

Grant Awarding

User guide

Nov/2021

CONTENTS

1.	Introduction.....	3
1.1.	Key players.....	3
2.	process overview.....	4
2.1.	Applicant creates a Grant application	4
2.2.	Approval /rejection of the application on behalf of the MC	10
2.3.	The GH manager sends the applicant the Grant Notification Letter	11
2.4.	Grantee uploads the report and Grant Awarding Coordinator approves.	14
2.5.	Grant Awarding Coordinator approves/rejects the report	16
2.6.	The GH manager makes the payment of the Grant.....	17

1. INTRODUCTION

This document describes the Grant Awarding process as implemented in e-COST, from the moment an applicant submits an application for approval by the Grant Awarding Coordinator to the payment and recording of the amount paid by the Grant Holder manager (GHM) to the grantee. The applicant can draft and submit an application for either a Short-term Scientific Mission (STSM), Virtual Mobility (VM), Virtual Networking Support (VNS), ITC Conference or Dissemination Conference, the process for all types of grants is similar.

1.1. Key players

- Grant Applicant
- Grant Awarding Coordinator
- Action Chair
- Action Vice Chair
- Leadership Positions
- Grant Holder Manager (GHM)

Short Term Scientific Mission (STSM), Virtual Mobility, Virtual Networking Support and Dissemination Conference Grant Applicant

The Grant applicant(s) are Action participants with a primary affiliation to a legal entity located in a COST Full or Cooperating Member country, a COST Near Neighbour Country or a European RTD Organisation.

Template:

https://www.cost.eu/STSM_GrantApplication
https://www.cost.eu/STSM_Report

https://www.cost.eu/VM_GrantApplication
https://www.cost.eu/VM_Report

https://www.cost.eu/DisseminationConference_GrantApplication
https://www.cost.eu/DisseminationConference_Report

https://www.cost.eu/VNS_GrantApplication
https://www.cost.eu/VNS_Report

ITC Conference Grant Applicant

The ITC Conference Grant Applicant(s) are Young Researchers and Innovators affiliated in an Inclusiveness Target Country (ITC) or Near Neighbour Country.

Template:

https://www.cost.eu/ITCConference_GrantApplication
https://www.cost.eu/ITCConference_Report

Grant Awarding Coordinator

The Grant Awarding Coordinator is the person appointed by the Action Management Committee (MC) charged to coordinate and approve on behalf of the Acton MC the awarding of all types of grants for supporting the mobility of Researchers and Innovators and the presentation of Action results at a conference organised by a third party (further details are provided in the [Annotated Rules](#))

Action Chair

In the absence of a Grant Awarding Coordinator, the Action Chair acts as default Grant Awarding Coordinator on behalf of the Action Management Committee (MC) consequently can, on behalf of the Action Management Committee (MC) approve/reject grant applications.

Action Vice Chair

The Action Vice Chair has access to the monitoring of Grant applications, can download applications supporting documentation and receives a copy of relevant notifications.

Leadership Positions

The Leadership Positions have access to the monitoring of Grant applications and can download applications supporting documentation.

Grant Holder Manager

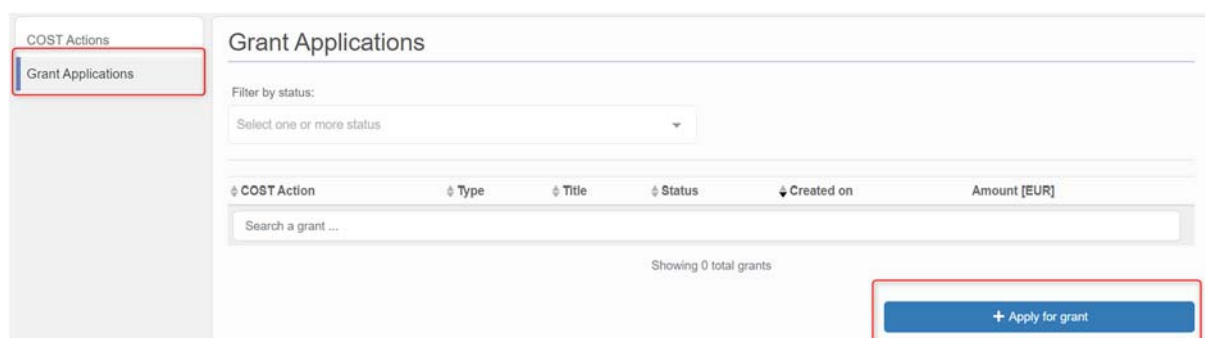
The GH manager monitors the incoming approved grant applications, determines the Grant amount in accordance with the request, but also with the budget available, sends the successful applicants their Grant Notification letter and ensures that all grants are paid within the deadline for payment. In the absence of a Grant Awarding Coordinator, the Grant Holder Manager can on behalf of the Action Management Committee (MC) approve/reject grant applications.

