

Guiding principles for the procedure and application for
grants and schools
within
COST action CA21106

COSMIC WISPerS in the Dark Universe

Grant Evaluation Committee

1. Scope of the document and general information

- 1.1. The present document arranges the application and the financial support awarding procedure within the COST action CA21106, COSMIC WISPerS
- 1.2. The types of grants awarded within the CA21106 action are
 - 1.2.1. STSM grants
 - 1.2.2. ITC Conference grant
 - 1.2.3. Dissemination Conference grant
- 1.3. CA21106 also supports participation in conferences, workshops and school, organized within the action, to both members of the action and external participants

2. Application procedure

- 2.1. All grant applicants apply on the web site <https://e-services.cost.eu/activity/grants/add> for the appropriate grant specifying the COST action CA21106
 - 2.1.1. Candidates should follow the standard application procedure within the deadlines indicated on the web site
 - 2.1.2. Only if requested by the Grant Evaluation Committee, each applicant should send by email to the COST action CA21106 Grant Evaluation Committee:
 - 2.1.2.1. Research statement with the amount of requested budget and budget justification
 - 2.1.2.2. CV containing list of selected publications and major scientific achievements
 - 2.1.2.3. An email of a referee who had agreed to provide a reference letter for the candidate
 - 2.1.3. Upon a successful application the applicant should also fill in the required forms of the Grant Holder institution as indicated in https://agenda.infn.it/category/1870/attachments/102486/143635/STSM_2023.pdf or

https://agenda.infn.it/category/1872/attachments/102488/143637/ITC_conference_GRANT.pdf , depending on the grant type.

2.2. Applicants for schools and events organized within the present action apply on the corresponding web site of the event

2.2.1. Applicants should provide

2.2.1.1. Research statement (motivation letter)

2.2.1.2. A reference letters

2.2.1.3. CV containing list of selected publications and major scientific achievements

2.2.1.4. A statement whether they wish to present their research work at the school or not (only if applicable, included in the application form)

3. Evaluation procedure

3.1. The ITC conference grants and the STSM grants are in general evaluated solely case by case on the basis of the documents uploaded during the application procedure on the site

<https://e-services.cost.eu/activity/grants/add>

3.2. In the case of highly competitive applications and/or limited budget for ITC conference grants and STSM grants the Grant Awarding Committee reserves the right to request additional documents to perform applications evaluation according to points 3.4 and 3.5:

3.2.1. Reference letter supporting the application

3.2.2. Research statement

3.2.3. Detailed budget breakdown

3.3. The Grant Awarding Committee is granted the permission to select appropriate referees from the working groups in case of necessity

3.4. STSM applications are evaluated using the evaluation table in

Addendum 1.

3.4.1. Each criteria is evaluated with an integer number of points by two referees:

- a member selected by the Grant Awarding Committee

- an appropriate working group representative, selected by a working group leader

3.4.2. The final score is the sum of the points of the two referees

3.4.3. The applicants in a given STSM call are ordered descending on the basis of the acquired number of points

- 3.5. The evaluation of applications for participation in external events (e.g. ITC conference grants) is done exclusively by the Grant Awarding Committee, according to **Addendum 2**.
 - 3.5.1. The grants are awarded on a fair basis - if a member from a country has received an ITC conference grant in the corresponding accounting period the priority is given to an applicant from another ITC.
 - 3.5.2. In the case of equal score, the priority is given to an application with higher number of points in section "Scientific quality"
- 3.6. School and events applications evaluation is done according to **Addendum 3**.
 - 3.6.1. Each application is evaluated by two referees
 - a member selected by the Grant Awarding Committee
 - an appropriate working group representative, selected by a working group leader
 - 3.6.2. The final score is the sum of the points of the two referees
 - 3.6.3. In the case of equal score, the priority is given to an application with higher number of points in section "IMPACT"

4. Grant awarding

- 4.1. The possible financial support for events organized within the Action are announced not later than 1 month after the announcement of the forthcoming event on the event's website
- 4.2. Applications for STSM are evaluated every first decade of the month, considering only applications which had been submitted by the 20th day of the preceding month.
- 4.3. Applications for ITC conference grants are evaluated continuously, upon a receipt of an application.
- 4.4. Applications for schools organized by the action are awarded on the basis of the acquired score
 - 4.4.1. 90 % of the participants are evaluated on a general basis, independent of country of affiliation
 - 4.4.2. The rest of the participants (10 %) are exclusively and only from ITC.
- 4.5. All activities planned within a given accounting period should be finalized by 15th September
- 4.6. Grants for participation in external dissemination events are awarded exceptionally, on irregular basis, and are processed by the Chair

Addendum 1

Evaluation criteria and scoring table for STSM

Criteria	Range	Score
I. Eligibility		
1. Is the scientific topic of the application within the scope of the action?	Yes/No	
2. Is the applicant a member of a working group from 1 to 4?	Yes/No	
II. Reference letters		
3. Evaluation of the reference letter	0 - 5 points	
III. Scientific quality		
4. Capacity of the proposed activity to enlarge the research group potential	0 - 5 points	
5. Quality of the research proposal	0 - 5 points	
6. CV of the candidate	0 - 5 points	
IV. Budget		
7. Is the budget prepared with detailed expenses breakout?	0 - 5 points	
8. Are all foreseen expenses justified?	0 - 5 points	

Addendum 2

Evaluation criteria and scoring table for ITC conference grants

Criteria	Range	Score
I. Eligibility		
1. Is the scientific topic of the application within the scope of the action?	Yes/No	
2. Is the applicant a member of a working group from 1 to 4?	Yes/No	
II. Reference letters		
3. Evaluation of the reference letter	0 - 5 points	
III. Scientific quality		
4. Capacity to enlarge a local research group potential in ITC state	0 - 5 points	
5. Quality of the research proposal	0 - 5 points	
6. CV of the candidate	0 - 5 points	
IV. Budget		
7. Is the budget prepared with detailed expenses breakout?	0 - 5 points	
8. Are all foreseen expenses justified?	0 - 5 points	
V. Fairness		
9. Was another scientist from the country awarded an ITC conference grant in the last three months? (5 points for NO, 0 points for YES)	0 / 5 points	

Addendum 3

Evaluation criteria and scoring table for schools

Criteria	Range	Score
I. Eligibility		
1. Is the scientific topic of the application within the scope of the action?	YES/NO	
2. Does the applicant come from an eligible country?	YES/NO	
II. Reference letters		
3. Evaluation of the reference letter	0 - 10 points	
III. Impact		
4. Capacity of school to impact the applicant's career	0 - 5 points	
5. Quality of the motivation letter	0 - 10 points	
6. CV of the candidate	0 - 10 points	
7. Plan for scientific contribution of the applicant to the school, when applicable (oral presentation - 5 points, poster - 3 points, no contribution - 0 points; other forms of contribution - judged by the Grant Evaluation Committee)	0 - 5 points	