



# **Action FP1405**

**Active and intelligent fibre-based packaging -  
innovation and market introduction (ActInPak)**

**2<sup>nd</sup> Management Committee Meeting**

**Aveiro, 16 September 2015**

# CONTENT:



- Networking Tools:
  - How to fill the online Travel Claim Form on e-cost via Strong Authentication
- STSM - Eligibility Rules and Financial Support
- Budget planning – how to request your 2<sup>nd</sup> instalment
- Communication with COST Association

# I. How to fill the online Travel Claim Form on e-cost via Strong Authentication

- Create a profile on e-cost (<https://e-services.cost.eu>)

**e-COST**

[Home](#) | [Contact Us](#)

### Welcome to e-COST

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Email/Username

Password

[Forgot password?](#)

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*New to e-COST? [Create an Account](#)*



# When creating your profile:

- Accept/Confirm your nomination on e-cost (for MC members and substitutes)
- Activate your profile
- Verify your institution details
- Add your bank details

# Follow the link in the invitation email

## OFFICIAL INVITATION

Dear Dr John Smith,

You are invited to attend the following COST Meeting as a Meeting Participant:

COST Action: BM1207

Meeting Title: Release of the OTRR-Strong Authentication feature

Location: Cost, Brussels, Belgium

Meeting Type: Working Group Meeting

Meeting Dates: from 15-12-2013 to 15-12-2013

If you wish to attend, you will need to register for this event. If you already have an e-COST user profile, you will only need to login and accept this invitation by following the link below:

<http://qa-ecost-dev.bruxelles.esf.org/invitation/1bbefdf1f72ef79617f1ab4a243cc460/>

If you are new to e-COST, you can register a new e-COST profile on the following link:

<https://e-services.cost.eu>

The following link provides instructions on how to fill in the Travel Reimbursement Request:

<http://www.cost.eu/download/Travel-Reimbursement-Instructions.pdf>

By clicking on the link, you will be re-directed to this page

## Invitation to COST Office Event

If you are the intended invitee to the following [COST](#) event and you wish to participate, please log in below to proceed.

### Meeting Details

Meeting ID            ECOST-MEETING-BM1207-151213-038157  
Title                    Release of the OTRR-Strong Authentication feature  
Start Date             2013/12/15  
End Date               2013/12/15  
Location               COST, Brussels, Belgium

### Your Details

Name                    John Smith  
Email                    [j.s.@cost.eu](mailto:j.s.@cost.eu)  
Organisation            University \*\*\*

Username

Password

# Step 1/5 : Accept or Decline the invitation (ideally within 5 working days)

## Invitation to COST Event

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Dr Alla Aleksanyan

### Meeting Details

Meeting ID	ECOST-MEETING-FA1203-300315-056277
Title	Task Force Population Dynamics II/WG2 Seed meeting
Start Date	2015/03/30
End Date	2015/03/31
Location	BOKU, Vienna, Austria

Step 1/5 Invitation : Accepted

Decline

## Step 2/5 : Reimbursement: Yes or No

Step 2/5 Reimbursement : Yes

No

If you decided to NOT submit a claim, please click the 'No' button above.



## Step 2/5 : Once the participant agrees to claim the reimbursement of expenses, the participant is prompted to create a Strong Authentication profile

Step 2/5 Reimbursement : Yes

If you decided to NOT submit a claim, please click the 'No' button above.

You are required to create a Strong Authentication profile in order to submit your claim online. You will be prompted to enter a profile name, a password and antiphishing sentence. The profile will be associated with this browser. If later on you use a different browser, you will be prompted to create a new browser profile for your Strong Authentication account.

This is a one time process and we advise you to keep track of your Strong Authentication browser profile, password and antiphishing sentence.



# Strong Authentication Feature (SA)





- Allows participants to submit their OTRR (online travel reimbursement request) and supporting documents fully online in a secure way
- Can significantly improve the efficiency of reimbursement processes and reduce processing time

# Step 3/5 : Fill in the Travel expenses (to be filled only after the meeting) and upload relevant invoices

## Step 3/5 Travel information and Expenses

Please read carefully the [Travel Reimbursement Request \(TRR\) Rules](#) before completing your expenses.

