



Biofilm Regulatory Toolbox

COST ACTION CA 23152 - Building Consensus on Biofilm Regulatory Decision Making (Regulatory ToolBox)

Open call for Networking activities through Grants (ITC grants, STSM, Young Researcher/Innovator Conference Grants)

1st Grant Period: 01 November 2024 – 31 October 2025

Important Dates

This is an open call. You can apply any time up to the closing date but the grant must end and report need to be submitted before **19th September**

Call closes: **August 15, 2025**

ITC Conference Grants

General Information

Are you a researcher/innovator working in the biofilms-related area and looking to attend an international conference to present your work?

Regulatory ToolBox is offering up to 2 ITC Conference Grants in the 1st Grant period (up to €1,200 each for face-to-face conferences) to support researchers and innovators in presenting *their work as a poster or oral presentation*. The amount granted will depend on the availability of the budget, the type of conference and location and will be decided by the Action Core Group.

The work presented must be relevant to the Regulatory ToolBox COST Action's scientific objectives. The grant can cover travel, accommodation, daily allowance, registration fees, and other relevant costs such as printing a scientific poster.

Eligibility Criteria – Who can apply?

You must be affiliated with a legal entity in a COST Inclusiveness Target Country (ITC) or a Near Neighbour Country (NNC) - check here for the list of eligible countries <https://www.cost.eu/about/strategy/excellence-and-inclusiveness/>

In order to apply for ITC Conference Grant, the applicant must:

- Be based within a research institution in a legal entity in a COST ITC or NNC.
- The applicant must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to an institution, organisation or legal entity which has within its remit a clear association with performing research.

- The conference must be held in a country other than the one where the applicant's primary institution is based. Additionally, the event must not be organized or co-organized by a COST Action. Only high-level conferences that are entirely organized by an independent third party are considered eligible.

How can you apply?

ITC Conference Grant Application Procedure

All applications must be submitted directly through the e-COST System. If you do not have an e-Cost account yet, create one here: <https://e-services.cost.eu/>

You need to provide your bank details to your profile before you can start your application for the grant.

In the e-COST System, you will need to create a 'Conference Grant Request'.

ITC Conference Grant application form (available in the e-COST System), where you must include in the following information:

- Title of the presentation;
- Conference title and the country where it takes place;
- Budget requested

In addition, you will need to submit the following documentation:

- Copy of the abstract of the accepted oral or poster presentation.
- Acceptance letter from the conference organisers.

The application will be evaluated by the Regulatory ToolBox grant awarding coordinator and reviewed by the Regulatory Toolbox CORE group. Priority will be given to applicants whose work is most closely aligned with the scope of the Regulatory ToolBox and thematically relevant to the activities of the Action's Working Groups.

If approved, Grant Awarding Coordinator will notify the Grant Holder, who will send the Grant Letter to the applicant.

ITC Conference grantees must properly acknowledge their COST financial support in their presentation slides.

After the Conference, the applicants must submit a scientific report at e-COST within 30 days after the end date of the activity or 15 days after the end of the Grant Period, whichever comes first. The required report/documentation for claiming the ITC Conference Grant is:

- Submit a report to the Action Management Committee detailing the outcomes of your presentation, including how it enhanced your visibility and any new contacts or potential collaborations established. The report form is available on e-COST. The certificate of attendance.
- The programme of the conference (or book of abstracts/proceedings) indicating the presentation of the grantee.
- Copy of the given oral or poster presentation.

Grant Awarding Coordinator will approve the final report. The Grant Holder executes payment to the ITC Applicant.

For all additional information and a guide on how to apply on-line see the COST [“Grant Awarding User Guide”](#) or contact the Regulatory ToolBox Grant Awarding Coordinator: martina.modic@ijs.si

Virtual Mobility (VM) Grants

General Information

A Virtual Mobility Grant supports collaboration among researchers across different countries by enabling virtual exchanges. It funds activities such as data analysis, writing papers, planning joint research, or organizing online workshops—all carried out remotely. The grant aims to strengthen the network of a COST Action, foster knowledge sharing, and support researchers who cannot participate in physical mobility.

Eligibility Criteria – Who can apply?

Applicant must be a member of the Regulatory ToolBox Cost Action.

Eligible applicants are all 42 COST Member Countries

Funding

The Virtual Mobility Grant provides financial support for the overall effort involved in the virtual collaboration, which may not be otherwise covered by the applicant's employer or the Grant Holder Institution.

Each grant may be awarded up to €1,500, although for the first Grant Period, a total budget of €5,200 has been allocated—allowing for approximately 4 grants, based on an average cost of €1,300 per grant, in line with other COST Actions.

The final amount awarded is determined by the Action Core Group, following the evaluators' recommendations, and should reflect the project's scope and duration.

How can you apply?

VM Grant Application Procedure

Applications must be submitted online via e-COST using the dedicated forms available on the grant application page.

To begin, select “Apply for a grant”, then choose the “Virtual Mobility Grant” tab and click “Continue” to start a new application.

