



University of Stuttgart

Institute for Building Energetics, Thermotechnology and Energy Storage (IGTE)



IEA SHC Task 66 “Solar Energy Buildings”

COST

European Cooperation in Science and Technology

Preparation of a COST – Proposal?

Basics and specific information

Task Preparation Workshop

online, 30.03.2021

Claudia
Scholl-Haaf



- COST Programme: What is it?
- COST Action: Characteristics
- COST Action: Preparing a proposal



Is this an option for IEA SHC Task 66 ?

COST Programme:

What is it?

COST Programme: What is it?

COST (CO-operation in Science and Technology)...

- ...is an EU-funded programme for **research networks** in Europe and beyond
- ...is a network of researchers, engineers and scholars with **nationally funded research**
- ...from at least **seven COST member** Countries
- ...**expandable** to new participants at any time during the first three years of their duration



COST Programme: What is it?

COST (CO-operation in Science and Technology)...



- ...funds are provided for organizing **conferences, meetings, training schools, short scientific exchanges** and other networking
- ...funds are provided via an **annual grant agreement** over a **four-year period** based on annually **Work and Budget Plans** defined in the **MoU**
- ...Action support is about EUR 135,000 **per annum** for participation by typically 30 Members, means approx. EUR 4,500
- ...next open call: Collection Date is set to 29 October 2021 at 12:00 (CET) – Noon

COST Programme: What is it?

COST Features

- networking instrument: the Action
- Open participation (involve all stakeholders, type of institutions, career levels, countries, at any time)
- Bottom-up approach (researcher driven, any topic/ multiple topics)
- Flexible (adaptable research and activities)

Important:

- research and development activities rely on **nationally or otherwise funded research projects** and resources (e.g. employees' time, infrastructures and equipment) and **are not funded** by COST
- COST Programme provides funds for networking

