

**Workshop Application for Disaster Bioethics COST Action IS1201 2013-2014**

The notes in the boxes are for guidance only. Please delete all these notes before making your submission. Only applications made on this form will be accepted.

**The deadline for applications in this round is 1st June 2013 17.00 CET**

**MAXIMUM 4 PAGES (FONT 11)**

1. **Title of workshop**

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| Please keep this short and informative. |

1. **Organiser, venue and date**

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| If more than one person is responsible for organising the event, please list each and indicate each person’s role.  In choosing a venue, consider the relative costs of travel and accommodation.  When choosing the date, consider combining the workshop with another event that Action members and other participants may be attending to permit more participants to be funded. |

1. **Description of workshop: aims, content and promised outcomes**

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| Please include the aims for the workshop, as well as providing a full description of the proposed content. Your workshop should have a clearly defined and measurable outcome that maps onto the deliverables for the Action. Include dates for delivering the outcome(s). |

1. **Explain how this workshop will meet one or more of the objectives for one (or more) of the working groups**

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| Applications will only be considered for funding where they clearly meet the objectives of one or more of the Action working groups. Refer specifically to the Action Memo of Understanding. An email from one of the Working Group Chairs endorsing this application must be inserted into this application under 8. |

1. **List of potential contributors**

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| Please provide a list of the contributors to the workshop and their home institutions. If any of these people are essential to the success of the workshop, please explain how this person will be replaced if unavailable. Note how the workshop will involve early-stage researchers.  Give a list of other potential contributors who will be able to attend without COST funding.  Workshops will not usually include funding for invited experts from non-COST countries. If this is viewed as essential, provide a clear justification. |

1. **Details of funds requested – total must not exceed €7500**

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| This funding is ONLY available for travel and meal reimbursement according to the usual COST rules. Only Action members from COST countries that have joined Action IS1201 can normally be reimbursed. Room booking costs and costs incurred by the host are NOT covered by this funding. An average estimate is €750 per participant per 2-day event. This should cover economy travel and accommodation/meals at the usual COST rates: €120 per night bed and breakfast and €20 for each lunch and dinner. If the host provides meals and requires reimbursement, participants must pay the host and participants then seek reimbursement from COST. If local costs are lower (e.g., if accommodation is guaranteed at €60 per night) a larger number of participants, or a longer event, can be proposed. Funding at lower rates than COST rules permit must be pre-approved and clearly communicated.  Please base your budget on the following example table. Refer to [www.COST.eu](http://www.COST.eu) for full COST rules. Based on length of the workshop, number of participants, estimated travel costs, local accommodation costs, a good-faith estimate of all costs should be given. NOTE: using less than the maximum allowed funding may allow another workshop to be funded.   |  |  |  | | --- | --- | --- | | **EVENT** | **ITEM** | **COST IN €** | | 2-day workshop | 5 participants x 2 nights @ €120/night | 1200 | |  | 5 participants x 3 nights @ €120/night | 1800 | |  | 10 participants x 5 meals @ €20/meal | 1000 | |  | 4 local participants x 3 meals @ €20/meal | 240 | |  | Flight costs for 7 participants | 2800 | |  | Train costs for 3 participants | 210 | |  | Local transport cost for 10 participants at @ €25/eventl | 250 | | **TOTAL** |  | **7500 (maximum)** |  |  |  |  | | --- | --- | --- | | **EVENT** | **ITEM** | **COST IN €** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | **TOTAL** |  |  | |

1. **Contact details for the person making the application**

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| Only one person’s details should be entered here. This person should be in a position to respond in a timely fashion to all subsequent requests for additional information and will be responsible for ensuring the workshop meets its stated aims and delivers its outcomes. |

1. **Insert an email here from one of the Working Group Chairs endorsing this application.**

**If this application for funding is successful, COST and Action IS1201 must be clearly acknowledged in all publicity about the workshop and outputs developing from the workshop.**

**Please email your completed application to** [**Disasterbioethics@dcu.ie**](mailto:Disasterbioethics@dcu.ie)