

Network Action Proposal

Network Actions

Members¹ of euCognition² may apply for limited funding to carry out tasks that contribute to the work of the network. These tasks are referred to as Network Actions. Proposals can be submitted at any time. Every action must have a concrete output that has some persistent form, be it a document, video clip, commentary, or some other type of communicable message. This output will be published on the euCognition website. **All actions are also required to contribute a Cognition Briefing on the subject of the action to the euCognition Wiki.** Network actions to organize euCognition workshops may also apply for the status of *official euCognition event* (see www.eucognition.org/official_events.htm)

Review and Award

All proposals for Network Actions will be reviewed by the Executive Committee, and a decision will be made to accept, reject, or recommend technical or financial amendments to the proposal. The decision will be made by simple majority voting. An amended application can be resubmitted for reconsideration. All accepted proposals will be forwarded to the Commission Project Officer for final approval. The Project Officer can decide to approve, reject, or recommend technical or financial amendments to the proposal.

Please note that euCognition does not give 'Grants', i.e. cash donations to support the running of events. All we can do is to help defray the actual costs incurred, i.e. receipts must be provided to substantiate all claimed costs.

Submission Procedure

After completing the form on page 3, please email it to: coordinator@eucognition.org

¹ Student members are not eligible to submit proposals for Network Actions.

² The European Network for the Advancement of Artificial Cognitive Systems is funded by the European Commission under the Sixth Framework Programme (FP6), Project 26408, for a period of three years, beginning 1st January 2006.

Reimbursement of Costs

1. Costs associated with a network action should be claimed by submitting one consolidated claim using the standard form.
2. Only costs that adhere to the guidelines set out in the standard form will be reimbursed.
3. If the costs include the travel and subsistence costs of one or more guest speakers at a network action event, it is the responsibility of the organizer of the event to coordinate the submission of these claims by:
 - getting each guest speaker to complete the standard reimbursement form;
 - getting each guest speaker to complete the bank details section of the membership application form;
 - checking that the guest speakers claims adhere to the euCognition reimbursement guidelines;
 - appending the claims and bank details to the consolidated claim.

The Network Coordinator cannot enter into correspondence with individual guest speakers about reimbursement of costs; it is the event organizer's responsibility to do this. Do not tell guest speakers to send their claims directly to the Network Coordinator.

4. No costs will be reimbursed until
 - the agreed outcome of the network action has been submitted to the Network Coordinator for posting on the euCognition website;
 - the mandatory cognition briefing has been added to the euCognition wiki; it is the responsibility of those who have been awarded a network action to edit the wiki themselves when contributing the cognition briefing.
5. If a network action event has been designated an official euCognition event, the event organizer must
 - monitor the numbers of members attending and police the agreed limits on numbers;
 - provide the Network Coordinator with a list of euCognition members that have attended the event; this list should be signed by each member that attends.

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Title:	
Membership number(s)	
Member name(s)	
Member institute/company name(s)	
Goals of the action	
Principal activity to which it contributes <input type="radio"/> Community Outreach <input type="radio"/> Scientific Outlook <input type="radio"/> Education & Training	
Concrete outcomes of the action (at least one of which should be material suitable for publication on the euCognition website)	
Effort in person-days that will be charged to the Network Action (if any)	
Expected start and duration in months	
The requested funding, under the following headings: <input type="radio"/> Travel Costs <input type="radio"/> Other Costs (check with the Network Coordinator if you aren't sure about eligibility of these costs) <input type="radio"/> Labour Costs (identify the number of person-days and the rate per day).	
Please identify any other sources of funding that contribute to this Action (actions to support events such as workshop and conferences should include an outline budget identifying the total cost)	
Workshops: <i>official euCognition event</i> (yes/no & maximum number of members that can be accommodated)	