

## Call for STSM Applications

IS 1404

### Call Number 3 for the financial year 2016/2017 Short Term Scientific Missions (STSM) Applications

#### What is the purpose of an STSM?

Short Term Scientific Missions (STSM) are aimed at strengthening existing networks and fostering collaborations by facilitating Researchers participating in a given COST Action to visit an institution or laboratory in another Participating COST Country / an approved NNC institution or an approved IPC institution. A STSM should specifically contribute to the overall scientific objectives of the COST Action, whilst at the same time enable eligible Researchers to learn new techniques or gain access to specific expertise, instruments and/or methods not available in their own institutions.

#### Who is eligible to partake in STSM?

*A STSM applicant must be engaged in a research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an Institution or legal entity which has within its remit a clear association with performing scientific research.*

Always satisfying the above requirement, whether a Researcher is eligible to receive a STSM grant depends on which country their primary affiliation is held. Once this has been established, eligibility can be determined by adhering to the stipulations in the following 3 categories:

1. Researchers holding their primary affiliation at an institution located in a Participating COST Country are eligible to perform a STSM in another Participating COST Country. A list of Participating COST Countries can be found on the respective COST Action Webpage at [www.cost.eu](http://www.cost.eu).

2. For Researchers holding their primary affiliation in a Near Neighbour Country (NNC), the consideration for being eligible to receive a STSM grant is linked to whether their institution has been formally approved onto the Action or not – The eligibility status of Researchers located in NNC is restricted to those affiliated to approved NNC institutions.

The complete list of NNC can be found at

[http://www.cost.eu/about\\_cost/cost\\_countries/international\\_cooperation/nnc](http://www.cost.eu/about_cost/cost_countries/international_cooperation/nnc).

A list of approved NNC Institutions can be found on the respective COST Action Webpage at [www.cost.eu](http://www.cost.eu).

3. For Researchers holding their primary affiliation at a European RTD Organisation, the consideration for being eligible to receive a STSM grant is linked to whether their institution has been formally approved onto the Action or not. The eligibility status of Researchers located in European RTD Organisations is restricted to those affiliated to approved European RTD Organisations. A list of European RTD organisations is detailed in Annex II of the COST

Vademecum Part 1: COST Action (see <http://www.cost.eu/participate/guidelines>). A list of approved European RTD Organisations can be found on the respective COST Action Webpage at [www.cost.eu](http://www.cost.eu).

### STSM - from where to where?

The Home institution is the institution is both where the applicant holds their primary affiliation as registered on their e-COST profile/STSM application/C.V. and where they are currently performing their main strand of research. The table below (see category A) details the possible STSM scenarios available to the respective Researcher. The Host institution (category B) concerns the institution/organisation that will host the successful applicant.

The following table shows the STSM scenarios available to eligible applicants:

A) Researcher in a Home Institution	B) To Perform a STSM in a Host Institution
Located in an institution in a <u>Participating</u> COST Country or Cooperating State	In another <u>Participating</u> COST Country or Cooperating State
	In an <u>approved</u> NNC institution
	In an <u>approved</u> IPC institution
	In an <u>approved</u> Specific organisation
Located in an <u>approved</u> NNC institution	In a <u>Participating</u> COST Country or Cooperating State
Located in an <u>approved</u> European RTD Organisation	In a <u>Participating</u> COST Country or Cooperating State

**First** Call for STSM Applications for Missions Occurring between 15/11/2016 and 15/02/2017

All STSM activities must occur in their entirety within the dates specified above

### Purpose of a Short-Term Scientific Missions (STSM)

STSM facilitates Researchers from COST Countries participating in COST Action IS 1404 to go to an institution or research centre in another participating COST Country to foster collaboration and to perform empirical research. Participation of “Early-Stage Researchers” (ESR) in STSM is particularly encouraged. An applicant can be considered as being an “Early-Stage Researcher” when the time that has elapsed between the award date of the applicants PhD and the date of the applicants first involvement in the COST Action IS 1404 does not exceed 8 years. PhD students are also eligible to partake in STSMs (p. 33-36 and p. 51 of the COST Vademecum: COST Action: Part 1 for more information).

### Specific information concerning STSM

STSM can have a duration of between 5 days and 90 days (and up to 180 days if the applicant is an ESR – see definition of ESR above).

The financial support on offer is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated outgoings.

The following funding conditions apply and must be respected:

1. Travel expenses cannot exceed EUR 500;
2. For accommodation and meal expenses, a maximum amount of EUR 160 per day can be considered (see criteria);
3. STSM activities must occur in their entirety within the dates specified in this call.

Financial support is limited to cover travel and subsistence expenses and is paid as a grant.

For this financial year, the Management Committee of COST Action IS 1404 has allocated a total budget of **EUR 12.100** for STSMs. The amounts granted for each individual STSM will be determined during the evaluation process by the nominally appointed person (s). The selection of applicants is based on the scientific scope of the STSM application which must clearly compliment the overall objectives of the Action. In accordance with COST policies, the selection process is also guided by a principle of gender balance.

### How to apply for an STSM:

Interested Researchers are advised to follow the directions provided below and submit their application and supporting documents to **Massimo Salgaro** (massimo.salgaro@univr.it) by the deadline of the **01/11/2016**.

### THE APPLICATION PROCESS IS AS FOLLOWS:

1. All applicants must carefully read the funding rules detailed in section 6 of the *COST Vademecum: COST Action Part 1 - Short Term Scientific Mission (pages 32-35)*. This document is available at: <http://www.cost.eu/participate/guidelines>.
2. All applicants must register for an e-COST profile at <https://e-services.cost.eu/> - adding their bank account details to their profile.
3. All applicants must obtain a letter of invitation from the Host institution confirming that they can undertake the STSM on the given dates prior to submitting an application.

4. All applicants must complete, submit and download their STSM application online at: <https://e-services.cost.eu/stsm>.

5. All applicants must send their submitted STSM application form and the relevant supporting documents to **Massimo Salgaro** [massimo.salgaro@univr.it](mailto:massimo.salgaro@univr.it) for evaluation before the application submission deadline expires.

**The list of supporting documents to be submitted for the evaluation are:**

- Letter of invitation to the applicant from a senior Researcher affiliated to the Host institution
- The submitted STSM application form (downloadable when the online application is submitted - see point 4 above)
- A motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of the respective COST Action;
- A letter of support from the Home Institution;
- A Full C.V. (including a list of academic publications – if applicable). The CV must include the award date of the applicants PhD and their current position.

The application will then be assessed by the formally delegated person (s) Massimo Salgaro against the perceived contribution that the proposed visit will make against the scientific objectives outlined in the Action Memorandum of Understanding (MoU).

7. The applicant will be formally notified of the outcome of their STSM application by **Massimo Salgaro** on the **10/05/2016**.

8. Within 30 days from the end date of the STSM, the successful applicant must submit a scientific report to the Host institution and to Massimo Salgaro. The applicant is also responsible for acquiring an official acceptance letter / Email confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report. This formal acceptance of the scientific report has to be sent to the Grant Holder and Massimo Salgaro for archiving purposes.

Failure to submit the scientific report within 30 days from the end date of the STSM will effectively cancel the grant.

(Please note that COST can request additional information to substantiate the information contained within the documents submitted by STSM applicants).

**Deadline for applications to be submitted: 1/11/2016**

**Notification of application outcome: 10/11/2016**

**Period of STSM: between 15/11/2016 and 15/02/2017**