Travel dates (Door to Door)

Travel Start	Date	2015-03-29		Time	00:00 - 00:59	
Travel End	Date	2015-03-31		Time	23:00 - 23:59	

Meeting Attendance

*Check all the attended days according to the signed attendance list.*

30 Mar 15	<input checked="" type="checkbox"/>
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## Step 3/5 : Fill in the Travel expenses (to be filled only after the meeting) and upload relevant invoices

Accommodation Expenses <span>i</span>	
Number of nights	<input type="text" value="2"/>
Applicable Rate per Night	EUR 120.00
Reimbursable amount	EUR 240.00

Meals Expenses <span>i</span>	
Number of meals	<input type="text" value="5"/>
Applicable Rate per Meal	EUR 20.00
Reimbursable amount	EUR 100.00

## Step 3/5 : Fill in the Travel expenses (to be filled only after the meeting) and upload relevant invoices

Travel Expenses <span>i</span>		add
Reimbursable amount	EUR 0.00	

Local Transport Expenses <span>i</span>		edit   delete   add
Type	Public Transport	
Justification		
Reimbursable amount	EUR 25.00	

Other Expenses <span>i</span>		add
Reimbursable amount	EUR 0.00	

Supporting Documents		
Title / Description	<input type="text"/>	<i>(Example: plane ticket, receipts, etc.)</i>
File to upload	<input type="text"/>	<input type="button" value="Browse"/> <input type="button" value="Upload"/>
<i>The file will not be available until you click the Upload button. You can upload files up to 2 MB each. Supported file types are: pdf, xps, png, jpg, jpeg, gif.</i>		

Current Total	EUR 365.00
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You may save your claim and modify it at any time before submitting it.

Save Claim

# Step 4/5: Confirm Bank details

Step 4/5 Bank Account

ALLA ALEKSANYAN / PROCREDIT BANK CJSC ARMENIA



Now you can preview a draft version of your TRR (Travel Reimbursement Request) Form and verify the details.