COST Action: Characteristics

COST Action: Characteristics

Overview

- Who can participate?
- COST networking tools
- COST Action Structure

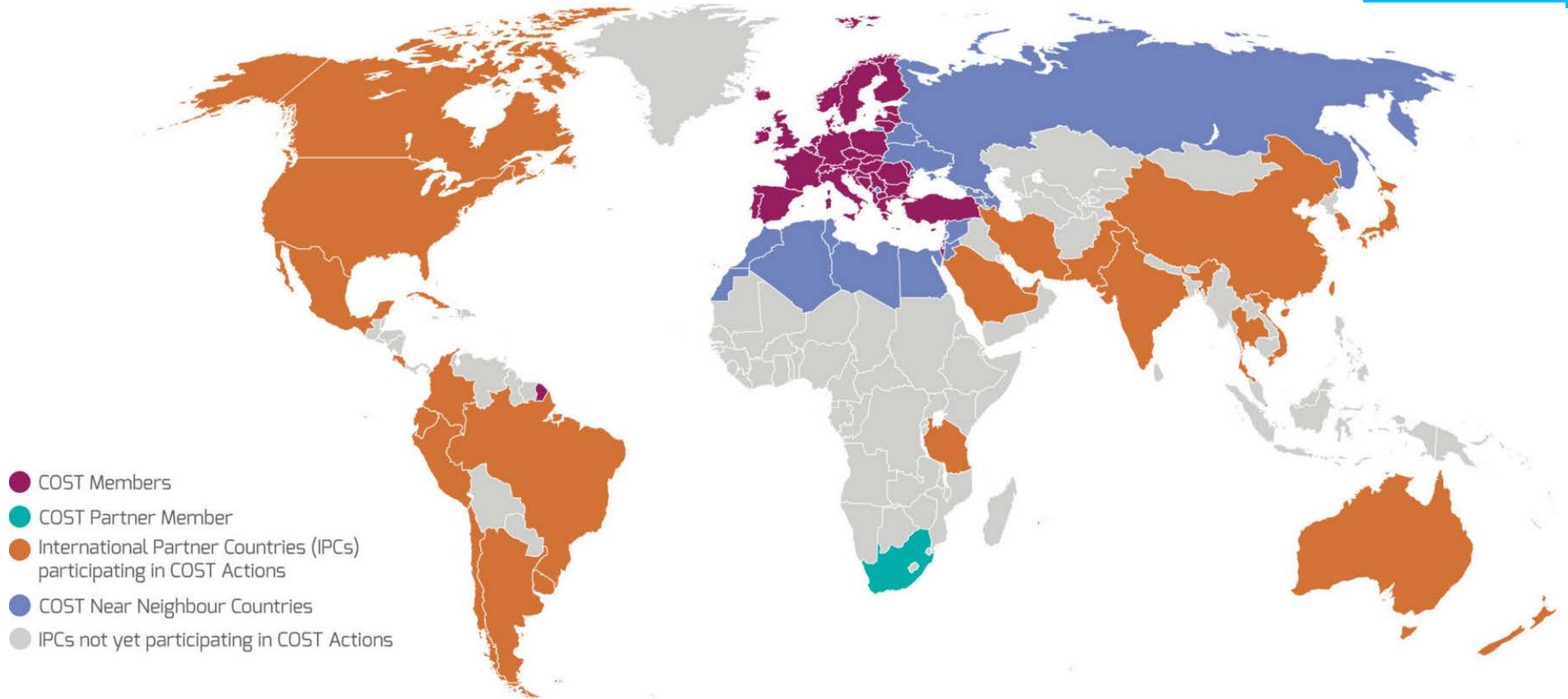


Who can participate?

- participants must belong to an institution or organization → No individuals
- Researchers and innovators from
 - universities,
 - public and private institutions
 - NGOs
 - industry and SMEs
- Particular emphasis on researchers from **less-researchintensive** COST countries (ITC), promotion of **young scientists** and awareness in relation to **gender equality issues**
- Different country categories: COST members and cooperating members, partner members, near neighbor countries, international partner countries

COST Action: Characteristics

Who can participate?



- COST Members
- COST Partner Member
- International Partner Countries (IPCs) participating in COST Actions
- COST Near Neighbour Countries
- IPCs not yet participating in COST Actions

Who can participate?

- **37 COST members:**

- 36 COST full members

- ✓ all 27 EU Member States;
 - ✓ 7 EU candidates and potential candidates: Albania, Bosnia-Herzegovina, the former Yugoslav Republic of Macedonia, Iceland, Serbia, Montenegro, Turkey;
 - ✓ 2 EFTA states Norway and Switzerland, and
- + 1 COST cooperating member:
 - ✓ Israel as a cooperating state.

- **COST Near Neighbour Countries (NNC)**

- **COST Partner member: South Africa**

- **International Partner Countries (IPC)**

Who can participate? Inclusiveness Target Countries

→ **Roud about 20
Inclusiveness
Target Countries**

ITC: less research-intensive states, the so-called "COST Inclusiveness Targeted Countries", include COST Member States that score below 70 % of the average "Composite Indicator" for research excellence of the EU Member States

