



## CRITERIA FOR PARTICIPATING IN RUNNING ACTIONS OF THE COST PROGRAMME, GENERAL RULES, PROCEDURES AND PARTICIPANTS' OBLIGATIONS

### A. CRITERIA FOR NOMINATING MANAGEMENT COMMITTEE DELEGATES IN RUNNING COST ACTIONS

The approval for participation in a running COST Action as a Management Committee Delegate will be granted by the Research and Innovation Foundation of Cyprus (RIF), if at least one (1) of the following criteria is fulfilled:

CRITERION	EXPLANATION
<b>1. Relevant Running Research Project</b>	Active participation of the Applicant (as a Coordinator or Partner) at the date of the submission of the Application in an ongoing research project funded by International, National, European or other sources, <u>relevant to the activities of the Action</u> , as these are described in the Action's Memorandum of Understanding (MoU).
<b>2. Research Experience / Competence</b>	The Applicant must be active in R&I activities at the date of the submission of the Application and demonstrate proven recent research experience / competence in conducting research in a field <u>relevant to the activities of the Action</u> , as these are described in the Action's Memorandum of Understanding (MoU).
<b>3. Scientific Publications</b>	Recent scientific publications of the Applicant <u>relevant to the scientific area / activities of the Action</u> , as these are described in the Action's Memorandum of Understanding (MoU) (publications in scientific journals, books, monographs, publication in conference proceedings etc.).

### B. GENERAL RULES / PROCEDURES

- Each COST member country is allowed to nominate up to **two (2)** researchers as Management Committee Delegates (MCs) in any given Action.
- The nomination in a running COST Action as MC is open to any researcher, working in the public or private sector, in an organization legally established in the Republic of Cyprus, conducting research relevant to the activities of the Action, as these are described in the Memorandum of Understanding. Researchers working in the public and wider public sector (Public Benefit Organizations incl. Semi-state Organizations) are requested to secure the approval of the relevant Head of the Department / Service / Ministry, prior to the submission of their Application to the Research and Innovation (RIF).
- Applicants must have a permanent employment position in an Organization legally established in the Republic of Cyprus. In cases of applicants employed on a contract of limited or fixed-term duration, the period of the contract must at least be the same or exceed the lifetime of the Action. For verifying this, RIF may request submission of supporting documentation (such as employment contract, confirmation of the Host Institution etc). Early Career Investigators (EICs) i.e. up to eight (8) years from acquiring



their Ph.D. degree (full-time equivalent), must provide evidence of employment in an Organization in the Republic of Cyprus at the time of submitting their Application, irrespective of the contract's duration. However, EICs have the obligation to inform RIF for any change in their employment status or Host Organization. RIF reserves the right to verify the status of EICs on an annual basis, in order to make sure that they continue to be active in research activities in Cyprus and therefore, be eligible to represent the country in the COST Action.

- A researcher can participate in only **one (1)** running COST Action at any given time. Parallel participation in a second COST Action is allowed only if:
  - (a) there is evidence of the involvement of the Applicant in the initial consortium establishing a successful COST Action, with a maximum number of participation in two (2) Actions. Participation in up to three (3) Actions, with the participation in at least two (2) as member of the consortium establishing a successful COST Action, will be examined on a case-by-case basis and approval will be granted on exceptional cases.
  - (b) the Action in which the Applicant already participates in as a Management Committee Delegate will complete its activities in nine (9) months, following the submission of his/her Application.
- Researchers are encouraged to submit applications at the initial stages of a COST Action in order to gain the maximum benefit from their participation. It will not be possible to examine requests for participation in an Action (at the Management Committee level) in the last period (i.e. twelve (12) months) leading up to its completion.
- Applications are examined on a first-come-first-served basis, taking as a reference point the date submitted to RIF. The evaluation is conducted internally by RIF personnel, applying the evaluation criteria presented in Section A of the present document and the national rules. The whole evaluation procedure is expected to be completed within two (2) to three (3) weeks from the Application submission date.
- It should be noted that after the 1<sup>st</sup> meeting of the Action's Management Committee, the nomination of Representatives must be endorsed by the Management Committee. The Management Committee has the right to refuse the nomination up to four weeks from the request, providing written justification relating to research and technological matters or matters that relate to networking. Moreover, after the 1<sup>st</sup> Management Committee Meeting, RIF may consult the Action Chair before the official nomination, for identifying the profile of the best suited candidate for the participation in the Management Committee.
- Applicants who are members of the initial consortium establishing a COST Action do not need to submit an Application to RIF, since their involvement has already been evaluated. However, they have to inform RIF of their involvement in the COST Action (by e-mail), in order for RIF to verify that they meet the national criteria and rules (e.g. permanent employment position in an Organization legally established in the Republic of Cyprus) and proceed with the nomination procedure.
- In cases where more than two(2) researchers from Cyprus participate in the initial consortium establishing a COST Action, they should liaise between themselves in order to propose to RIF the two researchers to be appointed as Management Committee Members. The researcher(s) not appointed as Management Committee Delegates could participate in the Action's Working Groups. In case of a discrepancy, RIF may consult with the Action's Main Proposer and/or Chair.
- The participation of the Management Committee Delegates in at least one (1) of the Action's Working Groups **is compulsory**.