2. PROCESS OVERVIEW

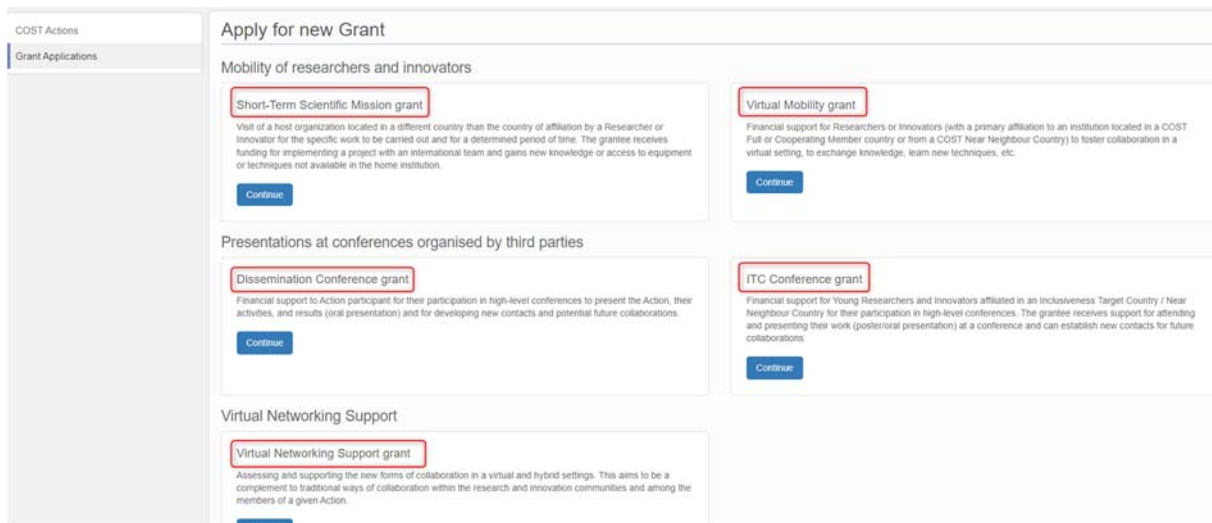
2.1. Applicant creates a Grant application

The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab.

Any already existing applications are available for consultation in the Grant Applications Monitoring. To encode a new application, the applicant clicks on 'Apply for grant'.



The applicant can select the grant from the page 'Apply for new grant'



Apply for new Grant

Mobility of researchers and innovators

Short-Term Scientific Mission grant
Visit of a host organization located in a different country than the country of affiliation by a Researcher or Innovator for the specific work to be carried out and for a determined period of time. The grantee receives funding for implementing a project with an international team and gains new knowledge or access to equipment or techniques not available in the home institution.

Continue

Virtual Mobility grant
Financial support for Researchers or Innovators (with a primary affiliation to an institution located in a COST Full or Cooperating Member country or from a COST Near Neighbour Country) to foster collaboration in a virtual setting, to exchange knowledge, learn new techniques, etc.

Continue

Presentations at conferences organised by third parties

Dissemination Conference grant
Financial support to Action participant for their participation in high-level conferences to present the Action, their activities, and results (oral presentation) and for developing new contacts and potential future collaborations.

Continue

ITC Conference grant
Financial support for Young Researchers and Innovators affiliated in an Inclusiveness Target Country / Near Neighbour Country for their participation in high-level conferences. The grantee receives support for attending and presenting their work (poster/oral presentation) at a conference and can establish new contacts for future collaborations.