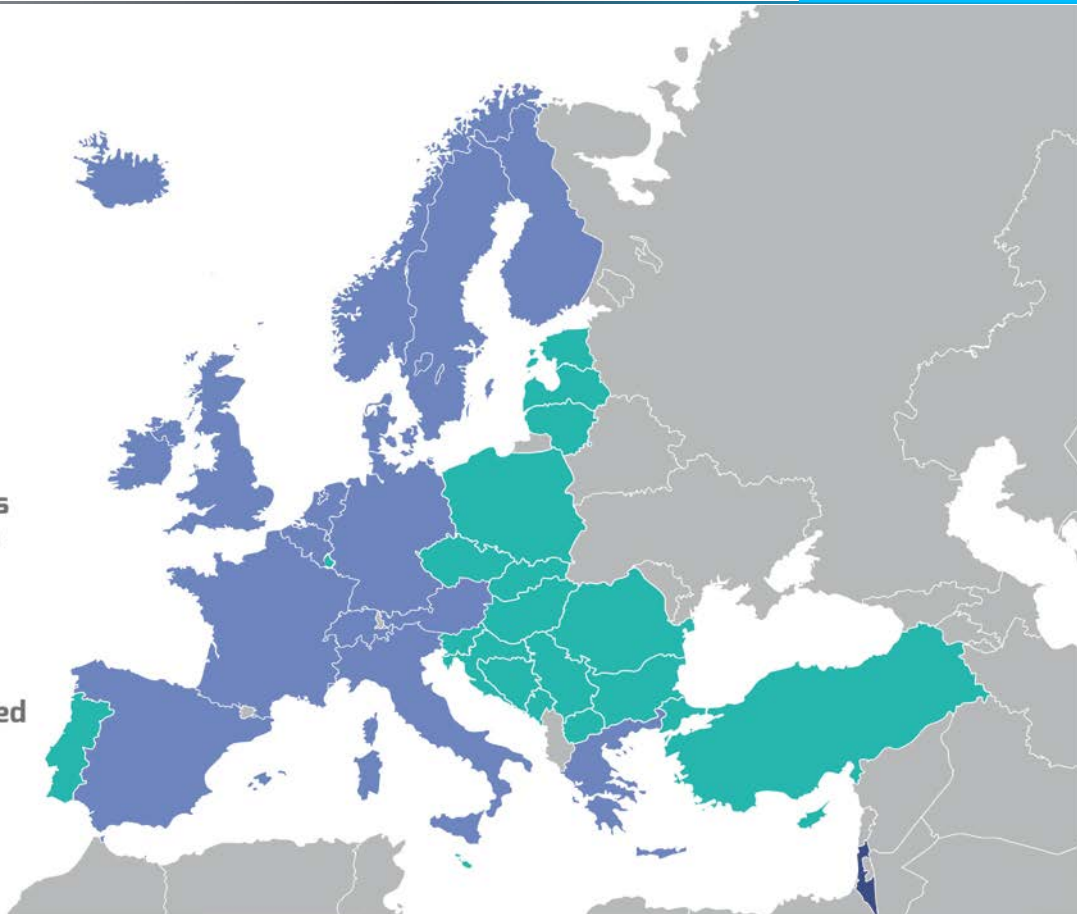
● **EU 13**
Bulgaria
Croatia
Cyprus
Czech Republic
Estonia
Hungary
Latvia
Lithuania
Malta
Poland
Romania
Slovakia
Slovenia

EU Candidates and Potential Candidates

Bosnia and Herzegovina
FYR Macedonia
Montenegro
Republic of Serbia
Turkey

EU countries targeted by the European Commission:

Luxembourg
Portugal



COST Action: Characteristics

Who can participate? Our potential consortium

IEA SHC Task 66 Preparation Workshop “Solar Energy Buildings”

- 1 Albania
- 1 Australia
- 3 Austria
- 2 China and Hong Kong
- 3 Denmark
- 18 Germany
- 1 India
- 1 Italy
- 1 Macedonia
- 3 Mexico
- 4 Portugal
- 2 Switzerland
- 2 Slovakia
- 1 Slovenia
- 2 USA

Inclusiveness Target Countries

IEA SHC Task Definition WS “Solar Energy Buildings” last year:

- France
- Greece
- Norway
- Poland
- Switzerland
- United Kingdom

- 10 European member states or candidates
- of which 5 Inclusiveness Target Countries
- no Near Neighbour Countries yet
- 5 International Partner Countries

Who can participate? Near Neighbour Countries (NNC)

- **Near Neighbour Countries are:**
- Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Territories, Russia, Syria, Tunisia and Ukraine etc.
- may participate in any activities organised in the COST Action
- shall be eligible for reimbursement
- training schools may be held in Neighbouring Countries

Who can participate? International Partner Countries (IPC)

- researchers from International Partner Countries (IPC) may participate in COST Activities of an Action, but usually have to finance their participation themselves BUT:
- Reimbursement of costs is possible under the following conditions:
 - ✓ The Management Committee of an Action may, if necessary, invite experts from institutions of an International Partner Country to a COST Action event (as speakers)
 - ✓ Trainers from IPC can be invited to a Training School or meetings and are then eligible for reimbursement under COST.

