



RESEARCH
& INNOVATION
FOUNDATION

EUROPEAN PROGRAMME COST

**CALL FOR THE SUBMISSION OF APPLICATIONS FOR
THE PARTICIPATION IN THE MANAGEMENT
COMMITTEE OF RUNNING COST ACTIONS**

INTRODUCTION

The Research and Innovation Foundation (RIF), as the COST National Coordinator in Cyprus, invites interested parties to submit application for participation in the Management Committee of existing Call Actions.

This document includes the application procedure, the participation criteria, the general rules, as well as the obligations of applicants.

COST EUROPEAN PROGRAMME

The [European Cooperation in Science and Technology \(COST\)](#) Programme was established in 1971 with the aim to promote and strengthen the cooperation among European countries in the fields of scientific and technological research. In 2014 the COST Association was established as the legal entity in charge of COST activities. Apart from the European Union member states, most European countries participate in COST, that consists of 38 full members.

COST receives funding from the EU Framework Programmes for research and innovation and funds the creation of cooperation networks of researchers, the COST Actions, in all scientific and technological fields, in order to strengthen Europe's capacity to address scientific, technological and societal challenges.

Via COST Actions, researchers from all stages of their career, have the opportunity to network, exchange opinions, present their scientific findings and coordinate their activities at a European level, covering networking activities, such as workshops, conferences, working group meetings, training schools, short-term scientific missions and dissemination and communication activities. COST Actions are open to researchers and stakeholders from academia, industry / enterprises, NGOs, the public sector etc.

SUBMISSION PROCEDURE

The submission of application is done via RIF's [IRIS Portal](#) . It should be noted that applicants need to register on IRIS to be able to submit an application and for that they can study the relevant Manual that is available on [IRIS](#).

The application is completed online on IRIS and contains basic information, as well as the document "Application for Participation in an Existing COST Action" (Document COST-1 v.0122), that needs to be uploaded as a pdf file and includes any additional documentation that might be necessary (e.g. employment confirmation). Considering the specificities of COST Applications, the following are noted for the completion of the application:

- In the “Project title” field, the title of the COST Action should be completed.
- In the “Acronym” field, the COST Action code (e.g. CA20102) and acronym should be completed.
- In the “Project Duration” field, the COST Action duration in months should be completed.
- In the question that concerns the resubmission of the proposal, applicants should select “No”.
- The “Budget” field is automatically completed as zero, as it does not apply in this case.
- In the “New Working Positions” field, zero should be completed.

Applications are examined on a first-come-first-served basis, taking as a reference point the date submitted to RIF. The evaluation is conducted internally by RIF personnel, applying the relevant criteria and the national rules. The whole evaluation procedure is expected to be completed within two (2) to three (3) weeks from the Application submission date. After the examination of the application, applicants will be informed via electronic mail (e-mail).

It should be noted that if the first meeting of the Action’s Management Committee has already taken place at the time of the application submission and examination, the nomination of Representatives by the COST National Coordinator, i.e. RID, must be endorsed by the Management Committee of the Action as well. The Management Committee has the right to refuse the nomination up to four weeks from the request, providing written justification relating to research and technological matters or matters that relate to networking. Moreover, after the first Management Committee Meeting, RIF may consult the Action Chair before the official nomination, for identifying the profile of the best suited candidate for the participation in the Management Committee.

NOMINATION CRITERIA

The approval for participation in a running COST Action as a Management Committee Delegate will be granted by the RIF, if at least one (1) of the following criteria is fulfilled:

- 1) Active participation of the Applicant (as a Coordinator or Partner) at the date of the submission of the Application in an ongoing research project funded by International, National, European or other sources, relevant to the activities of Action, as these are described in the Action’s Memorandum of Understanding (MoU).
- 2) The Applicant must be active in R&I activities at the date of the submission of the Application and demonstrate proven recent research experience / competence in conducting research in a field relevant to the activities of the Action, as these are described in the Action's Memorandum of Understanding (MoU).
- 3) Recent scientific publications of the Applicant relevant to the scientific area / activities of the Action, as these are described in the Action's Memorandum of Understanding (MoU)

(publications in scientific journals, books, monographs, publication in conference proceedings etc.).

GENERAL RULES / PROCEDURES

- Each COST member country is allowed to nominate up to two (2) researchers as Management Committee Delegates (MCs) in any given Action.
- The nomination in a running COST Action as MC is open to any researcher, working in the public or private sector, in an organization legally established in the Republic of Cyprus, conducting research relevant to the activities of the Action, as these are described in the Memorandum of Understanding. Researchers working in the public and wider public sector (Public Benefit Organizations incl. Semi-state Organizations) are requested to secure the approval of the relevant Head of the Department / Service / Ministry, prior to the submission of their Application to the RIF.
- Applicants must have a permanent employment position in an Organization legally established in the Republic of Cyprus. In cases of applicants employed on a contract of limited or fixed-term duration, the period of the contract must at least be the same or exceed the lifetime of the Action. For verifying this, RIF may request submission of supporting documentation (such as employment contract, confirmation of the Host Institution etc). Early Career Investigators (ECIs) i.e. up to eight (8) years from acquiring their Ph.D. degree (full-time equivalent), must provide evidence of employment in an Organization in the Republic of Cyprus at the time of submitting their Application, irrespective of the contract's duration. However, ECIs have the obligation to inform RIF for any change in their employment status or Host Organization. RIF reserves the right to verify the status of ECIs on an annual basis, in order to make sure that they continue to be active in research activities in Cyprus and therefore, be eligible to represent the country in the COST Action.
- A researcher can participate in only one (1) running COST Action at any given time. Parallel participation in a second COST Action is allowed only if:
 - (a) there is evidence of the involvement of the Applicant in the initial consortium establishing a successful COST Action, with a maximum number of participation in two (2) Actions. Participation in up to three (3) Actions, with the participation in at least two (2) as member of the consortium establishing a successful COST Action, will be examined on a case-by-case basis and approval will be granted on exceptional cases.