Continue

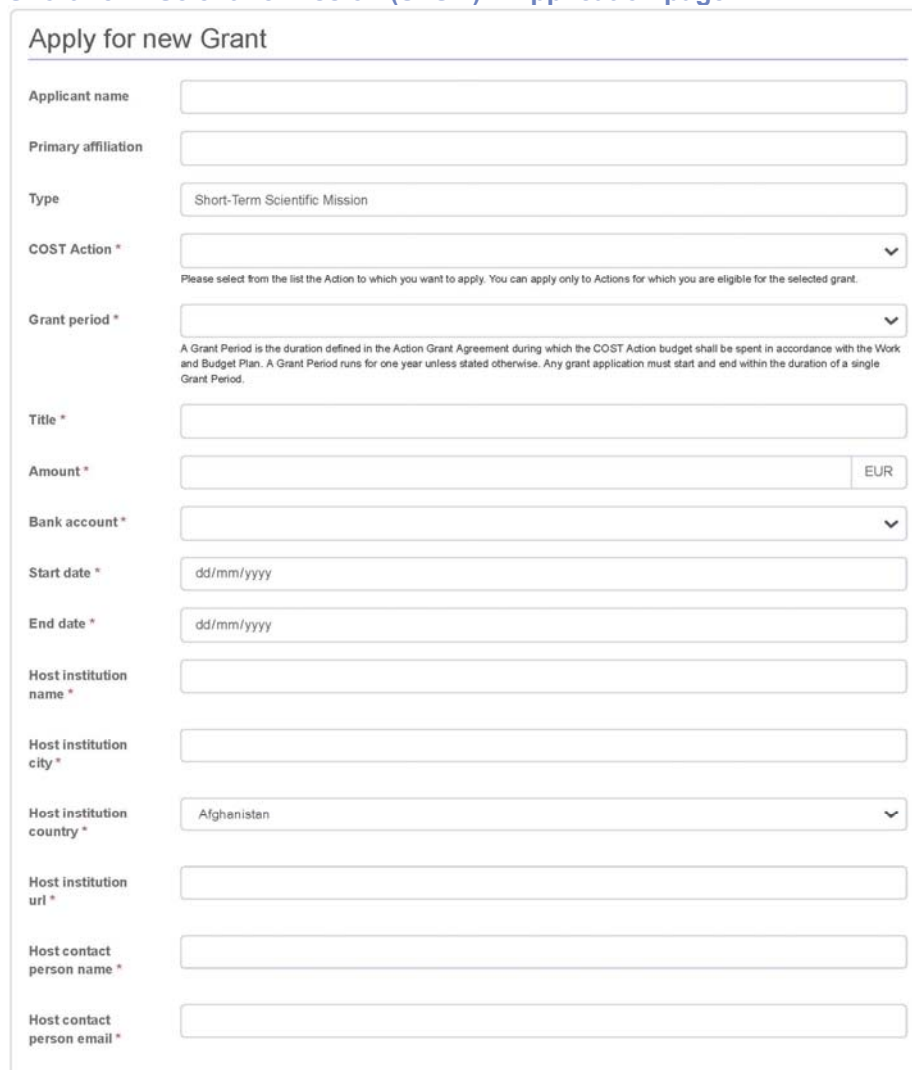
Virtual Networking Support

Virtual Networking Support grant
Assessing and supporting the new forms of collaboration in a virtual and hybrid settings. This aims to be a complement to traditional ways of collaboration within the research and innovation communities and among the members of a given Action.

Continue

For each type of grant an application form will contain different sections, some are pre-filled by e-COST such as Applicant name or Primary Affiliation, others are mandatory to be filled. Grant applications require an active Action Grant Period.

Short Term Scientific Mission (STSM) – Application page



Apply for new Grant

Applicant name

Primary affiliation

Type: Short-Term Scientific Mission

COST Action *

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Title *

Amount *

EUR

Bank account *

Start date *

dd/mm/yyyy

End date *

dd/mm/yyyy

Host institution name *

Host institution city *

Host institution country *

Afghanistan

Host institution url *

Host contact person name *

Host contact person email *

Virtual Mobility - Application page

Apply for new Grant

Applicant name

Primary affiliation

Type

COST Action *

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Title *

Amount *

EUR

Bank account *

Start date *

End date *

Virtual Networking Support - Application page

Apply for new Grant

Applicant name

Primary affiliation

Type

COST Action *

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period *

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Title *

Amount *

EUR

Bank account *

Dissemination Conference – Application page

Apply for new Grant

Applicant name

Primary affiliation

Type

Attendance type *

▼

COST Action *

▼

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period *

▼

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Title *

Amount *

EUR

Bank account *

▼

Start date *

End date *

Conference title *

Conference country *

▼

Conference url *

ITC Conference Grant – Application page

Apply for new Grant

Applicant name

Primary affiliation

Type

Attendance type *

▼

COST Action *

▼

Please select from the list the Action to which you want to apply. You can apply only to Actions for which you are eligible for the selected grant.

