COST Action BM1402
Call Number 3 for
Short Term Scientific Missions (STSM) Applications

3rd Call for STSM Applications for Missions Occurring between the 15th December 2015 and the 30th March 2016

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 BM1402 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 BM1402 does not exceed 8 years. PhD students are also eligible to partake in STSMs.

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 €500;
2. For accommodation and meal expenses, a maximum amount of €160 per day can be considered;
3. A grantee can be afforded up to a maximum of €2500;
4. For ESR, a maximum amount of €3500 can be afforded to the grantee;
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.

The amounts granted for each individual STSM will be determined during the evaluation process by the nominally appointed persons. The selection of applicants is based on the scientific scope of the STSM application which must clearly compliment the overall objectives of the Action.
How to apply for an STSM:

Interested Researchers are advised to follow the directions provided below and submit their application and supporting documents to STSM Coordinator: Roosmarijn Vandenbroucke (Roosmarijn.Vandenbroucke@irc.vib-ugent.be). Applications will be assessed and STSMs approved on a first come first served basis providing that applicants meet the requirements.

**THE APPLICATION PROCESS IS AS FOLLOWS:**

2. All applicants must register for an e-COST profile at [https://e-services.cost.eu/](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](https://e-services.cost.eu/stsm).
5. All applicants must send their submitted STSM application form and the relevant supporting documents to Roosmarijn Vandenbroucke (Roosmarijn.Vandenbroucke@irc.vib-ugent.be) for evaluation before the application submission deadline expires.

   The list of supporting documents to be submitted for the evaluation are:
   - A 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) please see additional document that details requirements for the application form.
   - 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 and which working group the STSM will align with and how. The motivation letter should also include a detailed breakdown of the requested STSM budget (i.e. costs of accommodation, travel and meals).
   - A letter of support from the Home Institution;
   - A Full C.V. (including a list of academic publications – if applicable).
6. The application will then be assessed by the formally delegated persons: Roosmarijn Vandenbroucke, Ilaria Bellantuono, Adelaide Fernandes, Anne-Ulrike Trendelenburg, Paul Potter, Osborne Almeida, Natal van Riel and Ralph Müller, 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 Roosmarijn Vandenbroucke within 2 weeks after the submission deadline.
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 Roosmarijn Vandenbroucke (Roosmarijn.Vandenbroucke@irc.vib-ugent.be). 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 (mouseage@sheffield.ac.uk) and Roosmarijn Vandenbroucke (Roosmarijn.Vandenbroucke@irc.vib-ugent.be) 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:** ongoing call, applications will be considered on a first come first served basis providing applicants meet the requirements

STSMs must take place before the 30th March 2016

**Notification of application outcome:** 2 weeks after submission

**Period of STSM:** 15th December 2015 and 30th March 2016