

IRENE COST ACTION: Training Schools

• Guidelines for COST Action CA18118 •

Note: These guidelines are prepared in accordance with the COST Association rules and/or the decisions of the Management Committee members of the IRENE COST Action CA18118. For more information about Training Schools please read the COST Vademecum available [here](#).

1) Definitions

- Training Schools provide intensive training in emerging research topics within the laboratories and organisations involved in the Action.
- Training Schools help the COST Action to share know-how and to support collaboration within the Action. Training Schools must be organized on research topics related to the Action's objectives and they also provide dissemination opportunities for the Action's activities.

2) Eligibility

COST supports the participation of two categories of participants for their attendance at approved Training Schools:

1. Trainers can be reimbursed for their travel, accommodation and meal expenses. Trainers cannot receive any form of Lecture Fees and/or any form of honoraria for participating in a Training School.
2. Trainees are entitled to receive a fixed grant.

The organisational expenses linked to hosting a Training School can be claimed under the 'Local Organiser Support' mechanism (please see the COST Vademecum for more information).

3) Selection process

- The Training School Organiser will be in charge of the selection process of applicants on behalf of the Management Committee. The Training School Organiser shall consult the selection of trainees/trainers with the Vice-Chair of the Action.
- The outputs of the Training School must be discussed with the Action Chair and Action Vice-Chair in advance and approved by the Management Committee. The Training School Organiser is responsible for the meeting outputs.
- The Action MC must define the financial contribution for each eligible trainee who will be attending the approved Training School.
- Special considerations during the selection process: gender balance, geographical balance, Early Career Investigators, experienced professionals from Eastern European countries.

4) The following considerations must be respected when organising a Training School:

- Training School must have COST Action objectives as its main focus. The COST Action also has to be one of the primary organisers of the Training School and must be clearly promoted on all dissemination channels, namely the official website of the Action / event, brochures and all relevant training material.
- Training School must be held in a Participating COST Full Member / COST Cooperating Member or in an NNC where an Action MC Observer is affiliated with.
- There should be a reasonable country balance concerning trainee participation.
- All attendees (both trainers and trainees) at approved Training Schools must sign the meeting attendance list on each day that they attend the event.
- All attendees must also register for an e-COST profile and each participant must add their bank details to their e-COST profile prior to receiving their e-COST invitation.

5) Trainers eligible to be reimbursed:

- a) Trainers from Participating COST Full Members / COST Cooperating Members.
- b) Trainers from Participating COST Partner Members.
- c) Action MC Observers from NNC and IPC.
- d) Trainers from Approved International Organisations and Approved European RTD Organisations.
- e) Up to four Invited Speakers whose primary affiliation is with an institution located in a non-Participating COST Full Member / COST Cooperating Member, individuals in non-approved NNC and IPC Institutions. Invited Speakers are specialists who are not Action Participants but can partake in one COST Action meeting and/ or Training School throughout the lifetime of the Action. Invited Speakers can be reimbursed for their attendance at one Training School across the lifetime of the Action and must be invited, and listed, as a speaker on the programme / agenda of the relevant Training School.

6) Trainers not eligible to be reimbursed:

- a) Trainers from EU Commission, Bodies, Offices and Agencies.
- b) Other Trainers not specifically mentioned as being eligible.

7) Trainees eligible to be reimbursed:

Trainees must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an institution, organisation or legal entity which has within its remit a clear association with performing research. Trainees eligible for reimbursement:

- a) Trainees from COST Full Members / COST Cooperating Members.
- b) Action MC Observers from NNC.
- c) Trainees from Approved European RTD Organisations.

8) Trainees not eligible to be reimbursed:

- a) Trainees from COST Partner Members.
- b) Action MC Observers from IPC.
- c) Trainees from Approved IO, EU Commission, Bodies, Offices and Agencies.
- d) Other Trainees not specifically mentioned as being eligible.

9) Trainers – financial support

- Trainers can be reimbursed in line with eligible travel, accommodation and meal expenses (1200 EUR flights; 120 EUR/night accommodation; 20 EUR/lunch, dinner)
- Lecture fees and honoraria cannot be reimbursed. Trainers in a COST training school may not receive any honoraria nor lecture fees from any source.

10) Trainees – financial support

- The Action MC must define the financial contribution (in the form of a Trainee Grant) for all trainees who will be attending the approved Training School.
- Different grant amounts can be attributed to each trainee.
- The Management Committee decided that for the first Grant Period, the grant awarded to each eligible trainee cannot exceed 1000 EUR.
- The amount afforded to each eligible trainee must respect the following considerations:
 - Each trainee must register for an e-COST profile and each trainee must add their bank details to their e-COST profile.
 - The total Grant awarded to each eligible trainee **cannot exceed 1 000 EUR**.
 - The amount allocated for accommodation and meal expenses cannot exceed **160 EUR per day**. This amount should be calculated with a consideration for the cost of living in the city / country where the Training School is being held.

11) Training School for the first Grant Period

- Date: March 18 -19 2020, Gütersloh, Germany
- Host organisation: German Stroke Foundation (Stiftung Deutsche Schlaganfall-Hilfe)
- Topic: Communicating scientific data and results to the public
- Number of trainees: 20 (1.000 EUR grant for each trainee)
- Number of trainers: 3

More information about the Training School for the first Grant Period are available in the Open Call. For further information regarding Training Schools please consult the COST Vademecum [here](#).