Grant period *

▼

A Grant Period is the duration defined in the Action Grant Agreement during which the COST Action budget shall be spent in accordance with the Work and Budget Plan. A Grant Period runs for one year unless stated otherwise. Any grant application must start and end within the duration of a single Grant Period.

Title *

Amount *

EUR

Bank account *

▼

Start date *

End date *

Conference title *

Conference country *

▼

Conference url *

After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously downloaded from the application page.

The applicant will need to upload additional supporting documentation for each type of grant.

STSM – supporting documentation

- STSM grant Application (based on e-COST template)
- Confirmation of the host on the agreement from the host institution in receiving the applicant
- Other documents required by the Action

Virtual Mobility – supporting documentation

- Virtual Mobility grant Application (based on e-COST template)
- Other documents required by the Action

Virtual Networking Support – supporting documentation

- Virtual Networking Support grant Application (based on e-COST template)
- Other documents required by the Action

Dissemination Conference – supporting documentation

- Dissemination conference grant application (based on e-COST template)
- Copy of the abstract of the accepted oral presentation
- Acceptance (or invitation) letter from the conference organisers
- Other documents required by the Action

ITC Conference – supporting documentation

- ITC Conference grant application (based on e-COST template)
- Copy of the abstract of the accepted oral or poster presentation
- Acceptance letter from the conference organisers
- Other documents required by the Action

Supporting documents

The following supporting documents are missing to submit the application: Grant application, Confirmation by host

[Download Grant Application template](#)

Upload document

Title / Description *

Document type *

Grant application

File to upload *

Browse

You can upload files up to 2 MB each. Supported file types are: pdf, png, jpg, jpeg, gif, doc, docx, odf, xls,.xlsx.

[Upload document](#)

[← Back to Applications](#)

[✓ Submit application](#)

After adding the supporting document(s), the applicant can submit the grant application.

Supporting documents

[Download Grant Application template](#)

Upload another document

Title / Description *

Document type * Grant application

File to upload * Browse

You can upload files up to 2 MB each. Supported file types are: pdf, png, jpg, jpeg, gif, doc, docx, odt, xls, xlsx.

[Upload document](#)

Uploaded documents

1	Grant application template	Grant application	28/10/2021	Download	Delete
2	Acceptance letter	Acceptance letter from the conference organisers	28/10/2021	Download	Delete

[Back to Applications](#) [Submit application](#)

Submit application

Draft Submitted Pre-Approved Grant letter sent Report submitted Report approved Paid

Grant Virtual Networking Support Draft

Title Virtual Networking Support

COST Action

Claim EUR 2000.00

Supporting documents

Application	Download
Application	Download

Templates

Grant Application template	Download
----------------------------	--------------------------

Are you sure you want to **submit the application**?

[Submit](#)

[Options](#) [Close](#)

The application status will change from draft to submitted. Prior to approval of the application, if need be, the applicant will be able to revise the application.

Grant Applications

Filter by status: Select one or more status

COST Action	Type	Title	Status	Created on	Amount [EUR]	
	DCG		Submitted	28/10/2021	1000.00	Revise Options

2.2. Approval /rejection of the application on behalf of the MC

As soon as the Grant application is submitted, the Grant Awarding Coordinator is notified. The applicant, Action Chair and Vice Chair also receive a copy of the notification.

Alternatively, the status of the applications can be consulted via the Grant Applications Monitoring.

Grant Applications Monitoring							
Applications from previous grant periods are still accessible from the old interfaces: ITC Conference Grants STSM Applications							
Export all applications Reset Filter							
COST Action	Applicant	Type	Title	Status	Amount [EUR]	Dates	Options
				Nothing selected		dd / mm / yyyy	
		DCG		Submitted	1000.00	29/10/2021 29/10/2021	Review Options
		STSM		Submitted	3500.00	20/10/2021 27/10/2021	Review Options
		STSM		Report approved	4000.00	18/10/2021 18/10/2021	Details Options
		DCG		Paid	0.01	18/10/2021 18/10/2021	Details Options
4 results							

The Grant Awarding Coordinator will be able to review and approve/reject the Grant application on behalf of the MC. In case of rejection, a justification needs to be encoded. The justification will be included in the e-notification to the applicant.