**Step 5/5 : Tick the box stating that your expenses will NOT be paid by other sources**

Step 5/5 Submission

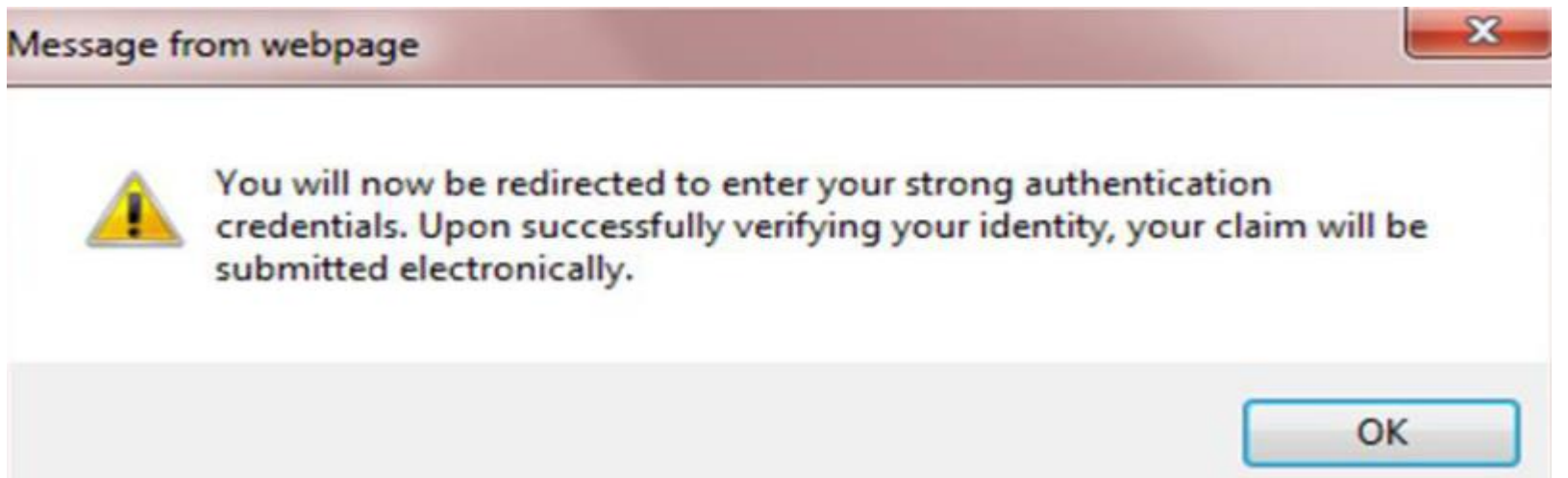
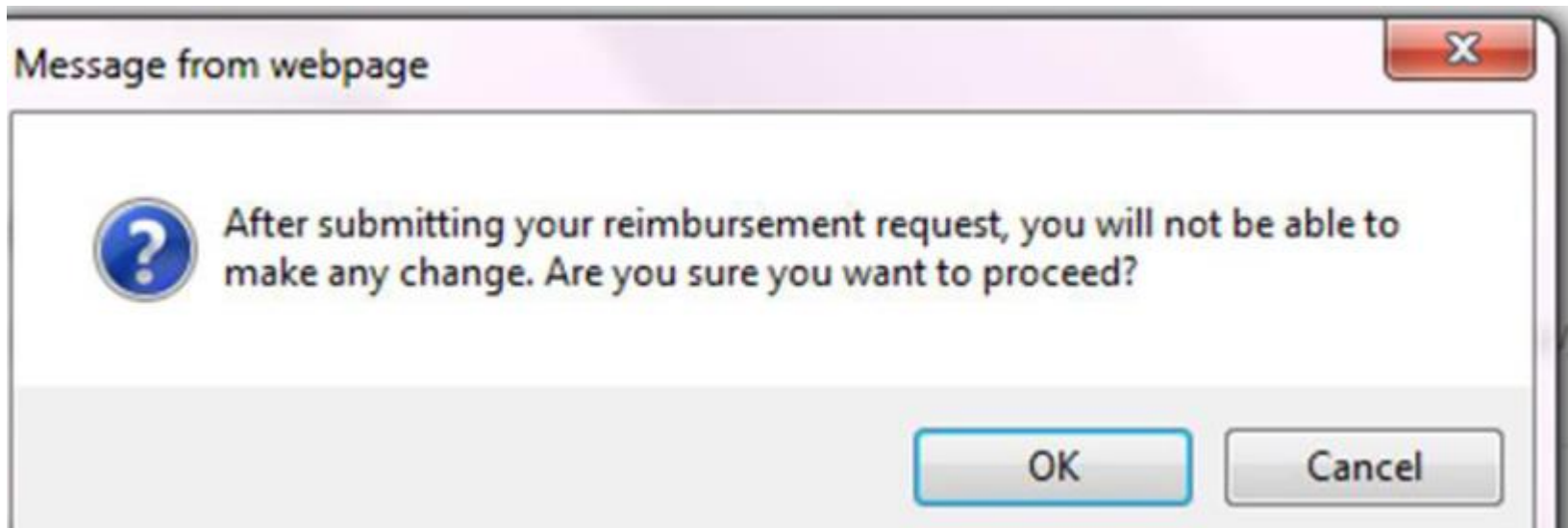
I declare that the above expenses are not being reimbursed from any other source.

*The COST Office and the Grant Holder reserve the right to correct this document after signature by the participant to comply with COST Rules.*

Click to submit your claim electronically. You will be redirected to enter your Strong Authentication credentials.

