

CitySenZ COST Action Grants

(Grant Awarding)



Call for Applications

We invite applications for COST Action grants that support mobility, collaboration and dissemination activities advancing the objectives set out in the Action's Memorandum of Understanding (MoU) of [CitySenZ](#) CA23145.

1) Eligibility & General Guidelines

- **Deadline:** Applications must be submitted **by 7 September 2025, 23:59 (Brussels time)** via e-COST.
The activity must end by 15-October 2025, The report must be submitted by **21 October 2025**. For an extension, please submit your request **before making any commitments**, to f8449@ulusofona.pt to allow the Core Group enough time to assess the possibility of extending these dates.
- **Who may apply:** The applicant must be a **registered participant** in CA23145 and a **“researcher or innovator” affiliated with a legal entity** (university, research centre, company/SME, NGO, public administration, etc.).
- **Relevance:** The proposed work must **clearly contribute** to CitySenZ objectives, particularly in relation to **architectural and urban ambiances**.
- **No double funding:** Costs already funded by other sources are **not eligible**.

- **No overlapping grants in the same Grant Period:** Applicants may **not** receive multiple conference grants (ITC/YRI/DCG) for the **same activity or overlapping dates within the same Grant Period**.
- **Conflict of interest:** Reviewers declare any conflicts and recuse themselves where applicable. Decisions follow transparency, ethics and balance principles (ITC/NNC, geography, career stage).

Note: The **transnationality requirement applies only to STSMs** (see section 2.3). It does **not** apply to VM or conference grants.

2) Grant Types & Ceilings (lump-sum)

Grant amounts are **lump sums** (not reimbursements of actual costs) and are set case-by-case by the MC/Core Group within the ceilings below and in line with the Work & Budget Plan (W&BP).

2.1) Young Researcher and Innovator (YRI) Conference Grants

- **Purpose:** Enable **Young Researchers and Innovators** (participants **under 40 years old** on the conference start date) to deliver an **oral or poster** presentation at a third-party conference.
- **Ceilings:** up to **€2,500** (onsite) or **€500** (online).
- **Eligible contributions:** travel, accommodation & subsistence, registration fees, poster printing, and overall effort related to preparation and delivery.

2.2) Inclusiveness Target Country (ITC) Conference Grants

- **Purpose:** Enable participants **affiliated with entities in ITC or NNC** countries to deliver an **oral presentation** at a third-party conference.
- **Ceilings:** up to **€2,500** (onsite) or **€500** (online).
- **Eligible contributions:** travel, accommodation & subsistence, registration fees, and overall effort.

2.3) Short-Term Scientific Mission (STSM) Grants

- **Purpose:** Short research visits to a **host institution in a different country** from the applicant's affiliation to achieve a defined piece of work.
- **Ceiling:** up to **€4,000** per grant.
- **Eligible contributions:** travel, accommodation & subsistence, project implementation, reporting, and overall effort. No salary costs.
- **Advance:** **Up to 50%** pre-payment may be granted upon request, subject to funds availability and Grant Holder approval; **balance** after report approval.

2.4) Virtual Mobility (VM) Grants

- **Purpose:** Support online collaboration (e.g., virtual mentoring, protocol harmonisation, survey preparation, modelling/data analysis) advancing the MoU objectives.
- **Ceiling:** up to **€1,500** per grant.
- **Payment:** after submission and approval of the VM (Virtual Mobility) report in e-COST.

Note: This Call does **not** include VNS (Virtual Networking Support). (If introduced later, a separate note will define scope and rules.)

3) How to Apply (via e-COST)

1. **Submit** your application in e-COST: <https://e-services.cost.eu/activity/grants>
2. **Upload** the required documents (as applicable): concise work plan, **host invitation/acceptance** (for STSM), **conference acceptance** (for ITC/YRI), short **CV**, **requested amount** with brief justification, and **expected outputs**.
3. **Detail** for STSM/VM: tasks, timeline, deliverables. For Conference Grants: session/track details and planned **dissemination** of Action results.

4) Assessment & Decision

- **Evaluation:** Proposals are reviewed and scored against the **published criteria** by the MC or a **duly delegated Core Group**. A balanced set of reviewers is sought whenever possible.
- **Criteria** (score-bearing):
 1. Scientific/technical quality & feasibility
 2. Contribution to MoU objectives & planned deliverables
 3. Dissemination & expected impact
 4. Inclusiveness & balance (e.g., ITC/NNC participation, career stage)
 5. Budget appropriateness
- **Tie-breakers:** inclusiveness criteria, geographic/topic balance, first-time applicants.
- **Decision:** Final selections are approved by vote of the MC representatives (or the delegated Core Group, as applicable), subject to available budget and the **approved W&BP**. The MC may adjust number/timing of awards for portfolio balance.

5) Notifications, Reporting & Payment

- **Notification:** Applicants are informed by email. **Successful applicants receive a Grant Letter via e-COST**, which formalises the award.
- **Reporting:** The grantee must submit the required report/documentation in e-COST **within 30 days after the activity or within 15 days after the end of the Grant Period, whichever occurs first**.
- **Payment rule:** Payment is made **after** submission and approval of the report in e-COST.
 - **STSM:** possible **advance up to 50%** (upon request, subject to funds & GH approval); **balance** after report approval.
 - **ITC/YRI/DCG/VM:** **no prepayment**; payment after the event and **after** report approval.

6) Appeal, Data Protection & Contact

- **Appeal:** Decisions are final within the Action. This is without prejudice to COST rules on transparency, ethics, and conflict-of-interest management. A short feedback may be provided upon request.
- **Data Protection:** Personal data are processed in accordance with e-COST and COST Association policies.
- **Contact:** For questions, please contact the CitySenZ Grant Awarding Team at the address indicated on the Action's website.
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Let your research travel and make your contribution count!