Applicant	
Start	29/10/2021
End	29/10/2021
Conference Title	
Conference Country	AF
Conference URL	http://www.sfshtsdh.com
Claim	EUR 1000.00
Supporting documents	Application details Download CV Download Grant application template Download Acceptance letter Download
History	28/10/2021 17:25 [User] has submitted the grant application 28/10/2021 17:25 [User] has revoked the grant application 28/10/2021 17:25 [User] has submitted the grant application

Please review the grant request

☐ The information contained in the Supporting Documents is valid and complete

Justification (required to reject)

[✓ Approve](#)

[✗ Reject](#)

Upon approval, the Grant application status will change from submitted to pre-approved.

The screenshot displays the e-cost Grant application interface. At the top, a progress bar shows the stages: Draft, Submitted, **Pre-Approved** (highlighted), Grant letter sent, Report submitted, Report approved, and Paid. Below this, the 'Grant' details for 'Virtual Networking Support' are shown, with a 'Pre-Approved' status badge. The details include the Title, COST Action, Claim (EUR 1000.00), and a list of supporting documents (Application details and Application) with download links. A history entry shows the application was submitted on 27/04/2021. A green confirmation message states 'Grant approved successfully'. Below this is a text area for 'Justification (required to reject)'. At the bottom, there are 'Approve' and 'Reject' buttons, and a 'Close' button.

2.3. The GH manager sends the applicant the Grant Notification Letter

As soon as the Grant Awarding Coordinator approved the Grant application, the GH manager is notified and can send the Grant Letter notification. The Action Chair and Vice Chair also receive a copy of the e-notification.

Dear Ms [redacted]

With reference to the following application for a Virtual Networking Support Grant with the following details:

- COST Action: [redacted]
- Reference: E-COST-GRANT-[redacted]
- Title: Virtual Networking Support Grant
- Grant amount: 1000.00
- Start and end date: 27/04/2021 - 31/10/2021
- Applicant: [redacted]
- Applicant institution: [redacted]

On behalf of the Management Committee of the COST Action [redacted], I would like to inform you that the proposed Virtual Networking Support Grant application and supporting documents have been reviewed and approved.

Please verify that funds are available to support this application and send the applicant the Grant Notification Letter to the applicant:

[https://\[redacted\]](https://[redacted])

The GH manager follows the link provided in the notification and logs into e-cost. The GH manager can send the grant letter to the grantee.

Send grant letter

Draft
Submitted
Pre-Approved
Grant letter sent
Report submitted
Report approved
Paid

Grant
Virtual Networking Support
Pre-Approved

Applicant

Primary affiliation

Title: Virtual Networking Support Grant

Start: 27/04/2021

End: 31/10/2021

Supporting documents

Application details [Download](#)

Application [Download](#)

Template [Download Grant Report template](#)

History

27/04/2021 15:24 has submitted the grant application

27/04/2021 15:29 has approved the grant application

Claim
Amount [EUR] 1000.00

Send grant letter

Upon sending of the grant letter, the status of the Grant application will change from pre-approved to Grant Letter sent.

Details

Draft
Submitted
Pre-Approved
Grant letter sent
Report submitted
Report approved
Paid

Grant
Virtual Networking Support
Grant letter sent

Applicant

Primary affiliation

Title: Virtual Networking Support Grant

Start: 27/04/2021

End: 31/10/2021

Supporting documents

Application details [Download](#)

Application [Download](#)

Template [Download Grant Report template](#)

History

27/04/2021 15:24 has submitted the grant application

27/04/2021 15:29 has approved the grant application

Claim
Amount [EUR] 1000.00

The grant letter notification is sent to the applicant. The GH manager and the Grant Awarding Coordinator will be in copy of the notification.

Dear Prof (

Your application for a Dissemination Conference Grant with the following details:

- COST Action:
- Reference: E-COST-GRANT-
- Grant amount: 1000.00 EUR

was approved by the MC of the COST Action.

Please find below the link for the Grant Letter that outlines your rights and duties and those of the Action Grant Holder.

A user guide providing an overview of the process is available here: https://www.cost.eu/grants_userguide. For further information about this procedure, please contact us or the Grant Awarding Coordinator).