COST Tools which are funded by COST for networking participants in a COST Action:

- Meetings, workshops, conferences: Travel expenses and daily allowance
- Costs of organisation of meetings, workshops and conferences
- Short Term Scientific Missions (STSM)
- Training Schools
- Dissemination activities and meetings
- Setting up a COST Action website
- Costs incurred in the financial management of a COST Action



COST- meetings, workshops, conferences: Travel expenses and daily allowance

Daily Allowance per day, based on the country of meeting place:

Country	Daily allowance per day
United Kingdom	200
Norway	193
Belgium	191
Germany	191
Ireland	190
Netherlands	190
Denmark	188
Switzerland	188
Iceland	186
Finland	186
Luxembourg	184
Cyprus	183
Italy	180
Austria	178
Sweden	178
France	175
Israel	175
Portugal	175
Bosnia and Herzegovina	175

- are organised by the COST Action management committees **in any COST country participating in the network, also in IPC**
- are open to the entire scientific community

Moldova	160
Any other country	200

Organisation of meetings, workshops and conferences – Local organizer support

- are financed or subsidised
- organising institutions receive financial support as "Local Organiser Support" for the logistical effort, such as
- covering the costs of room rental
- Coffee breaks and light refreshments
- Light lunches
- One single networking dinner maximum 45 Eur per person
- A maximum of EUR 10 000 can be claimed



Short Term Scientific Missions (STSM)

- allow scientists to visit an institution or laboratory involved in a COST Action in another country.
- Aim: is to get to know new techniques, procedures and infrastructural facilities or to exchange information on the current state of knowledge.
- target groups: in particular **young scientists** from COST Member States and Near Neighbouring Countries.
 - Up to a max. of 3 500 € en total can be afforded to each successful applicant
 - Up to a max of 160 € a day can be afforded for accommodation and meal expenses



COST networking tools

Training Schools

- shall be held in a COST Full or Cooperating Member or in an institution of an NNC
- Trainers and Trainees can be reimbursed for their long-distance travel expenses
- In addition, the reimbursement of the daily allowance rate for the country where the Training School takes place covers the incurred accommodation, meals, and local travel expenses

Trainees eligible to be reimbursed:

1. Trainees from COST Full Members / COST Cooperating Member.
2. Action MC Observer from NNC.
3. Trainees from Approved European RTD Organisations.

Trainers eligible to be reimbursed:

1. Trainers from Participating COST Full Members / COST Cooperating Members.
2. Trainers from Participating COST Partner Members.
3. **Action MC Observers from NNC**
4. **Action MC Observers from IPC**
5. Up to **four** Invited Speakers individuals located in non-approved IPC Institutions.



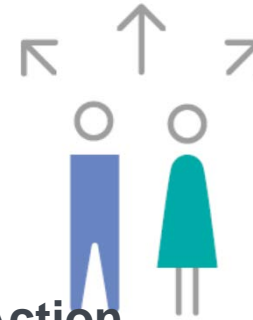
Further funding is available for:

Dissemination activities

Establishment of a COST Action website

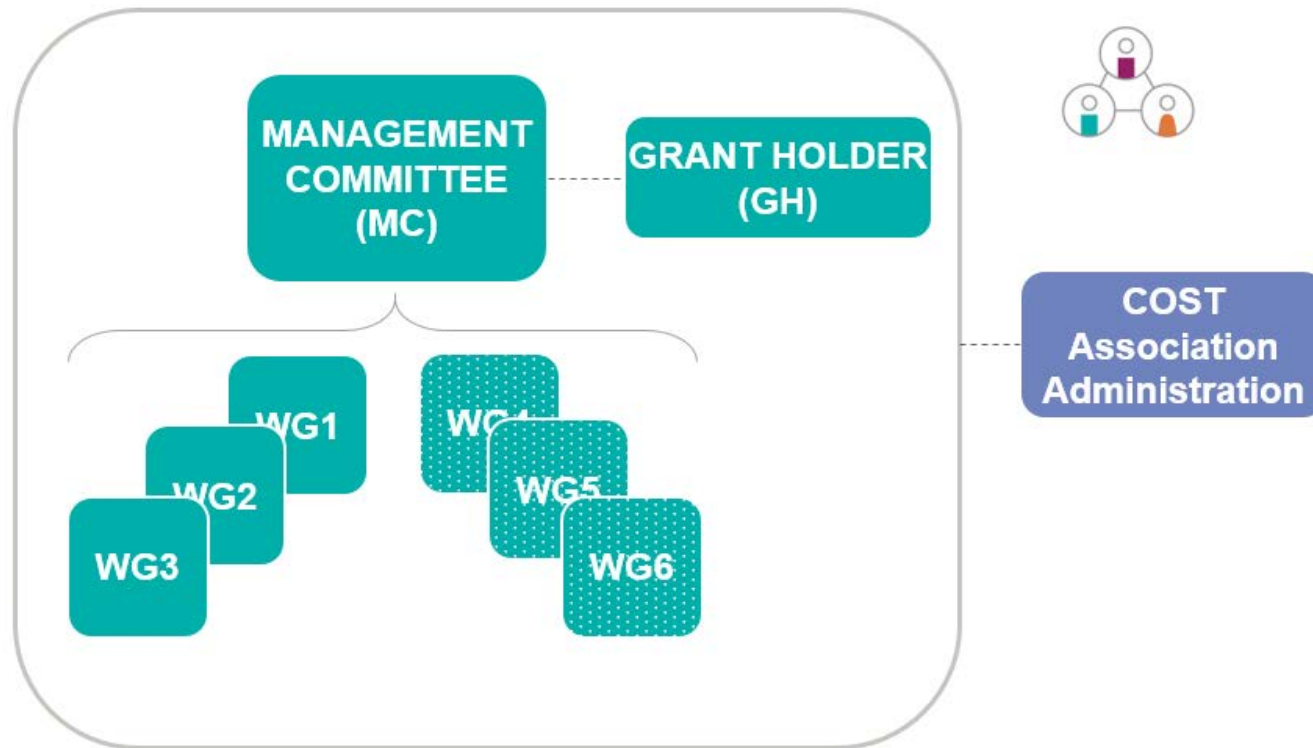
Costs incurred in the financial management of a COST Action

- reimbursing the costs of the Action participants
- financial accounting with the COST Association
- preparation of annual financial reports
- additional expenditure incurred as a result is compensated by an expense allowance paid to the grant-holder
institution: It receives a flat rate of 15% of the annual COST budget.



COST Action: Characteristics

COST Action Structure



COST Action Structure

Management committee

- responsible for the coordination, implementation and management of the Action activities
 - supervising the use of COST funds
 - composed of up to two delegates from each participating COST Member Country nominated by the COST National Coordinators (CNC)
 - **Near Neighbour Countries** and **International Partner Countries**, may participate in MC as **observers**
 - **MC** Members having accepted the Memorandum of Understanding (MoU) of the Action
- MoU is the document accepted by a minimum of seven different COST Members, describing the Action objectives.

Action chair

- the main coordinator and leader of the COST Action and to represent it externally
- often the main proposer of a successful COST proposal

COST Action Structure

MC Observers

- COST Partner Members having accepted the MoU, **based in NNCs and IPCs**, to the European Commission, EU bodies, offices or agencies, to International Organisations, or to European RTD Organisations
- no voting rights, may participate in discussions related to Action MC decisions

Working groups

- three to six Working Groups of a COST Action → **IEA Task66 subtasks**
- each working group is coordinated by a working group leader who is also elected by the Management Committee