- Researchers interested in joining an Action as Working Group Members **only**, do not have to submit an Application to RIF. The only necessary action is to communicate to the Action Chair their interest.
- RIF encourages Early-Stage Researchers / PhD Candidates to participate in the Working Groups of running COST Actions. It should be noted that the interest for participation in a Working Group could be expressed from the date of uploading the Action's Memorandum of Understanding – MOU on the COST website and is subject to approval by the Management Committee.
- Each Delegate is allowed to select his/her Substitute among the Action's Working Groups Members coming from his/her country, for a specific time period (up to 6 months) or for a specific event or activity. It should be noted that the National COST Coordinator will be informed about the nomination of Substitutes and a list will be uploaded on COST website.
- Individuals, who have been excluded by the Board of Directors of RIF from participating in the Programmes, activities and initiatives of the Foundation, cannot be nominated as Management Committee Delegates.
- The participation in an Action, either as a Management Committee Delegate or a Working Group Members, of the persons who acted as external evaluators or review panel members of the Action's proposal, is not permitted.



### C. OBLIGATIONS OF MANAGEMENT COMMITTEE DELEGATES

All Management Committee Delegates appointed by the Research and Innovation Foundation have the following obligations:

- Active participation in **all the meetings** and activities of the Action. When this is not feasible, RIF must be informed beforehand. Collaboration with the other Delegates for securing the representation of the country and the dissemination of information.
- Submission of an **Annual and Final Report** and / or any other information or Report requested by RIF, relevant to their involvement / participation in the Action's activities. Inform RIF about important events that will be organized in Cyprus and results of the Action.
- Participation in the **Annual Meetings** of the Representatives of Cyprus at the Management Committees, convened by RIF and presentation of their involvement in the Action's activities, when requested to do so.
- **Commitment** to act for the benefit of the Republic of Cyprus and not take any actions that may harm the Republic of Cyprus' own good.
- **Inform** immediately RIF of any change in the Delegate's status) that affects his/her nomination or the fulfilment of the national criteria (e.g. seize of the research activity, change of employment status, type of contract for EICs, leaving the country etc). RIF reserves the right to verify the status of ECIs on an annual basis, in order to make sure that they continue to be active in research activities in Cyprus and therefore, be eligible to represent the country in the COST Action.
- In case a nominated Delegate wishes to terminate his/her participation in an Action, he/she should inform RIF and at the same time suggest potential replacements, in an effort to continue the participation of Cyprus in the Action.

**RIF reserves the right to re-assess the participation of a researcher in a COST Action at any time and to de-nominate him/her, if he/she does not comply with the national rules and obligations and/or with the rules and obligations of the COST Association. RIF maintains the right to communicate with the Action Chair for matters relating to the representation of the country.**

More information relating to each COST Action and the Memorandum of Understanding can be found online on the COST website [www.cost.eu](http://www.cost.eu) or on each Action's website.

For more information on COST's activities and / or application procedures, interested parties can contact the RIF's Scientific Officer, Ms. Katerina Karakasidou (e-mail: [kkarakasidou@research.org.cy](mailto:kkarakasidou@research.org.cy), tel.: 22 205036) or Dr. Kalypso Sepou (e-mail: [kalypso@research.org.cy](mailto:kalypso@research.org.cy), tel.: 22 205000).