We thank you for your cooperation.

Kind regards,

The Grant Letter outlines the rights and duties of the grantee and of the Grant Holder.

29/10/2021

Subject: Grant Notification Letter

Dear Prof

With reference to your application for a Dissemination Conference Grant with the following details:

- COST Action:
- Reference: E-COST-GRANT--ca4b1cd5
- Conference Title: Amphibians and Reptiles Conference
- Conference Country: AF
- Conference URL: <http://www.sfshfsdh.com>
- Grant amount: 1000.00 EUR
- Start and end date: 29/10/2021 to 29/10/2021
- Applicant:

We are happy to inform you that the application has been approved by the MC of the COST Action.

Please find below the terms and conditions that outline the rights and duties of the grantee and of the Grant Holder.

While this Grant Letter highlights and summarises important items linked to your Dissemination Conference Grant, it does not substitute the rules and conditions detailed in the relevant section of the COST Annotated Rules – see https://www.cost.eu/annotated_rules_for_cost_actions_c.

Article 1 – GRANT AMOUNT


1.1 The Management Committee of the COST Action has awarded you a fixed grant amount of EUR 1,000.00 to present the Action and/ or for developing new contacts and potential future collaborations at the above-mentioned conference.

1.2 The awarded Grant shall be fully dedicated to the participation in this conference and shall not be used for the grantee's own activities or any activities falling outside the scope of this event.

1.3 The grantee must attend the conference during the period foreseen in the Dissemination Conference Grant application. Should the grantee require any changes to the terms and conditions detailed in the Dissemination Conference Grant application, the grantee shall obtain the approval of the Grant Awarding Coordinator on those changes before the activity starts and inform the Grant Holder accordingly.

1.4 If the grantee claims a delay in the attendance of the conference due to a situation of Force Majeure (i.e., event or circumstance beyond its reasonable control and occurring without its fault or negligence), the Grant Awarding Coordinator and the Grant Holder must be immediately informed, stating the nature,

COST Association AISBL
Avenue du Boulevard – Boelewerklaan 21, box 21 1210 Brussels, Belgium
T +32 (0)2 533 3800 | office@cost.eu | www.cost.eu

 Funded by the Horizon 2020 Framework Programme of the European Union



likely duration, and foreseeable effects. A decision on the need to suspend the Dissemination Conference Grant shall be taken without delay.

Article 2 - PAYMENT MODALITIES AND REPORTING REQUIREMENTS

2.1 The payment of the Grant will be made in Euro (EUR). The payment may be delayed due to fluctuations in the availability of funds.

2.2 The payment of the Grant is subject to the supporting documents being approved by the Grant Awarding Coordinator on behalf of the MC. The supporting documents must be uploaded in e-COST **within 30 days** from the end date of the conference¹ or **within 15 days** from the end date of the Grant Period, whichever date comes first. The supporting documents consist of:

- a report following the template provided on e-COST
- the certificate of attendance
- the programme of the conference or book of abstracts / proceedings indicating the oral presentation of the grantee
- copy of the given presentation.

2.3 The grantee is irrevocably and unconditionally responsible for any amount due to the Grant Holder and implicitly to the COST Association. The grantee shall be aware that the COST Association reserves the right to postpone or cancel all payments and to recover the amounts already paid to the grantee in case the grantee does not fulfil their obligations.

Article 3 - PENALTIES

3.1 Failure to request the Grant Awarding Coordinator's approval and to inform the Grant Holder about any changes to the approved Dissemination Conference Grant application, and failure to submit the supporting documents within 30-day deadline may lead to the cancellation of the Grant.

Kind regards,

Ms
e-mail:
Phone:

A user guide providing an overview of the process is available here:
https://www.cost.eu/grants_userguide

[1] Note that, in case of proximity of the grant end date to the Action Grant Period end date, the Grant Holder may request the report submission within a shorter timeframe. In such case, the grantee will receive communication from the Action Grant Holder in due time.

2.4. Grantee uploads the report and Grant Awarding Coordinator approves.

1 day and 10 days after the end of the grant, the grantee receives a reminder to upload the report.

The deadline to submit the report is 30 days from the end of the activity, within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.

The grantee receives an e-notification to submit the report and other supporting documents on e-COST, the GH manager and the Grant Awarding Coordinator will be in copy of the notification.

