

COST Action Grant Holder

Role and requirements

October/2017



1) THE COST ACTION GRANT HOLDER

As defined in the COST Vademecum, available on the COST website at the following link www.cost.eu/download/COSTVademecum, during the first Management Committee meeting of the Action, the Action must elect an established legal entity, of which one Action MC Member must hold an affiliation, to manage the COST Action under the tenets of the COST Grant System (CGS). The CGS requires that the elected legal entity, which becomes known as the Grant Holder, will administer the Action Grant by overseeing the financial and administrative management and the various coordination tasks required to successfully support the implementation of approved Action activities.

2) GRANT HOLDER POSITIONS:

The COST Action Grant Holder is a key player in the Action management structure and is comprised of four key positions (one single person can hold maximum 2 positions):

- Scientific Representative: is the MC Member affiliated to the Grant Holder Institution.
- Legal Representative: is the person from the Grant Holder Institution who bears the legal authority to sign the COST Action Grant Agreement (e.g. the Rector of a University).
- Financial Representative: is the person from the Grant Holder Institution who has the legal authority to commit financially the institution in question and to validate the expenses listed in financial reports.
- Grant Manager: is the person working or affiliated to the Grant Holder Institution who is responsible for overseeing the administrative management of the COST Action and is the primary user of the e-COST Action management tool.

3) REQUIREMENTS TO BECOME A GRANT HOLDER

Prior to the commencement of the Action's activities, the MC member who wishes to propose his/her institution as future Grant Holder of the Action shall ensure that the following criteria are respected. The information below intends to provide additional details on the criteria necessary to become a COST Action Grant Holder. Requirements described in the COST Vademecum prevail.

The Grant Holder must:

- be financially stable in order to advance funds to cover the eligible expenses incurred during a given Grant Period for Action activities;
- avoid any conflict of interest with the Action Chair;
- have a bank account in EUR;
- be able to electronically sign documents (e.g. Action Grant Agreement, Financial Reports) and to accept documents signed electronically (e.g. Online Travel Reimbursement Request);
- be able to reimburse all participants within 30 calendar days after having received the claimant's complete claim;
- be able to submit Financial Reports in time (45 days after Grant Period end date);
- be able to archive invoices, receipts, and minutes until 30/04/2022 and present them in case of an audit;
- be able to comply with the institution requirements and the rules of the COST Vademecum (e.g. flat rates for hotel, meals, STSM, LOS);
- be able to dedicate sufficient time to perform and oversee the administrative activities of the Action and to cover the related costs taking into consideration that the institution will receive a fee corresponding to up to 15% of the networking expenditures to do so (FSAC);

- permit the Grant Holder Scientific Representative to attend meetings in accordance with the plan of activities of the Action and permit the Grant Holder Manager to attend the e-COST training;

4) RECOMMENDATIONS WHEN SELECTING THE GRANT HOLDER MANAGER

It is expected that the day-to-day administrative activities of the Action to be managed by a Grant Holder Manager who is able to dedicate sufficient time to the tasks related to this role.

The Grant Holder Manager should:

- have a good knowledge of the English language;
- ideally commit to manage the activities of the Action for its entire duration of 4 years;
- be employed full time (5 days/week);
- be able to work independently and proactively;
- be willing to participate in the e-COST training and develop a good understanding of how the networking tools work;
- have strong skills to ensure that the COST rules are adhered to;
- have good organisational skills to ensure that the administrative procedures and deadlines are respected (e.g. send out invitations and grant letters well in advance, follow-up on claim submission and payment, submit the Final Financial Report, etc.);
- ensure that IT software is compatible with e-COST / Strong Authentication.