

Short Term Scientific Missions (STSM)

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MC Meeting

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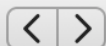
STSM: Vademecum



COST Vademecum



STSM: Vademecum



7. Short Term Scientific Missions (STSM)

7.1. Short Term Scientific Missions (STSM) - Eligibility Rules

Short Term Scientific Missions (STSM) are exchange visits aimed at supporting individual mobility, strengthening existing networks and fostering collaboration between researchers. A STSM should specifically contribute to the scientific objectives of the COST Action, whilst at the same time allowing those partaking in the missions to learn new techniques, gain access to specific data, instruments and / or methods not available in their own institutions / organisations.

STSM applicants must be engaged in an official 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 research. The institutions / organisations where applicants pursue their main strand of research are considered as Home institutions. The Host institution is the institution / organisation that will host the successful applicant.

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

Home Institution	Host Institution
From a Participating COST Country	To another Participating COST Country
	To an approved NNC institution
	To an approved IPC institution
	To an approved Specific Organisations (EC and EU Agencies, European RTD Organisations, International Organisations)
From an approved NNC institution	To a Participating COST Country
From an approved European RTD Organisation	To a Participating COST Country

The evaluation of STSM applications is performed by the MC. The Action Chair (or Vice Chair if the Action Chair is affiliated to the Grant Holder Institution) or the appointed STSM Coordinator / Committee can assume this responsibility if the MC formally gives them the mandate to act on their behalf. The evaluation criteria defined by the MC should be communicated in advance to all potential applicants.

STSM: Objective

OBJECTIVE:

Supporting **individual mobility**, strengthening existing networks and **fostering collaboration**. Should contribute to the **scientific objectives** of the Action [and]:

- learn new techniques, gain access to specific data, instruments,
- methods not available in their own organisations.

ELIGIBILITY:

Participating COST Country	Another participating COST Country NNC (neighboring countries) IPC (participating countries) RTD (approved organizations)
NNC	Participating COST Country
RTD	Participating COST Country

Not necessarily our groups
Different countries



STSM: Duration and Financial Support

DURATION:

STSM	5 working days	upto 90 days
ECI STSM	91 days	upto to 180 days

ECI (Early Career Investigator): up to 8 years from PhD

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FINANCIAL SUPPORT:

- (Partial) subsistence.
- Recommended (ARVI): 60-90 EUR daily, 300 travel
- Total (COST): 2500 EUR (3500 EUR for ECI)
- Daily (COST): 160 EUR

Exceptions must be approved

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]

- home and host
- dates
- workplan (250 words) with expected outcome
- budget request with breakdown

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]
2. STSM Committee → Applicant [email]
 - Assessment (after internal discussion)

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]

2. STSM Committee → Applicant [email]

3. Applicant → e-cost Applicant → Host, MC, STSM Committee

Official application online:

- personal info,
- STSM dates, title, workplan
- CV
- budget, bank details

The tool generates an email message to the applicant.

Applicant must sign and sent to Host + MC Chair + STSM committee.

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]
2. STSM Committee → Applicant [email]
3. Applicant → e-cost Applicant → Host, MC, STSM Committee
4. STSM Committee → Grant Holder, ARVI mailing list [email]
 - Final assessment
 - Informing about the decision (fixed email skeleton)
Subject: STSM <Reference number>, COST IC1402, Dr. Jenny Doe

On behalf of the Management Committee of the above COST Action I would like to inform you after evaluation that:

- the attached request for an STSM has been approved and;
- a grant of EUR x has been recommended and;
- the host institute accepted the proposal.

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]
2. STSM Committee → Applicant [email]
3. Applicant → e-cost Applicant → Host, MC, STSM Committee
4. STSM Committee → Grant Holder [email]

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]
2. STSM Committee → Applicant [email]
3. Applicant → e-cost Applicant → Host, MC, STSM Committee
4. STSM Committee → Grant Holder [email]
5. Grant Holder → Applicant [e-cost]
If budget, Grant Letter [e-cost]. This generates:
 - approval
 - level of financial grant

STSM: Process (Before the Mission)

1. Request: Applicant → STSM Committee [email]
2. STSM Committee → Applicant [email]
3. Applicant → e-cost Applicant → Host, MC, STSM Committee
4. STSM Committee → Grant Holder [email]
5. Grant Holder → Applicant [e-cost]
6. Applicant → Grant Holder [email, post mail]
 - Grant Letter signed

STSM: Process (Reporting)

4. STSM Committee → Grant Holder, ARVI mailing list [email]
 - Final assessment

7. STSM Committee : inform in next MC meeting

8. STSM Committee : create report section in the annual report

STSM: Process (after the visit)

9. Applicant → STSM Committee [email, within 4 weeks]

Scientific Report (\leq 2 pages):

STSM: Process (after the visit)

9. Applicant → STSM Committee [email, within 4 weeks]

Scientific Report (≤ 2 pages):

10. STSM Committee → Grant Holder [email]

Approval email

Subject: STSM <Ref num>, COST IC1402, Dr. Janne Doe

On behalf of the Management Committee of the above COST Action I would like to inform you that:

- The above STSM has been completed from <Start date> to <End date>
- The scientific report has been approved by the MC and Host.
- The amount of EUR X can be paid.

STSM: Process (after the visit)

9. Applicant → STSM Committee [email, within 4 weeks]

Scientific Report (\leq 2 pages):

10. STSM Committee → Grant Holder [email]

Approval email

Subject: STSM <Ref num>, COST IC1402, Dr. Janne Doe

On behalf of the Management Committee of the above COST Action I would like to inform you that:

- The above STSM has been completed from <Start date> to <End date>
- The scientific report has been approved by the MC and Host.
- The amount of EUR X can be paid.

10. Grant Holder [bank payment + ecost]