Dear Dr

This is a reminder that you are required to submit your report for approval to the Action MC.

Your report is due within 30 days from the end date of the activity, or within 15 days from the end date of the Grant Period, whichever date comes first.

You are kindly requested to complete the following steps:

- Click on the link below to upload your report.
- Review the bank details on which you wish to receive the Grant to your e-cost profile, if you have not done so already.

Failure to submit your report on time may result in the cancellation of the grant.

The payment of your Grant is carried out by the Grant Holder following the receipt of the approval of your report by the Action MC.

Best regards,

COST Association

The grantee must complete the report template, upload, and submit it in e-COST along with additional supporting documents if applicable, for each type of grant.

STSM – supporting documentation

- Report template
- Other documents (if required by the Action)

Virtual Mobility – supporting documentation

- Report template
- Other documents (if required by the Action)

Virtual Networking Support – supporting documentation

- Report template
- Other documents (if required by the Action)

Dissemination Conference – supporting documentation

- Report template
- Certificate of attendance
- Programme of the conference or book of abstracts / proceedings indicating the oral presentation
- Copy of the given presentation
- Other documents (if required by the Action)

ITC Conference – supporting documentation

- Report template
- Certificate of attendance
- Programme of the conference or book of abstracts / proceedings indicating the presentation (oral or poster)
- Copy of the given presentation (oral or poster)
- Other documents (if required by the Action)

The status of the application changes from Grant letter sent to Report submitted.

Submit grant report

×

Draft

Submitted

Pre-Approved

Grant letter sent

Report submitted

Report approved

Paid

Grant

Virtual Networking Support

Report submitted

Title

Virtual Networking Support Grant

COST Action

Start

27/03/2021

End

30/03/2021

Claim

EUR 1000.00

Supporting documents

Application details

Download

Application

Download

Grant letter

Download

Report

Download

✓ Application submitted successfully

✓ Submitted

Upon submission of the grant report, an e-notification is sent to the Grant Awarding Coordinator and a copy to the grantee, Action Chair and Vice Chair.

Dear Dr [REDACTED]

A report for the awarded Virtual Mobility grant application described below has been submitted:

- COST Action: [REDACTED]
- Reference: E-COST-GRANT-C [REDACTED]
- Grant amount: 1500.00
- Applicant: Dr [REDACTED]

Please organise the review of this report following the procedures agreed by the MC.

[https://uat.cost-team/activity/grants/c/\[REDACTED\]](https://uat.cost-team/activity/grants/c/[REDACTED])

Note that the report needs to be approved or rejected on behalf of the MC by clicking on the link below:

[https://uat.cost-team/activity/grants/c/\[REDACTED\]](https://uat.cost-team/activity/grants/c/[REDACTED])

We thank you for your cooperation.

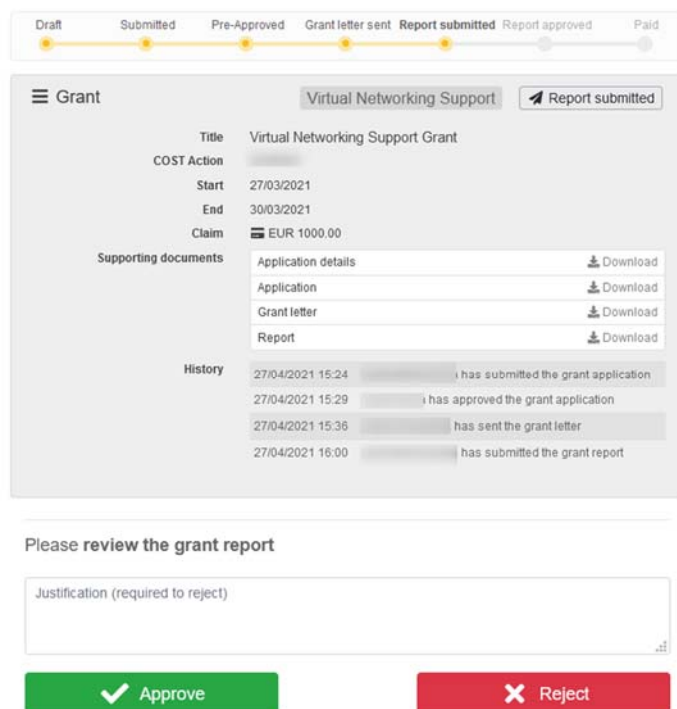
Best regards,

COST Association

2.5. Grant Awarding Coordinator approves/rejects the report

The Grant Awarding Coordinator is notified when the grantee submitted the report and must verify the validity and content of the report by clicking the link in the notification. Alternatively, the report can be accessed from the Monitoring Grant Applications.

