The program of the conference or book of abstracts / proceedings indicating the presentation of the grantee; copy of the given presentation (presentation material will not be made public but will be archived by COST for auditing purposes).
- The template for research report is available on e-cost; its use is mandatory. The grantee must also prepare visual/graphic/textual report to be published on the Artistic Intelligence website.
- The visual/graphic/textual report must be sent to Chair and Communication Manager
- All listed documents must be submitted within 30 days after the conference or the latests October 15th, whichever date comes first. Late submission leads to the grant cancellation.

The grantee certifies that the expenses covered by the conference grant have not been, or will not be, reimbursed or covered by any other source of funding.