(b) the Action in which the Applicant already participates in as a Management Committee Delegate will complete its activities in nine (9) months, following the submission of his/her Application.

- Researchers are encouraged to submit applications at the initial stages of a COST Action in order to gain the maximum benefit from their participation. It will not be possible to examine requests for participation in an Action (at the Management Committee level) in the last period (i.e. twelve (12) months) leading up to its completion.
- Applicants who are members of the initial consortium establishing a COST Action do not need to submit an Application to RIF, since their involvement has already been evaluated. However, they have to inform RIF of their involvement in the COST Action (by e-mail), in order for RIF to verify that they meet the national criteria and rules (e.g. permanent employment position in an Organization legally established in the Republic of Cyprus) and proceed with the nomination procedure.
- In cases where more than two(2) researchers from Cyprus participate in the initial consortium establishing a COST Action, they should liaise between themselves in order to propose to RIF the two researchers to be appointed as Management Committee Members. The researcher(s) not appointed as Management Committee Delegates could participate in the Action's Working Groups. In case of a discrepancy, RIF may consult with the Action's Main Proposer and/or Chair.
- The participation of the Management Committee Delegates in at least one (1) of the Action's Working Groups is compulsory.
- Each Delegate is allowed to select his/her Substitute among the Action's Working Groups Members coming from his/her country, for a specific time period (up to 6 months) or for a specific event or activity. It should be noted that the National COST Coordinator will be informed about the nomination of Substitutes and a list will be uploaded on COST website.
- Researchers interested in joining an Action as Working Group Members only, do not have to submit an Application to RIF. The only necessary action is to communicate to the Action Chair their interest. RIF encourages Early-Stage Researchers / PhD Candidates to participate in the Working Groups of running COST Actions. It should be noted that the interest for participation in a Working Group could be expressed from the date of uploading the Action's Memorandum of Understanding – MOU on the COST website and is subject to approval by the Management Committee.
- Individuals, who have been excluded by the Board of Directors of RIF from participating in the Programmes, activities and initiatives of the Foundation, cannot be nominated as Management Committee Delegates.

- The participation in an Action, either as a Management Committee Delegate or a Working Group Members, of the persons who acted as external evaluators or review panel members of the Action's proposal, is not permitted.

OBLIGATIONS OF MANAGEMENT COMMITTEE DELEGATES

- Active participation in all the meetings and activities of the Action. When this is not feasible, RIF must be informed beforehand. Collaboration with the other Delegates for securing the representation of the country and the dissemination of information.
- Submission of an Annual and Final Report and / or any other information or Report requested by RIF, relevant to their involvement / participation in the Action's activities. Inform RIF about important events that will be organized in Cyprus and results of the Action.
- Participation in the Annual Meetings of the Representatives of Cyprus at the Management Committees, convened by RIF and presentation of their involvement in the Action's activities, when requested to do so.
- Commitment to act for the benefit of the Republic of Cyprus and not take any actions that may harm the Republic of Cyprus' own good.
- Inform immediately RIF of any change in the Delegate's status) that affects his/her nomination or the fulfilment of the national criteria (e.g. seize of the research activity, change of employment status, type of contract for EICs, leaving the country etc). RIF reserves the right to verify the status of ECIs on an annual basis, in order to make sure that they continue to be active in research activities in Cyprus and therefore, be eligible to represent the country in the COST Action.
- In case a nominated Delegate wishes to terminate his/her participation in an Action, he/she should inform RIF and at the same time suggest potential replacements, in an effort to continue the participation of Cyprus in the Action.

RIF reserves the right to re-assess the participation of a researcher in a COST Action at any time and to de-nominate him/her, if he/she does not comply with the national rules and obligations and/or with the rules and obligations of the COST Association. RIF maintains the right to communicate with the Action Chair for matters relating to the representation of the country.

INFORMATION / CONTACT DETAILS

More information relating to each COST Action and the Memorandum of Understanding can be found online on the COST website www.cost.eu or on each Action's website.

For more information on COST's activities and / or application procedures, interested parties can contact the RIF's Scientific Officer, Ms. Katerina Karakasidou (e-mail: kkarakasidou@research.org.cy, tel.: 22 205036) or Dr. Kalypso Sepou (e-mail: kalypso@research.org.cy, tel.: 22 205000).