

# Call for STSM Applications

COST Action CA 15222 – COST Cares

## Call Number 6 for Short Term Scientific Missions (STSM) Applications

Deadline for applications to be submitted: September 15, 2019

Notification of application outcome: October 1, 2019

Period of STSM: between October 5, 2019 and December 31, 2019.

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6<sup>th</sup> Call for STSM Applications, for Missions occurring between October 5, 2019 and December 31, 2019.

All STSM activities must occur in their entirety within the dates specified above. Notice that applications for missions starting before October 5 may be presented, but there is no guarantee that they can be decided in a timely way due to time limitations.

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

STSM facilitates Researchers from COST Countries participating in COST Action CA15222 to go to an institution or research center in another participating COST Country to foster collaboration and to perform empirical research. Participation of “Early Career Investigators” (ECI) in STSM is particularly encouraged. An applicant can be considered as being an “Early Career Investigators” 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 CA15222 does not exceed 8 years. PhD students are also eligible to partake in STSMs as ECI. While all researchers from the member countries can apply, as a rule, priority will be given to applicants that guarantee long-term involvement in the action (e.g. Action Members, MC Member Substitutes and MC Members) and must consider COST inclusiveness and gender-balance criteria.

### 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 ECI – see definition of ECI above).

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

The following funding conditions apply and must be respected (notice the values are lower than the maximum COST limits, to increase the number of funded STSMs):

1. Directly funded *travel* expenses cannot exceed EUR 400;
2. For accommodation and meal expenses, a maximum amount of EUR 90 per day can be considered;
3. As a rule, a non-ECI grantee can be awarded up to a maximum of EUR 1250;
4. For longer ECI STSMs, a maximum amount of EUR 1500 can be awarded to the grantee, but only if the mission duration justifies it;
5. 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*.

Although applicants are invited to request a specified amount and to justify their costings, the amounts granted for each individual STSM may be amended 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 support

the overall objectives of the Action. Most successful applications *will engage directly some aspect of the tasks and problems outlined in the agendas of the four Working Groups central to Action CA15222 and must represent a meaningful contribution to the Action.*

Since the action has allocated several grants for this year, we advise you to:

- Promote within your own national research environment the opportunity for your colleagues, in particular post-docs and PhD students, to apply to carry out (until 31 December 2019) a Short-Term Scientific Mission (STSM) within the Action, while paying particular attention to the COST Excellence and Inclusiveness Policy;
- Promote the above opportunity within other institutions in your country relevant to the topic of the Action;
- Consider making an application yourself to undertake a STSM (until 31 December 2019) to another participating COST Member.

Although you can apply at any time during the submission period, since part of the budget will be allocated on a first-come/first-served basis, timely action is recommended.

# How to apply for an STSM:

Interested Researchers are advised to follow the directions provided below and submit their application and supporting documents to the STSM Coordinator Paulo Melo, via email to [stsm.ca15222@gmail.com](mailto:stsm.ca15222@gmail.com) by the deadline of September 15, 2019.

## THE APPLICATION PROCESS IS AS FOLLOWS:

1. All applicants must carefully read the rules detailed in section 7 of the COST Vademecum: COST Action - Short Term Scientific Mission (pages 35-36). This document is available at <http://www.cost.eu/module/download/49478>.
2. All applicants must register for an e-COST profile at <https://e-services.cost.eu/> - and add their bank account details to their profile.
3. All applicants must complete, submit and download their STSM application online at <https://e-services.cost.eu/stsm>. This will generate a PDF file that must be submitted by email to [stsm.ca15222@gmail.com](mailto:stsm.ca15222@gmail.com). The information required to fill out the form includes title, dates, applicant's details and bank details, financial data for travel and subsistence expenses and a Workplan Summary (including planned outcomes). In the online application form, *provide information on the relevant Working Group* (what is the CA15222 WG your application is related with). The STSM form should provide specific information on the expected results (i.e., a clear set of targeted technical outcomes).
4. All applicants must then obtain a letter of invitation from the Host institution confirming that they can undertake the STSM on the given dates prior to applying. The letter may be sent directly from a senior researcher affiliated to the host institution to the email [stsm.ca15222@gmail.com](mailto:stsm.ca15222@gmail.com), and it must explicitly mention the related COST STSM Title and the STSM Reference Number (generated when creating an STSM application using e-COST).
5. All applicants must send their submitted STSM application form and the relevant supporting documents to Paulo Melo at [stsm.ca15222@gmail.com](mailto:stsm.ca15222@gmail.com) 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 3 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 with planned outcomes, highlighting the proposed contribution to the scientific objectives of the respective COST Action working group;
  - A letter of support from the Home Institution;
  - A Short C.V. (including a list of academic publications – if applicable).
6. The application will then be assessed by the Core Group of the Action CA15222 in terms of the contribution that it proposes make to the objectives outlined in the Action's Memorandum of Understanding (downloadable at [http://www.cost.eu/COST\\_Actions/ca/CA15222](http://www.cost.eu/COST_Actions/ca/CA15222)).
7. The STSM Coordinator, Paulo Melo, will formally notify the applicant of the outcome of their STSM application by October 1, 2019.

8. Within **15 days** from the end date of the STSM, the successful applicant must submit a scientific report to the Host institution and to the STSM Coordinator. The report should contain:
- STSM title;
  - STSM Applicant;
  - Host;
  - Period;
  - Working group;
  - Purpose of the STSM;
  - Description of the work carried out during the STSM;
  - Description of the main research results obtained;
  - Future collaboration with the Host institution (if applicable);
  - Foreseen publications/articles resulting from the STSM (if applicable);
  - Other comments (if any).
9. 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 must be sent to the Grant Holder and the STSM Coordinator ([stsm.ca15222@gmail.com](mailto:stsm.ca15222@gmail.com)) for archiving and dissemination purposes. Failure to submit the scientific report and acceptance letter within 15 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).*