

COST Grant workplan

This is a sample document. The blank form will be sent to you by the COST Office

I. ACTION PROFILE

Domain:

Action no. and title:

Chair:

START date:

END date:

Number of signatories:

Number of non-COST members:

Number of COST country entities (institutes, etc.) currently participating:

Number of non-COST entities (institutes, etc.) currently participating:

Number of MC Members:

Working Groups with numbers, titles and approximate number of members:

II. DETAILED BUDGET

(1) TRAVEL COSTS AND (2) WORKSHOP ORGANISATION SUPPORT

Management Committee Meetings

Location:

Date:

Number of participants to be reimbursed:

Travel costs:

Organisational support:

Etc.

Working Group Meetings

WG no. and title:

Location:
Date:
Number of participants to be reimbursed:
Travel costs:
Organisational support:

Etc.

Other meetings

Title:
Location:
Date:
Number of participants to be reimbursed:
Travel costs:
Organisational support:

Etc.

Workshops and Conferences

Title:
Location:
Date:
Number of participants to be reimbursed:
Travel costs:
Organisational support:

Etc.

(3) SHORT TERM SCIENTIFIC MISSIONS (STSMs)

Number:
Cost:

(4) TRAINING SCHOOLS

(5) DISSEMINATIONS, PUBLICATIONS

Title:
Cost:

Etc.

(6) OTHER ACTIVITIES (IF ANY)

(7) SECRETARIAL COSTS

Up to 15 % of (1 to 6)

III. WORK PLAN

(1) OBJECTIVES

Please describe the objectives to be achieved during the grant period and their relationship to the goals of the Action as laid down in the MoU or as modified by the Management Committee.

(2) ACTIVITIES

Please describe the contents of the activities listed in the budget, their relationship to each other (if any) and to the objectives stated above.

(3) OUTPUTS PLANNED FOR YEAR

(Including final reports, technical documents, publications and other forms of output.)

COST Grant budget plan

Action no. and title:

Grant period:

Allocated budget:

A. SUMMARY BUDGET

(1) TRAVEL COSTS FOR MEETINGS €.....

(2) WORKSHOP ORGANISATIONAL SUPPORT €.....

(3) SHORT-TERM SCIENTIFIC MISSIONS €.....

(4) TRAINING SCHOOLS €.....

(5) DISSEMINATION - PUBLICATIONS €.....

(6) OTHERS €.....

TOTAL SCIENCE EXPENDITURE €.....

B. SECRETARIAL SUPPORT (max. of 15% of A.) €.....

C. TOTAL EXPENDITURE (A+B) €.....