



COCARDE Workshop Grants – Guidelines for applicants

ESF-funded COCARDE grants support the active participation of early stage researchers to Workshops and Field Seminars. They are awarded through an open competitive call. Selection is performed by the COCARDE-ERN Steering Committee in consultation with the workshop conveners, who will evaluate the scientific quality of the proposals on the base of strategic considerations and the spirit of the European Science Foundation guidelines.

Eligibility criteria and priority order of grant allocation

Applicants may be either at the pre- or post-doctoral level. The Evaluation Committee (composed of the Steering Committee members of the COCARDE-ESF Research Network Programme and the workshop organizers), having assessed scientific merit and relevance to the Research Network Programme (RNP), will normally give preference to applications in the following order:

- 1) between contributing ESF member countries;
- 2) between a contributing country and a non-contributing ESF member country;
- 3) between a contributing country and a non-ESF member country in Europe;
- 4) between a contributing country and any country not covered by 1-3.

How to apply for funding

Applications must be submitted by email to Silvia Spezzaferri (silvia.spezzaferri@unifr.ch), Chair of the COCARDE-ERN Steering Committee, with cc. to Agostina Vertino (agostina.vertino@unimib.it), COCARDE-ERN coordinator. Applications must include the information listed below:

- 1) Motivation cover letter of the applicant (max two A4 pages),
- 2) Short outline of the PhD or postdoctoral research (max two A4 pages),
- 3) Short curriculum vitae (max two A4 pages),
- 4) Travel cost estimate.

The four requested documents should be submitted as a single PDF.

Funding covers:

- Travel expenses, refunded at real cost up to a maximum of 450 € for international flights and 250 € for national ones
 - Field seminar transport and access fees
 - Overnight stay and breakfast covered by the organization on the basis of shared room rates.
 - If not provided by the event organisers, meals will be covered by ESF standards on a flat-rate basis (21 € per meal).
- Please note that the grants do not cover health insurance

Administrative procedure and conditions of award

The grantee must confirm acceptance of the award and adherence to the present *Guidelines* to the COCARDE-ERN Programme Coordinator (agostina.vertino@unimib.it).

Awarded funds will be transferred after the workshop, upon timely and satisfactory completion of the reporting requirements described below and validation of the reports by the Evaluation Committee.

A final report (of two A4 pages) must be submitted online within **two weeks** after the end of the scientific event to Silvia Spezzaferri (silvia.spezzaferri@unifr.ch), Chair of the COCARDE-ERN Steering Committee, with cc. to Agostina Vertino (agostina.vertino@unimib.it), COCARDE-ERN coordinator.

The balance payment form will be validated on the basis of the original travel tickets or ticket tags provided.

Grantees are expected to actively participate in the workshop with short oral presentation and/or poster.