

## Short Term Scientific Missions (STSM) Rules

### 1. Definition and aims

Short Term Scientific Missions (STSM) are aimed at supporting *individual mobility* and at strengthening the existing networks and fostering collaborations by allowing scientists to visit an institution or laboratory in another Participating COST Country or an approved NNC institution or an approved IPC institution. A STSM should specifically contribute to the scientific objectives of the COST Action, while at the same time allowing applicants to learn new techniques or gain access to specific instruments and/or methods not available in their own institutions.

### 2. Who is eligible

STSM applicants must be engaged in a research programme as a postgraduate student or postdoctoral fellow, or be employed by or officially affiliated to a public or private institution (home institution):

- from a participating COST Country or Cooperation State to:
  - another Participating COST Country or Cooperation State;
  - an approved NNC institution;
  - an approved IPC institution;
  - an approved Specific organization;
- from an approved NNC institution to:
  - a Participating COST Country or Cooperation State;
- from an approved European RTD Organization to:
  - a Participating COST Country or Cooperation State.

### **3. Application procedure**

If you are an eligible participant, follow this procedure for application, please follow these steps:

- obtain the agreement of the host institution, before submitting an application;
- fill-in the online application form (<https://e-services.cost.eu/stsm>);
- fill-in the verification sheet (find it in the STSM section of our website)
- provide the following supporting documents:
  - written agreement of the host institution;
  - CV;
  - full work plan (study/research/training) (including the WG where the application's topic belongs);
  - motivational letter;
  - recommendation letter(s);
- send the completed file as e-mail attachment together with the necessary supporting documents to the STSM coordinator;
- expect a confirmation email.

The application process is permanently opened. In 2015, two evaluation sessions per year will take place, and they will be announced on the [www.eurnegvec.org](http://www.eurnegvec.org) website.

### **4. Evaluation process**

The evaluation, grading and ranking of the STSM applications will be the task of the STSM Committee. The MC has agreed that the STSM Committee will be formed of the STSM Coordinator (Dusan Petric), MC Chair (Andrei Mihalca) and the WG Leaders (David Modrý, Muriel Vayssier-Taussat, Laura Rinaldi, Agustin Estrada-Pena, Cornelia Silaghi).

The applications are sent to the STSM coordinator by email. The STSM coordinator will send the proposals for evaluation to the respective WG leaders. The WG leaders will grade each, the full-working plan and the motivational letter with a maximum of five points (excellent) to a minimum of 1 point (rejected). They will return their results to the STSM Coordinator. Additionally, the STSM Coordinator will add 0.3 points to each ESR. The STSM Coordinator will reject all the proposals which come from applicants who have already participated in an

STSM of the TD1303 Action in the current year or who have already participated in a TD1303 STSM in the same host institution during the duration of the Action. After all results are gathered, the STSM coordinator will rank all the proposals and, according to the host institution, he will suggest together with the MC Chair the specific grant amount for each application and can suggest also the duration. Both, the duration and the amount of grant can be reduced by the STSM committee. Before the results are published, the fully compiled table will be sent by email to the Core Group members for their final approval. After all of them agree, the results will be published on the website of the Action. The STSM Committee can decide to favor certain proposals in order to promote the geographic and gender balance.

## **5. Financial support**

The STSM Committee will decide on the budget for each STSM, based on the following:

- budget requested by the applicant;
- duration of the mobility;
- location of the mobility (local prices of accommodation, distance from home institution).

According to the MC Decision, the financial support will be:

- reimbursement rate per day is according to the approved daily rates;
- up to 500 EUR may be attributed for the travel expenses;
- maximum 2500 EUR in total can be approved to the grantee.

## **6. Others**

For all the other rules, regulations and procedures, applicants should refer to the COST Vademecum.