Applicants must complete the following information in e-COST:

- Title of the proposed virtual collaboration
- Planned start and end dates (within the active Grant Period)
- Requested budget

Additionally, upload the following document:

- Completed Virtual Mobility Grant application form (template available for download on e-COST)
- Applications will be evaluated by the Regulatory Toolbox Grant Awarding Coordinator and reviewed by the Regulatory Toolbox Core Group.
- Priority will be given to applicants whose work is thematically aligned with the objectives of the Regulatory Toolbox and its Working Groups.

After completing the Virtual Mobility activity, grantees must submit the required documentation via e-COST within 30 days in order to claim the grant.

This includes a final report addressed to the Action Management Committee, outlining the work carried out, key outcomes of the Virtual Mobility, and any planned follow-up activities or future collaborations.

For all additional information and a guide on how to apply on-line see the COST [“Grant Awarding User Guide”](#) or contact the Regulatory ToolBox Grant Awarding Coordinator: martina.modic@ijs.si

Short-Term Scientific Mission – STSM Grant

General Information

Short-Term Scientific Mission (STSM) grant supports researchers and innovators in visiting a host institution in another COST country or Near Neighbor Country to carry out a specific research or training project relevant to the goals of a Regulatory ToolBox COST Action. These missions foster collaboration, knowledge exchange, and skill development, helping to strengthen networks and contribute to the Action’s objectives. STSMs are typically short in duration—ranging from a few days to a few months—and are open to participants at all career stages.

Eligibility Criteria – Who can apply?

STSMs are open for PhDs, PostDocs, and advanced career researchers employed at institutions in countries participating in the Regulatory ToolBox COST Action.

The visit of applicant to the host institution must last at least 5 calendar days, including travel time.

Funding

STSM budget in the 1st Grant period has been set at €6,300, which allows for approximately 2 Short-Term Scientific Missions, based on an average cost of €3,000 per grant, in line with spending patterns across COST Actions. The amount granted will depend on the availability of the budget, the duration of STMS and location of the host institute and will be decided by the Action Core Group.

STSM grantees may request a pre-payment of up to 50% of the approved grant amount. This advance is subject to available funding and must be approved by the Grant Holder Institution. Requests should be submitted directly to the Grant Holder Manager.

How can you apply?

STSM Grant Application Procedure

All applications must be submitted directly through the eCOST System. If you do not have an eCost account yet, create one here: <https://e-services.cost.eu/>. Once, you are in the system select “Apply for a grant”, and proceed under the “Short-Term Scientific Mission Grant” tab to start a new application.

In the e-COST application form, you will need to provide the following details:

- Title of the proposed work to be conducted at the host institution
- Planned start and end dates (within the active Grant Period, should be finished before 31st October)
- Requested budget
- Information about the host institution and its contact person

Note: The host institution must be located in a different country than your country of affiliation.

You will also need to upload the following documents:

- A completed STSM application form (template available for download on e-COST)
- A letter of confirmation from the host institution, confirming their agreement to receive you
- Your CV

The application will be evaluated by the Regulatory ToolBox grant awarding coordinator and reviewed by the Regulatory Toolbox CORE group. Priority will be given to applicants whose work is most closely aligned with the scope of the Regulatory ToolBox and thematically relevant to the activities of the Action’s Working Groups.

After completing the STSM, grantees must upload the required documentation to e-COST within 30 days in order to claim the requested budget.

The following document is mandatory:

A final report addressed to the Action Management Committee, summarizing the work carried out, key outcomes of the STSM, and any planned follow-up activities or future collaborations.

Grants are reimbursed by the Grant Holder Institution once the activity has been completed and all required reports and documentation have been reviewed and approved. If the report is insufficient, the applicant can be asked to update it.

For all additional information and a guide on how to apply on-line see the COST [“Grant Awarding User Guide”](#) or contact the Regulatory ToolBox Grant Awarding Coordinator: martina.modic@ijs.si

Young Researchers and Innovators (YRI) Conference Grants

Are you a researcher or innovator under the age of 40, working in a biofilm-related field and looking to attend an international conference to present your work, to establish new network, increase your visibility in research community and increase the visibility of the Action?

Eligibility Criteria – Who can apply?

- Applicant must be a member of the Regulatory ToolBox Cost Action and under 40 years of age.
- Applicants may present their own independent work, provided the topic is relevant to the field of biofilms. They are required to deliver either an oral or poster presentation, and their name must appear in the official conference program.
- The conference must be held in a country different from the applicant's country of affiliation and must be fully organized by an independent third party. Events organized or co-organized by a COST Action are not eligible.

Funding

The grant provides financial support to cover travel, accommodation, daily expenses, registration fees, poster printing, and overall participation costs.

- Up to €2,500 may be awarded for face-to-face conferences
- Up to €500 may be awarded for online conferences

The final grant amount is determined by the Action Core Group, based on the evaluators' recommendation. It takes into account the duration and location of the conference, as well as the actual registration fee.

How can you apply?

YRI Grant Application Procedure

Applications must be submitted online via e-COST using the designated forms available on the grant application page.

