

## 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>);
- 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 host institution and to the MC Chair ([td1303@usamvcluj.ro](mailto:td1303@usamvcluj.ro));
- expect a confirmation email from the MC Chair stating that your application was received. If this confirmation is not received within one week, applicant should send an enquiry to the MC Chair ([td1303@usamvcluj.ro](mailto:td1303@usamvcluj.ro)) and to the STSM Coordinator.

The application process is permanently opened. However, in 2014, two evaluation sessions per year will take place:

- Applications received before 28 February 2014 will be evaluated between 1 and 31 March 2014. The number of approved STSMs in this first session will be up to a total value of 15000 EUR. The selection results will be published on 1 April 2014 on the website of the Action.
- The applications rejected after the first evaluation session as well as the applications received between 1st of March 2014 and 15 June 2014, will be evaluated in an additional evaluation session (16-30 June 2014) and the results of the ranking will be published on 1 July 2014 here. The number of approved STSMs in this second session will be up to a total value of 10000 EUR.
- The application rejected after the second evaluation session as well as the application received after 15 June 2014, will be evaluated in a supplementary evaluation session, if there is additional budget available. The calendar of this supplemental evaluation session will be published after 1 July 2014.

#### **4. Evaluation process**

The evaluation, grading and ranking of the STSM applications will be the task of the STSM Committee. The MC has unanimously 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, Gad Baneth).

After the applications are sent to the MC Chair by email, all will be forwarded to the STSM coordinator. The STSM coordinator will send the proposals for evaluation to the WG leaders, according to their expertise. 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 or other action in the current year or who have already participated in a TD13030 related 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. Before the results are published, the fully compiled table will be sent by email to the STSM Committee 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 maximum 100 EUR;
- up to 500 EUR may be attributed for the travel expenses;
- maximum 2500 EUR in total can be afforded to the grantee.

## **6. RSTSM**

The aim of the RSTSM is to enhance the potential impact of global networking and foster knowledge creation and exchange between scientists in COST Actions with host institutions in IPC that benefiting from a reciprocal agreement with COST (Argentina, Australia, New Zealand, South Africa). The following scenarios are possible:

- from a Participating COST Country to:
  - an approved IPC Institution in country benefiting from a reciprocal agreement;
- from an approved IPC Institution in a country benefiting from a reciprocal agreement to:
  - an institution in a Participating COST country.

The application and evaluation procedure is the same as for STSMs. However, as the budget for such mobility is usually higher, applicants should get the agreement of the MC by contacting the MC Chair, before application.

## **7. Others**

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