Ad hoc Participants

- Individuals selected by the Action MC to contribute to the COST Action activities towards the achievement of the COST Action Objectives
- STSM grantees, trainees and trainers in Training Schools, and invited speakers at COST Action Workshops and Conferences

Grant Holder

- Elected by the Management Committee
- Signs the yearly Grant Agreement with the COST Association
- Receives and administers the Grant according to the Work and Budget plan
- reimburses the eligible costs
- Average Grant: COST Action support is EUR 134,500 **per annum** for participation by typically 30 COST Members
- May retain up to 15% of the yearly expenses

COST Action:
Preparing a proposal

Open Call for proposals

- Anytime submission
- COST next open call: The 2021-1 Collection Date is set to **29 October 2021** at 12:00 (CET) – Noon
- 25 to 40 Actions approved in each collection, subject to budget availability
- One-stage online submission
- By a Main Proposer (on behalf of a network)
- 7~8 months evaluation period
- Guidelines and template on cost.eu/opencall

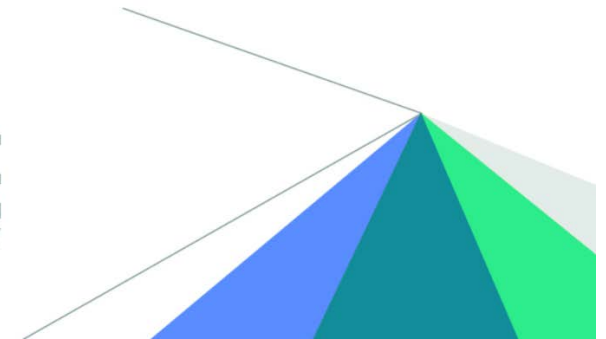
Open Call for proposals - process

4 steps process (SESA):

- Submission by a main proposer on behalf of a network of proposers
- Evaluation:
 - Remote evaluation by individual external experts
 - Revision and quality check by ad-hoc review panels
- Selection by the COST Scientific Committee (SC)
- Approval by the COST Committee of Senior Officials (CSO)

Open Call for proposals - features

- coordinated by a main proposer in a COST Full or Cooperating Member state
- represent a network of proposers from at least 7 COST Full/Cooperating Member states
 - amongst which 4 shall be from COST Inclusiveness Target Countries
- anonymous: no reference to the participants in the network of proposers
- All proposers must have a registered and updated e-COST profile
- peaceful purposes
- respect the word or page limits
- written in English



Sections of a proposal

SECTIONS		
GENERAL FEATURES	Online tool	<ul style="list-style-type: none">▪ Expertise needed for Evaluation
TECHNICAL ANNEX	PDF upload	<ul style="list-style-type: none">▪ MAX 15 Pages▪ Figures and Pictures - Copyright
REFERENCES (optional)	Online tool	<ul style="list-style-type: none">▪ 500 words
COST POLICIES & SPECIFIC OBJECTIVES	Online tool	<ul style="list-style-type: none">▪ 1000 words▪ Excellence and Inclusiveness<ul style="list-style-type: none">▪ International Cooperation▪ Industrial Dimension
NETWORK of PROPOSERS	Online tool	<ul style="list-style-type: none">▪ Minimum 7 researchers from 7 COST Member/Cooperating State (ICT share)▪ Statistical Information used for evaluation

Sections of a proposal (2)

SECTIONS	SUB-SECTIONS
S&T EXCELLENCE	<ul style="list-style-type: none">▪ Challenge▪ Objectives▪ Progress beyond the State-of-the-art and Innovation Potential▪ Added value of networking
IMPACT	<ul style="list-style-type: none">▪ Expected Impact▪ Measures to Maximise Impact
IMPLEMENTATION	<ul style="list-style-type: none">▪ Description of the Work Plan▪ Management Structures & Procedures▪ Network as a whole

Preparing a Proposal

COST Proposal: Overview

- Proposal template
 - ✓ Technical annex (15 pages)