After review of the report by the procedures agreed by the MC, the Grant Awarding Coordinator needs to encode its approval or rejection on behalf of the MC.



Grant Virtual Networking Support **Report submitted**

Title: Virtual Networking Support Grant

COST Action: [REDACTED]

Start: 27/03/2021

End: 30/03/2021

Claim: EUR 1000.00

Supporting documents:

- Application details [Download](#)
- Application [Download](#)
- Grant letter [Download](#)
- Report [Download](#)

History:

- 27/04/2021 15:24 [REDACTED] has submitted the grant application
- 27/04/2021 15:29 [REDACTED] has approved the grant application
- 27/04/2021 15:36 [REDACTED] has sent the grant letter
- 27/04/2021 16:00 [REDACTED] has submitted the grant report

Please review the grant report

Justification (required to reject)

[Approve](#) [Reject](#)

If rejected, a justification is required and its content will be included in the e-notification to the grantee, who is asked to revise and re-submit the report. In this case, the status of the application goes back to Grant letter sent.

If the Grant Awarding Coordinator approves the report, the application status changes to Report Approved and the GH manager is notified that the grant can be paid. The applicant, Action Chair and Vice Chair receive a copy of the e-notification.

Dear Mr [REDACTED]

On behalf of the Management Committee of the COST Action, this is to inform you that the report for the Virtual Mobility Grant described below was reviewed and approved by the Action MC.

Therefore, please process the payment by following [this link](#).

Grant details:

- COST Action: [REDACTED]
- Reference: E-COST-GRANT-[REDACTED]
- Grant amount: 1500.00
- Applicant: [REDACTED]

We thank you for your cooperation.

2.6. The GH manager makes the payment of the Grant

Following the link in the e-notification, the GH manager reaches the Grants page from which grant payments can be recorded.

The GH manager can download an excel list of grants that are ready to be paid via the Export all applications. This list contains the necessary information for the GH financial and accounting department to process the Grant transfer.

Grant Applications

Filter by status:

Select one or more status

Applications Monitoring

Export all applications

Applicant	Type	Status	Title	Amount [EUR]	
Search a grant ...					
VM	Grant letter sent			1500.00	Details Options
VMS	Grant letter sent			4000.00	Details Options
VM	Grant letter sent			1500.00	Details Options
VM	Grant letter sent			1500.00	Details Options
VM	Report approved			1500.00	Record payment Options
VM	Grant letter sent			1500.00	Details Options

Showing 6 total grants

Once the GH financial and accounting department processed the Grant transfer, the GH manager can record the payment and complete the grant process.

Record Payment ✕

Draft Submitted Pre-Approved Grant letter sent Report submitted Report approved Paid

CA18235 / Grant Virtual Mobility Report approved

Online Webminar

Applicant [redacted]

Start 18/10/2021
End 18/10/2021
Claim **EUR 1500.00**

Supporting documents

Application details	Download
CV	Download
[redacted]	Download
Grant letter	Download
Grant report	Download

History

07/10/2021 15:15	[redacted]	is submitted the grant application
07/10/2021 15:30	[redacted]	approved the grant application
07/10/2021 15:31	[redacted]	a has sent the grant letter
29/10/2021 10:52	[redacted]	is submitted the grant report
29/10/2021 11:08	[redacted]	is approved the grant report

Are you sure you want to record the payment?

Record payment

Upon the recording of the payment, an e-notification is sent to the grantee, with a copy to the GH manager.

Dear [redacted]

We inform you that your submitted payment request Ref. E-COST-GRANT-[redacted] of EUR [redacted] has been processed and sent to the bank. You will receive your money within a few days.

Hereby are the details:

COST Action: [redacted]

Grant: Virtual Networking Support Grant

Reference: E-COST-GRANT-[redacted]

The amount of EUR [redacted] has been transferred to the following account:

Account Holder Name: [redacted]

Bank Name: [redacted]

Bank Country: [redacted]

Bank Account: [redacted]

SWIFT: [redacted]

For any further requests feel free to contact me.