

COST Action 735 workshops: Guidelines for submitting a proposal

1. Working group

The COST Action 735 consists of 3 Working Groups:

WG 1: Short-lived trace gas production and biological feedbacks.

WG 2: Physical processes controlling air-sea exchange.

WG 3: Air-sea flux of long-lived climate active gases.

The meeting must relate to one or more of these themes to be eligible.

2. Dates

The COST financial year runs from 1st June to 31st May, therefore meetings proposed for example for the 2010/2011 financial year must be completed before 31st May 2011.

3. Number of days

The meeting support grant is a maximum of 30 euros per participant PER MEETING, and this should be taken into account when choosing the length of the meeting. Meetings are generally no longer than 2 days.

4. Location

The meeting must be held in a COST-735 signatory country.

Signatory countries are: Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Netherlands, Norway, Poland, Spain, Sweden, Switzerland, Turkey and United Kingdom.

5. Participants

- This is a tentative list and if the meeting is funded there will be a further opportunity to provide a definite list once potential participants have been contacted and confirmed their attendance.
- The list of participants **should reflect a good balance between the various signatory countries** in order to be accepted for funding. While changes to the list are possible once the proposal has been accepted, the balance between countries should not be altered.
- All participants from signatory countries will be eligible for reimbursement of travel expenses, accommodation (fixed amount 120 euros per night) and meals (fixed amount 20 euros per meal).
- You can also invite up to 4 “**invited experts**”, i.e. invited participants from non-COST signatory countries who will be eligible for reimbursement. Additional non-COST participants can attend but will not be eligible for reimbursement and will not be included in the 30 euros per participant subsidy.

6. Budget

- A maximum of 30 euros per participant per meeting can be requested for meeting support, e.g. room hire and coffee breaks, without the need to produce receipts.
- Requests above 30 euros per participant will be reviewed on a case-by-case basis by the SOLAS office; meeting organisers will have to submit receipts and VAT will not be reimbursed.
- Please note that the meeting subsidy should not include organised meals since the participants automatically receive 20 euros per meal.