

Open Call – Grant Awarding Coordinator
COST Action CA23113 – CliMent
Climate change impacts on mental health in Europe (CliMent)

COST Action CA23113 – CliMent invites applications for the role of Grant Awarding Coordinator.

The Grant Awarding Coordinator is a mandatory Action leadership position elected by the Management Committee. The Grant Awarding Coordinator coordinates the Action's grant-awarding processes, including the organization and dissemination of calls, coordination of applications and evaluations, guidance to applicants, communication with the Grant Holder, and follow-up of grant implementation and reporting, in accordance with the Annotated Rules for COST Actions and applicable e-COST procedures.

Important note: This is a voluntary (non-remunerated) role. COST funding supports networking activities and grants are not intended to cover employment costs. CliMent is looking for someone who is proactive, organized, reliable, and hands-on in Grant Awarding Coordination.

1) Role responsibilities

The Grant Awarding Coordinator will support the Action in the effective, transparent, and timely coordination of grant awarding activities across the Grant Period.

The main responsibilities include:

- Coordinate the overall grant awarding process within the Action, in close cooperation with the Action leadership, Grant Evaluation Committee, the Grant Holder and COST Administration.
- Support the preparation, organization, and communication of calls for grants, ensuring that relevant information and deadlines are clearly communicated to Action participants.
- Coordinate the administrative and organizational aspects of grant applications, including monitoring submissions, eligibility requirements, documentation, and timelines.
- Support the evaluation and selection process in accordance with COST rules, ensuring transparency, consistency, and equal treatment of applicants.
- Maintain clear records and follow-up of grant applications, evaluations, decisions, and related documentation.
- Act as a point of contact for applicants and grant recipients regarding grant-related procedures, requirements, and practical questions.
- Coordinate with relevant COST roles and Action leadership to ensure that grant awarding activities are implemented in line with COST rules and CliMent priorities.

In practice (depending on Action priorities), this may involve preparing call announcements and application guidance, monitoring deadlines, coordinating evaluation procedures, communicating decisions to applicants, following up on grant implementation, and helping identify opportunities to improve the grant awarding process.

2) Who should apply

Under Article 3.9.3 of the Annotated Rules, access to the Grant Awarding Coordinator position depends on the candidate's affiliation, and applicants must fulfil the COST eligibility requirements for this Mandatory Leadership Position and have an accurate and up-to-date primary affiliation in e-COST.

What we value most

- **Proactivity and reliability:** You take initiative, follow deadlines, and ensure that grant-related processes move forward smoothly.
- **Organization and attention to detail:** You can manage applications, documentation, deadlines, and follow-up in a structured and accurate manner.
- **Understanding of COST procedures:** Familiarity with COST rules, grants, and Action procedures is highly desirable.
- **Fair and transparent approach:** You can support an objective, consistent, and transparent evaluation and awarding process.
- **Communication skills:** You can clearly communicate requirements, deadlines, decisions, and practical information to applicants and grant recipients.
- **Team coordination:** You can work effectively with the Action Chair, Grant Holder, Core Group, Working Group leaders, and other relevant Action roles.

3) Expected time commitment

This role requires regular engagement across the Grant Period, particularly around grant calls, application deadlines, evaluation periods, and awarding procedures. Applicants should indicate their realistic availability (e.g., typical hours/week and any constraints).

4) What to submit

Please submit the following to apply:

A) Motivation statement (400-500 words)

Including affiliation, country, and any relevant experience in COST Actions, grant management, project coordination, administration, evaluation, or related activities.

B) Short motivation notes (max. 400–500 words)

Please cover:

1. Why do you wish to serve as CliMent Grant Awarding Coordinator.
2. How you understand the role of the Grant Awarding Coordinator in a COST Action.
3. Your relevant experience and skills related to grant coordination, evaluation, administration, or project management.
4. Your availability and working pattern, including confirmation that you are available for a handover with the outgoing Grant Awarding Coordinator during October and to start immediately following the MC decision.

C) A brief demonstration of capability

Please provide a short example demonstrating your approach to grant coordination:

Organize first month as Grant Awarding Coordinator:

All applicants should submit a maximum one-page operational note describing how they would organize their first month as CliMent Grant Awarding Coordinator. The note should address: the preparation, launch and management of a GP3 grant call; eligibility and documentation checks; coordination of the evaluation process and management of potential conflicts of interest; communication with applicants and relevant Action/GH roles; and follow-up of grant implementation and reporting

5) COST/e-COST experience

Understanding of COST procedures: Demonstrated familiarity with COST grant-awarding rules and, preferably, hands-on experience with e-COST grant-awarding workflows are highly desirable. Familiarity with CliMent's current grant-awarding processes and priorities will be considered an asset.

6) Timeline and submission

Applications will first be checked by the Action leadership for eligibility and completeness. Eligible applications will then be considered by the Management Committee, which will elect the Grant Awarding Coordinator in accordance with COST governance rules and the COST Principles of Excellence and Inclusiveness.

- Opening: 12 October 2026.
- Deadline: 16 October 2026, 23:59 CEST.

Submission

Please email your materials to: info@cost-climent.eu

Subject line: CliMent GAC – Application – [Surname, First name]

Questions: Francisco Sampaio, info@cost-climent.eu