

**CRITERIA FOR NOMINATING IN RUNNING ACTIONS OF THE COST PROGRAMME, GENERAL RULES AND PROCEDURES AND PARTICIPANTS OBLIGATIONS**

**A. CRITERIA FOR NOMINATING MANAGEMENT COMMITTEE DELEGATES / SUBSTITUTES IN RUNNING ACTIONS OF THE COST ASSOCIATION**

The approval for participation in a COST running Action as a Management Committee Delegate or Substitutes will be granted by the Research Promotion Foundation of Cyprus (RPF) if at least one (1) of the following criteria is valid:

CRITERIA	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 a running ongoing research Project funded by International, National, European or other sources, relevant to the activities of Action, as these are described in the Action's Memorandum of Understanding (MoU).
<b>2. Recent Research Experience / Competence</b>	Proven recent research experience / competence of the Applicant in conducting research in a field relevant to the activities of the Action, as these are described in the Action's Memorandum of Understanding (MoU).
<b>3. Publications</b>	Recent publications of the Applicant relevant to the scientific area / activities of the Action, as these are described in the Action's Memorandum of Understanding (MoU).

**B. GENERAL RULES / PROCEDURES**

- Each COST country is allowed to nominate up to **two (2)** researchers as Management Committee Delegates (MCs) and **up to two (2)** as Management Committee Substitutes (MC Substitutes). MC Substitutes are invited to attend meetings only in case of absence of an MC Delegate.
- Information on nominated participants in all COST Actions can be found online on the COST Website ([www.cost.eu](http://www.cost.eu)).
- The participation in a running COST Action is open to any researcher, working in Academic / Research Institutions, in the Private or in the Public Sector and conducting research relevant to the activities of the Action. Researchers working in the Public Sector have to obtain approval from the relevant Head of the Department / Service / Ministry before submitting their Application to the Research Promotion Foundation (RPF).
- Applicants must have a permanent employment position in an Organization legally established in the Republic of Cyprus. If an Applicant is 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.
- 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 consortium establishing the second Action he/she is interested to participate in, or

(b) the Action in which the Applicant already participates in as a Management Committee Delegate or Substitute will complete its activities in the next 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 in the last period (i.e. six (6) months) leading up to its completion.
- Applicants who are members of the initial consortium establishing a COST Action do not need to submit an Application to RPF, since their involvement has already been evaluated. However, they have to inform RPF of their involvement in the Action (by e-mail or mail), in order for RPF to take the relevant steps and commit the participation of the Republic of Cyprus by approving the relevant Memorandum of Understanding (MoU).
- The participation of the MC Delegates and/or MC Substitutes in at least one of the Action's Working Group **is compulsory**.
- Researchers interested in joining an Action at the Working Group level **only**, do not have to submit an Application to RPF. The only necessary action is to communicate to the Action Chair their interest. It should be noted that participation in a Working Group of any given COST Action is only allowed when the country has already appointed a Delegate at the Management Committee.
- Nomination of Early-Stage Researchers / PhD Candidates as Management Committee Delegates or Substitutes of a running COST Action will not be possible. The RPF encourages Early-Stage Researchers / PhD Candidates to participate in the Working Groups of running COST Actions.
- Applications will be examined on a first-come-first-served basis by RPF personnel, according to the evaluation criteria described above. The whole procedure will be completed in approximately one (1) month after the submission of the Application.
- Individuals, who have been excluded by the Board of Directors of RPF from participating in the Programmes, activities and initiatives of the Foundation, cannot be nominated as Management Committee Delegates or Management Committee Substitutes.
- More information relating to each COST Action can be found online on the COST website [www.cost.eu](http://www.cost.eu). For more information on COST's activities and / or application procedures, interested parties can contact the RPF's Scientific Officer, Ms. Constantina Makri (E-mail: [cmakri@research.org.cy](mailto:cmakri@research.org.cy), tel.: 22 205054) or the COST National Coordinator Dr. Kalypso Sepou (E-mail: [kalypso@research.org.cy](mailto:kalypso@research.org.cy), tel.:22 205064).

### C. OBLIGATIONS OF MANAGEMENT COMMITTEE DELEGATES / SUBSTITUTES

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

- Active participation in **all the meetings** and activities of the Action. When this is not feasible, the Research Promotion Foundation (RPF) must be informed beforehand.
- Submission of an **Annual Report** and / or any other information requested by the RPF, relevant to their involvement / participation in the Action's activities.
- Participation in the **Annual Meetings** of the Representatives of Cyprus at the Management Committees, convened by RPF 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 only that, and not take any actions that may harm the Republic of Cyprus' own good.
- **Inform** the RPF of any change in their status (e.g. change of employer, leaving the Country).

**The Research Promotion Foundation has 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 Foundation's rules and obligations and/or with the rules and obligations of the COST Association.**