[Submit e-Claim](#)

# Confirm submission



# Enter your PIN code



## Authentication

User profile: **jsmith**

Your antiphishing sentence: *Go FC Barcelona*


PIN code:

[I forgot my PIN code](#)

 Helium by inWebo © 2013

If your user profile is not listed above, [activate this browser](#)





**Once the claim is submitted, the participant has the possibility to download the claim for his own personal file, without the need to send it by post to the GH**

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## Invitation to COST Event

Prof /John Smith

*Your online reimbursement request has been successfully submitted and the Grant Holder has been notified. You may download the Travel Reimbursement Request(TRR) in pdf format for personal filing. No further action is required from your side.*

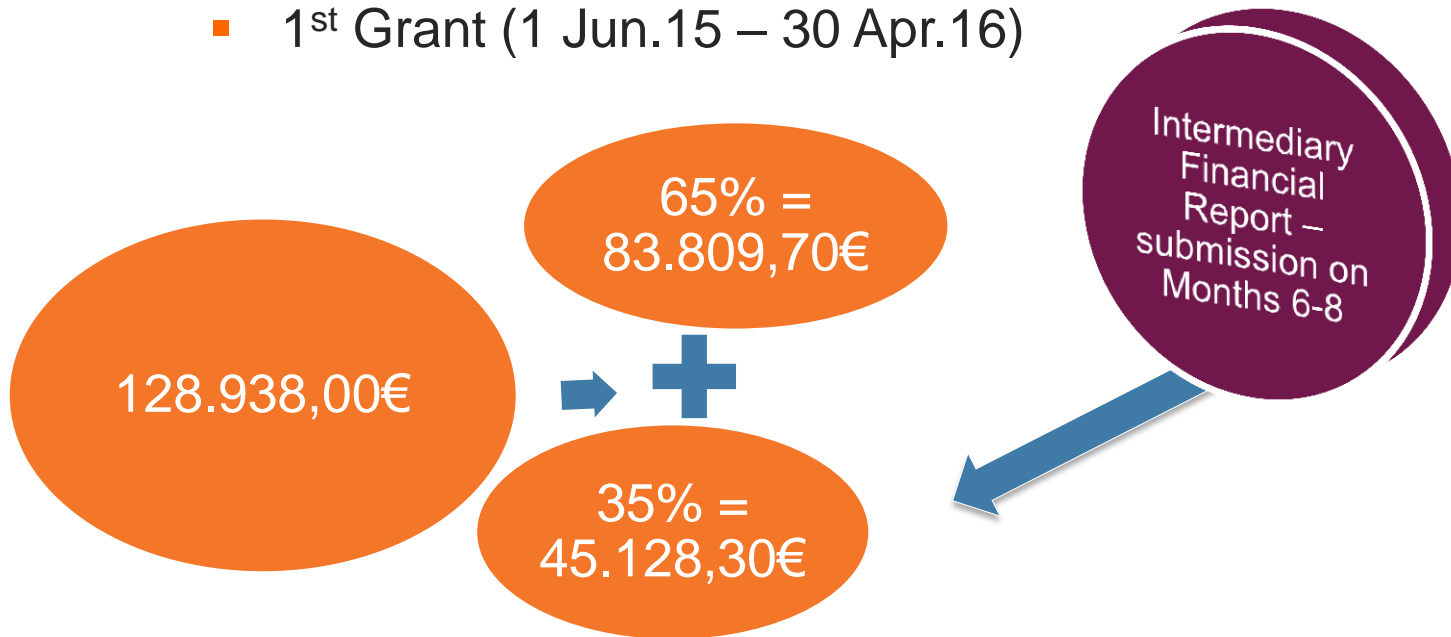
[Download TRR](#)



- Deadline for claim submission: **15 October**

# Budget planning and reporting

- 1<sup>st</sup> Grant (1 Jun.15 – 30 Apr.16)



- Intermediate Financial Report (IFR): deadline **4 months before the end of grant period** (Jan-Feb 2016)