Section 1. S&T EXCELLENCE

Section 2. NETWORKING EXCELLENCE

Section 3. IMPACT

Section 4. IMPLEMENTATION

Page	Section	Page	Section	Page
1	INSTRUCTIONS FOR THE TECHNICAL ANNEX	2	TECHNICAL ANNEX	2
2	1.1 BOUNDARIES OF THE CHALLENGE	3	2.2 INVOLVEMENT OF STAKEHOLDERS	3
3	1.2 DESCRIPTION OF THE CHALLENGE (MAIN AIM)	4	2.2.2 MUTUAL BENEFITS OF THE INVOLVEMENT OF SECONDARY PROPOSERS FROM NEAR NEIGHBOUR OR INTERNATIONAL PARTNER COUNTRIES OR INTERNATIONAL ORGANISATIONS	4
4	1.2.1 APPROACH TO THE CHALLENGE AND PROGRESS BEYOND THE STATE-OF-THE-ART	5	3 IMPACT	5
5	1.2.2 CAPACITY-BUILDING OBJECTIVES	6	3.1 IMPACT TO SCIENCE, SOCIETY AND COMPETITIVENESS, AND POTENTIAL FOR INNOVATION/BREAK-THROUGHS	6
6	2 NETWORKING EXCELLENCE	7	3.1.1 SCIENTIFIC, TECHNOLOGICAL, AND/OR SOCIOECONOMIC IMPACTS (INCLUDING POTENTIAL INNOVATIONS AND/OR BREAKTHROUGHS)	7
7	2.1 ADDED VALUE OF NETWORKING IN S&T EXCELLENCE	8	3.2 MEASURES TO MAXIMISE IMPACT	8
8	2.1.1 ADDED VALUE IN RELATION TO EXISTING EFFORTS AT EUROPEAN AND/OR INTERNATIONAL LEVEL	9	3.2.1 KNOWLEDGE CREATION, TRANSFER OF KNOWLEDGE AND CAREER DEVELOPMENT	9
9	2.2 ADDED VALUE OF NETWORKING IN IMPACT	10	3.2.2 PLAN FOR DISSEMINATION AND/OR EXPLOITATION AND DIALOGUE WITH THE GENERAL PUBLIC OR POLICY	10
10	2.2.1 SECURING THE CRITICAL MASS AND EXPERTISE	11	4 IMPLEMENTATION	11
11		12	4.1 COHERENCE AND EFFECTIVENESS OF THE WORK PLAN	12
12		13	4.1.1 DESCRIPTION OF WORKING GROUPS, TASKS AND ACTIVITIES	13
13		14	4.1.2 DESCRIPTION OF DELIVERABLES AND TIMEFRA	14

COST Proposal: Overview

- Proposal template

- ✓ Mission and Policy

In addition to the application, you must submit online a policy concept to fulfil the inclusion of participants from inclusive countries, the promotion of young scientists and equal opportunities for scientists (gender)

COST Mission and Policy
<ul style="list-style-type: none">• Mandatory• Max. 1000 words• This is a free text section to explain how the Action proposal will address the COST Policy with regard to:<ol style="list-style-type: none">1. Involving participants from Inclusiveness Target Countries2. Involving Early Career Investigators (ECI)3. Addressing Gender balance.• The proposal should describe the plans (what and how) for each of these three specific targets.

COST Action: Preparing a proposal

Open Call for proposals – evaluation

- STEP 1 – PROPOSAL EVALUATION BY INDEPENDENT EXTERNAL EXPERTS
- STEP 2 REVISION AND QUALITY CHECK BY AD HOC REVIEW PANEL
- STEP 3 – PROPOSAL SELECTION BY COST SCIENTIFIC COMMITTEE
- PROPOSAL APPROVAL BY THE COMMITTEE OF SENIOR OFFICIALS (CSO)

EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following evaluation criteria:

S&T EXCELLENCE	NETWORKING EXCELLENCE	IMPACT	IMPLEMENTATION
Total marks for the section = 15 points	Total marks for the section = 15 points	Total marks for the section = 15 points	Total marks for the section = 5 points
TOTAL MARKS AWARDED = 0 - 50 points OVERALL THRESHOLD = 34 points			



Success stories

Discoveries, new professional opportunities and much more!