To begin, select "Apply for a grant", then choose the "Young Researchers and Innovators Conference Grant" tab and click "Continue" to start your application.

In the e-COST form, you will be asked to provide the following details:

- Title of your presentation
- Conference name, dates (within the active Grant Period), and location
- Requested budget
- Type of attendance (face-to-face or online)

You must also upload the following supporting documents:

- Completed YRI Conference Grant application form (template available on e-COST)
- A copy of your accepted abstract
- An acceptance or invitation letter from the conference organizers

Grantees are required to properly acknowledge COST financial support in their presentation slides.

Applications will be evaluated by the Regulatory ToolBox Grant Awarding Coordinator and reviewed by the Regulatory ToolBox Core Group.

Priority will be given to applicants whose topics are most relevant to the Regulatory ToolBox Action and the biofilms related areas.

After the conference, grantees must upload the following documents to e-COST within 30 days in order to claim their Young Researcher and Innovator (YRI) Conference Grant:

- A report addressed to the Action Management Committee, summarising the presentation's impact on the grantee's visibility and detailing any new contacts or potential future collaborations (report template available on e-COST)
- A certificate of attendance
- The conference programme or book of abstracts/proceedings, clearly indicating the grantee's oral or poster presentation
- A copy of the presented material (oral or poster presentation)

The grant will be paid by the Grant Holder Institution after the activity has been completed and all required documents have been reviewed and approved.

Please note that the YRI Conference Grant was not predicted in this Grant period and the awarded grants will depend on the availability of funding.

For all additional information and a guide on how to apply on-line see the COST ["Grant Awarding User Guide"](#) or contact the Regulatory ToolBox Grant Awarding Coordinator: martina.modic@ijs.si

Dissemination Conference (DC) Grants

Important Dates

This is an open call. You can apply any time up to the closing date but the grant must end and report need to be submitted before 19th September 2025.

Call closes: August 15, 2025

General Information

The COST Dissemination Conference Grant supports Action participants in presenting the outcomes and achievements of their COST Action at high-level conferences organized by third parties. The grant is intended to increase the visibility of the Action, attract new stakeholders, and promote networking opportunities.

Eligibility Criteria – Who can apply?

The applicant must be a member of the Regulatory ToolBox COST Action and affiliated with an institution in one of the 42 eligible COST Member Countries.

The Dissemination Conference Grant supports Action participants in delivering an oral presentation on the outcomes or activities of the COST Action at a high-level international conference.

To be eligible, the conference must be entirely organized by an independent third party, meaning it must not be organized or co-organized by a COST Action.

The applicant is required to present their work orally and be listed in the official event programme.

Funding

The maximum amount that can be awarded for a Dissemination Conference Grant is up to €2,500 for face-to-face conferences and up to €500 for virtual conferences. However, for the first Grant Period, a budget of €1,250 per grant was foreseen.

It covers participation costs such as travel, accommodation, registration fees, and dissemination materials. Applicants must be listed as speakers in the official conference programme and present work directly related to the Action's goals.

The final amount awarded is determined by the Action Core Group, based on the recommendation of the evaluators. It should take into account the duration and location of the conference, as well as the actual registration fees and other justified costs.

How can you apply?

DC Grant Application Procedure

All applications must be submitted directly through the eCOST System. If you do not have an eCost account yet, create one here: <https://e-services.cost.eu/>.

To begin, click “Apply for a grant”, then select the “Dissemination Conference Grant” tab and click “Continue” to start your application.

You will be required to fill in the following details in e-COST:

- Title of your presentation
- Name, date (within the active Grant Period), and country of the conference
- Requested budget
- Type of attendance (face-to-face or online)

The following supporting documents must also be uploaded:

- Completed Dissemination Conference Grant application form (template available for download on e-COST)
- A copy of the accepted abstract
- An acceptance or invitation letter from the conference organizers

The final amount awarded is determined by the Action Core Group, based on the recommendation of the evaluators. It should take into account the duration and location of the conference, as well as the actual registration fees and other justified costs.

Dissemination Conference grantees are required to properly acknowledge COST financial support in their presentation slides.

All applications will be evaluated by the Regulatory Toolbox Grant Awarding Coordinator and reviewed by the Regulatory Toolbox Core Group.

Priority will be given to applicants whose work is most relevant to the objectives of the Regulatory Toolbox Action and thematically aligned with its Working Groups.

After the conference, grantees must submit the required documentation via e-COST within 30 days in order to claim their Dissemination Conference Grant. The following documents are mandatory:

A report addressed to the Action Management Committee, summarising the outcome of the presentation, its impact on the grantee's visibility, and any new contacts or collaborations established (report template available on e-COST):

- A certificate of attendance
- The conference programme or book of abstracts/proceedings, clearly indicating the grantee's oral presentation
- A copy of the presented material (oral or poster presentation)

The grant will be paid by the Grant Holder Institution once the activity is completed and all required documents have been reviewed and approved.

For all additional information and a guide on how to apply on-line see the COST ["Grant Awarding User Guide"](#) or contact the Regulatory ToolBox Grant Awarding Coordinator: martina.modic@ijs.si