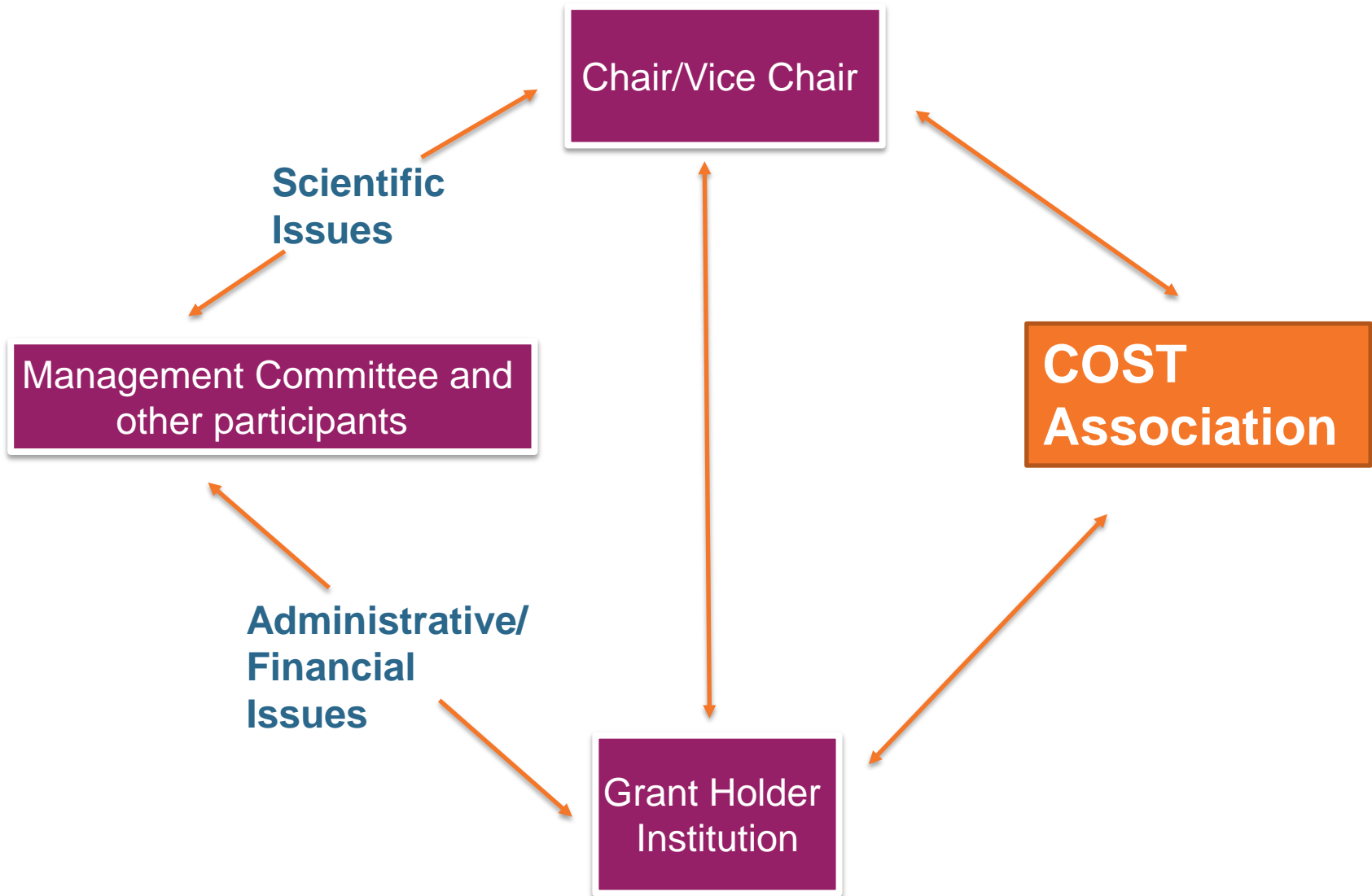
# Networking tools: Short Term Scientific Missions (STSM)

- Online application tool: [www.cost.eu/STSM](http://www.cost.eu/STSM)
- Applicants limited to the current participating countries
- Duration: min. 5 days – max. 3 months within the ongoing grant period
- Allowance: up to 2500€  
(recommended 500€ for travel, 160€ daily allowance)
- STSM coordinator {
  - pre-approval before start date
  - post-approval of report before payment

*Specific additional provisions have been adopted by the CSO to encourage the participation of Early Career Investigators (ECI) in STSM.*

- Allowance: up to 3500€  
(recommended 500€ for travel, 160€ daily allowance)
- Duration: min. 91 days – max. 3 months within the ongoing grant period  
**(end date is the date that counts!)**

# Interaction with COST Association



# Follow and engage with us on social media