- *Who has experience with COST?*
- *Has anyone already participated in a cost action?*
- *Should WE prepare an application?*

COST Action: Preparing a proposal

Proposal – Support



Are there any volunteers to support?

So who wants to be responsible for which “workpackage”?



TECHNICAL ANNEX
max 15 pages

SECTIONS	
1	COST POLICIES & SPECIFIC OBJECTIVES Online tool
2	S&T EXCELLENCE <ul style="list-style-type: none"> International Cooperation Industrial Dimension Challenge Objectives Progress beyond the State-of-the-art and Innovation Potential
3	NETWORKING EXCELLENCE <ul style="list-style-type: none"> Added value of networking in S&T Added value of networking in impact
4	IMPACT <ul style="list-style-type: none"> Expected Impact Measures to Maximise Impact
5	IMPLEMENTATION <ul style="list-style-type: none"> Description of the Work Plan Management Structures & Procedures Network as a whole

SECTIONS		
GENERAL FEATURES	Online tool	<ul style="list-style-type: none"> Expertise needed for Evaluation MAX 15 Pages Figures and Pictures - Copyright
TECHNICAL ANNEX	PDF upload	<ul style="list-style-type: none"> 500 words 1000 words Excellence and Inclusiveness <ul style="list-style-type: none"> International Cooperation Industrial Dimension Minimum 7 researchers from 7 COST Member/Cooperating State (ICT share) Statistical information used for evaluation
REFERENCES (optional)	Online tool	
COST POLICIES & SPECIFIC OBJECTIVES	Online tool	
NETWORK of PROPOSERS	Online tool	

NEXT STEPS:

- Result of the discussion after the COST presentation:
If enough participants agree to take responsibility for individual parts of the application, then we will submit a COST application.

- Our idea for structuring the "work packages" for a COST proposal is as follows:
 1. COST POLICIES & SPECIFIC OBJECTIVES
 2. S&T EXCELLENCE
 3. NETWORKING EXCELLENCE
 4. IMPACT
 5. IMPLEMENTATIONS

**Who would like to take the
responsibility for which work package
for the COST-Proposal?**

**At least 4 volunteers are needed!
Please reply at latest until May 7, 2021 to
claudia.haaf@igte.uni-Stuttgart.de**



Thank you for your attention!

Sources:

- Official COST website: <https://www.cost.eu/>
- official announcement of the COST Open Call: https://www.cost.eu/wp-content/uploads/2020/12/COST_OC-2021-1_Announcement-1.pdf
- the vademecum providing the terms and conditions for the financing of Actions and other activities: <https://www.cost.eu/wp-content/uploads/2020/06/Vademecum-V8-1-May-20202.pdf>
- the technical annex: https://www.cost.eu/wp-content/uploads/2020/12/COST-004-18-REV-COST_Open_Call_SESA_guidelines-oc-2021-1-rev.pdf
- SESA guidelines: https://www.cost.eu/wp-content/uploads/2019/11/COST_Open_Call_SESA_guidelines_2017.01_oc-2017-1_oc-2018-1.pdf
- Action proposal submission, evaluation, selection and approval (SESA): https://www.cost.eu/wp-content/uploads/2019/11/COST133-14REV5-COST_Action_Proposal-subm_eval_-selec_approv.pdf



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IEA SHC Task 66 “Solar Energy Buildings

COST European Cooperation in Science and Technology: Preparation of a COST – Proposal?

Basics and specific information



Dipl.-Kff. Claudia Haaf

E-Mail: claudia.haaf@igte.uni-stuttgart.de

Telefon: +49 (0) 711 685 - 63611

University of Stuttgart

Institute for Building Energetics, Thermotechnology and Energystorage (IGTE)

Pfaffenwaldring 6, 70569 Stuttgart

www.igte.uni-stuttgart.de

