



FUNDING APPLICATION FORM FOR WORKSHOPS, CONFERENCES, SUMMER SCHOOLS, COURSES

Conditions for a ERCOFTAC event

If organisers of conferences, workshops and summer schools wish these to be primarily ERCOFTAC meetings or to be held in association with ERCOFTAC, certain conditions must be observed:

- The proposals should emphasize the special ERCOFTAC features of the meeting, in addition to those usually found at conferences; for example they may involve dissemination of recent research, instruction in advanced topics, comparison of test cases, computer demonstrations of codes, discussions of new plans for collaborative research and improvement of codes, planning new experiments for comparison with computation, displays of work by SIG's (examples of such special features appear in ERCOFTAC Bulletin);
- The proposals should, only if suitable, actively incorporate industrial aspects of the topic;
- The meeting must be genuinely European, not just a national meeting. There must be leading speakers/or organisers from two or more European countries;
- Summer schools should follow the rules as set up by the EC/TMR programme (training element, 1-2 weeks international expert teachers).

Submission and approval process

- The Scientific Programme Committee (SPC) must be informed about the details of the meeting and permission must be obtained before the meeting is advertised as being connected with ERCOFTAC;
- Proposals must be sent to the ERCOFTAC CADO at least 2 weeks before the next SPC meeting, after which the proposal will not be considered at the meeting. Ideally, they should be submitted 1 year before the event;
- Generally the SPC will recommend to the Managing Board (MB) its approval. So the procedure required to obtain approval should not take more than three months.

Please note all reports submissions and requests for funding must be organised in MS Word.

Other requirements

- **Publicity requirements**

Once approval is given, the organisers should place on ERCOFTAC website one picture of the location or any picture connected with the event together with a short text as a general introduction. It should happen within one month after the grant was agreed. The materials can be delivered to CADO or to SIG Coordinators who can place the information on the SIG webpage;

Also the organisers must ensure adequate publicity in the ERCOFTAC Bulletin. In any other publicity sponsorship or co-sponsorship by ERCOFTAC should be prominently mentioned. The Coordination Centre and Pilot Centres will assist in the publicity. The organisers in return are obliged to make available ERCOFTAC documentation material to the participants in the activity. This documentation material can be obtained free of charge from the Coordination Centre.

- **Production of a Meeting Report**

After the meeting, the organisers must write a detailed report of the meeting for the SPC, which also will be published in the ERCOFTAC Bulletin. There should also be attached a financial statement for the support of ERCOFTAC, including the names of those who obtained scholarships (these names will not be published). It is recommended that scientific data (experimental or numerical) created for the activity should be included in the database activities, or that in the meeting report it is explained how to access these data.

Attendance fees and costs

- It would be desirable to settle on the fees and costs reasonably soon, so that participants can budget for their attendance.
- It is required that a reduced fee is charged to those attending from institutions or groups that are members of ERCOFTAC. This reduction should be on the order of 30% for meetings organised by ERCOFTAC alone and on the order of 10% for meetings where ERCOFTAC is a co-organiser.
- The organisers of these meetings can also request from the SPC that ERCOFTAC contributes towards the cost of "scholarships" for junior scientists and engineers wishing to attend. For more information on how to be reimbursed for scholarships, see below.
- The maximum total assistance from ERCOFTAC funding for a workshop or conference is 2k Euro and for a summer school or course 3k Euro. In some cases (additional) funding is provided through ERCOFTAC participation in EC and other schemes.

Reimbursement of scholarships

With regard to the reimbursement for scholarships, the organisers of the event should write to the ERCOFTAC Central Administration & Development Office (CADO), to obtain the funds. The payment of the scholarships will be settled after the event. The CADO requires from the organisers, after the event has taken place, to submit a report, including:

- Financial overview, indicating how the ERCOFTAC grant has been spent. It is necessary to provide the names and email addresses of those who will receive the funds;
- Invoice, mentioning the title, location and date of the event, as well as the necessary bank details, and attachment of scanned receipts pertaining to all participants that require reimbursement;
- Report on the conference/summer school/workshop to ERCOFTAC Bulletin.

All of the above items MUST then be forwarded to CADO, thereafter, the scholarships will be transferred to the organiser's bank account. It should be stressed that the funds cannot be used to cover the expenses of invited lecturers. **ERCOFTAC scholarships are to be used to enable (young) scientists to attend the sponsored meetings.**

Note: Claims for scholarships can only be made during a period of 6-months, starting from the beginning of the event, after which requests will no longer be considered.