

8. COST Action Dissemination

COST provides financial support for the production of dissemination material (see below Section 8.1). In order to be eligible for funding, this material must be a direct result of work performed by the Action and must be authored by different participants from 3 (three) different Participating countries. Dissemination material must reflect the Action's objectives, detailed in the Action's MoU. Wherever possible, material should be made available under an Open Access licence to ensure that the content is made available to a large scientific audience.

Dissemination material generated from work performed by the COST Action fall under two categories:

1. Material produced during an Action's lifetime funded under the COST Grant and paid directly by the Action's Grant Holder - see also Section 8.1.
2. Final Action Dissemination material produced at the end of an Action's lifetime, funded by a specific, additional grant and also managed directly by the Action's Grant Holder - see also Section 8.2.

COST Actions must take care of integrating the COST logo in any material presented at conferences, workshops and events. The objective is to clearly assign the content not only to a COST Action but to COST as a framework. Consequently, whenever COST Actions participate in conferences and events, the Action representative(s) must clearly stipulate that the work has been supported by COST and include the COST logo in their displayed material, in addition to the COST Action logo which certain COST Actions might want to develop.

As the COST Action representatives solely represent themselves or the COST Action, they are not allowed to use the corporate COST PowerPoint template or COST stationery such as Word templates (e.g. for documents or correspondence). Exceptions are dedicated COST Sessions and COST workshops/meetings.

Whenever COST Actions organise (or co-organise) an event, open to external attendance, the COST Action needs to be clearly referenced in the event dissemination materials, including the COST logo, Action number and title. However, COST Actions cannot sponsor events.

8.1. Dissemination Material

The Action's dissemination strategy is detailed in the Memorandum of Understanding (MoU). All dissemination activities and material produced must be in line with the dissemination strategy and the purpose of the COST Action. Dissemination material must be described in the Work and Budget Plan approved by the COST Association and the Management Committee (MC).

In order to ensure the material produced complies with the COST corporate identity, please refer to the branding section in the Guidelines for Dissemination, available on the COST website.

Dissemination material must be available for audit purposes and copies will be provided to the COST Association upon request.

8.1.1. Eligible expenses

The COST Grant can support expenses related to the production of the following dissemination material:

- Website
- Material for display or distribution (flyers, posters etc.)
- Multimedia content
- Publications (peer reviewed journal papers, book of abstracts, handbooks, guidelines etc.)

The following expenses can be considered as eligible (excl. V.A.T.):

1. Open Access licenses or the purchase and distribution of a fixed number of copies of high-quality publications produced by a renowned publisher (usually books or journals).
2. Proofreading, editing, layouting, production and distribution expenses.



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COST does not offer sponsorship for COST Action booths at conferences or other events.
COST does not cover expenses for the creation of databases meant for dissemination purposes.
V.A.T. is not eligible for reimbursement.

Special provisions for developing and maintaining Action websites

Action websites may vary considerably in scope and content. The allocation of funds supporting website development must be clearly linked to supporting the Action's objectives. Expenses related to Action websites must not exceed EUR 4 500 for the first Grant Period of the Action and EUR 1 500 for the subsequent Grant Periods. Throughout the lifetime of the Action, website expenses cannot exceed a total amount of EUR 9 000. An Action can only have a single website.

The Action website must also display the following items:

1. The COST Association logo and the EU logo (see www.cost.eu/logos)
2. A link to the Action page on the COST website (www.cost.eu/actions/ZZXXXX)
3. A link to the Action's MoU on the COST website
4. A link to the relevant COST rules and guidelines on the COST website (do not post any official documents/templates/guidelines directly on the Action website as such documents are subject to change). Live links should be used pointing readers to official versions of COST documents always hosted on the COST website at www.cost.eu.
5. Links to the names and contact information of the Action Chair, Vice Chair and Science Officer on the Action page on the COST website

8.2. Final Action Dissemination (FAD)

8.2.1. General principles

Final Action Dissemination refers to material produced after the four-year period of the Action in order to share the COST Action results with the wider research community. The material covers examples mentioned in Section 8.1.

Final Action Dissemination material (FAD) must be ordered and paid directly by the COST Action Grant Holder. The COST Association will provide an additional grant of up to a maximum of EUR 10 000 in total (V.A.T. is not eligible) to the COST Action Grant Holder.

Requests for this additional grant need to be sent to the COST Association at the latest 6 months before the official end date of the COST Action, using the template soon available on the COST website.

The request must be approved by the MC and the COST Association, who will issue a Grant letter to the COST Action Grant Holder.

The COST Action Grant Holder must ensure that the FAD invoice is paid no later than the date stated in the Grant Letter: 12 months after the official end date of the Action.

The Grant Holder will present to the COST Communications Unit a print preview or digital copy of the material before production to ensure that the branding guidelines have been respected.

The grant payment to the COST Action Grant Holder is only guaranteed once the COST Association has approved that the FAD complies with the Guidelines for Dissemination.

In case of printed material, the Communications Unit will receive 3 copies upon issuing. Links to digital material will also be provided.



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