



Short Term Scientific Missions

The aim of a Short-Term Scientific Mission (STSM) shall be to contribute to the scientific objectives of a COST Action.

These Missions (Exchange Visits) are aimed at strengthening the existing networks by allowing scientists to go to an institution or laboratory in another COST Country to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

A COST guideline for STSMs is published at

<http://www.cost.esf.org/module/download/8321> (Vademecum (part B) – Grant System - Cap. 4: STSMs)

The Steering Committee of the Management Committee (MC) of the Action is in charge of supervising educational exchanges *via* STSMs in line with the Action objectives.

The selection of the applicants is the responsibility of the Steering Group of MC after consulting the STSMs Committee. The Steering Committee of MC will make the scientific and budgetary assessment and take the final decision. Every care will be taken to avoid any bias on the grounds of gender, age or nationality.

Following the platform worked out by the STSMs Committee, the Steering Committee of MC has recognized the following criteria for STSMs selection and planning of 4-6 STSMs each year:

1. Candidate's motivation and involvement in the Action
2. Candidate's previous international experience
3. Focus of the planned STSM activity on the Action goals
4. Involvement of the hosting institution in the Action

A STSM may only be approved:

- from a home institution in a COST participating country to a host institution in another COST participating country or to a formally approved host institution in a non-COST country;
- from a formally approved home institution in a Near Neighbour country to a host institution in a COST participating country;
- for further exceptional case, see the COST Vademecum (part B) – Grant System - Cap. 4: STSMs.



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The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence.

STMS are usually supported from 1 week (5 working days) to 3 months. The financial contribution for a STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended. The total of a STSM shall normally not exceed EUR 2 500 up to 3 months.

Due to exceptional budget restriction for year, no STSMs beyond 3 months will be supported by the Action.

PROCEDURE FOR APPLICATION

Are eligible applicants for STSMs postgraduate students, PhD students, post-doc fellows engaged in a research programme and Faculty members of a partner institution of the Action having signed the MoU.

- The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.
- The Applicant is responsible for preventively inform the Chair of the MC – Prof. Laura Piazza (laura.piazza@unimi.it) and the STSMs responsables Prof. Chelo Gonzalez and Prof. Gabriela Iordachescu (cgonza@tal.upv.es, gabriela.iordachescu@ugal.ro) about the title of the subject of the research that will be developed in the exchange visit, about tutors at the home institution and at the host institution (by sending the agreement letter commented before)
- The chair of the MC and the STSMs responsables will personally contact the applicant in the case applications are visibly not in line with the Action objectives.
- After the positive advice, applications can only be submitted by using the on-line registration tool (<http://www.cost.esf.org/stsm>).
- After encoding the information and pressing the “submit” button the online registration tool will issue a formal STSM application which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute etc.) to:
 - the future Host of the STSM;



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- the Chair of the Management Committee (laura.piazza@unimi.it) and to the Action and the STSM responsible (cgonza@tal.upv.es, gabriela.iordachescu@ugal.ro)

After consulting the STSMs Committee/Steering Committee, the Steering Committee of MC will make the scientific and budgetary assessment and take the final decision. The application together with the Steering Committee of MC approval should be sent to the Grant Holder (e-mail: office.fa1001@unimi.it) by the Chair of the Action (or the Vice Chair in the case of an application made by the Chair) and respect the deadline set by the Grant Holder. The deadline is at least 4 weeks before the STSM starts.

The Grant Holder will send to the applicant a formal acceptance letter (Grant Letter) to be signed and returned. After completion of the STSM, the grantee is required to submit to the host institution and to the MC Chair and STSM coordinator, a short scientific report on the visit within 4 weeks after his/her stay. It should contain the following information:

- purpose of the STSM;
- description of the work carried out during the STSM;
- description of the main results obtained;
- future collaboration with host institution (if applicable);
- foreseen publications/articles resulting or to result from the STSM (if applicable);
- confirmation by the host institution of the successful execution of the STSM;
- other comments (if any).

The application period for 2012 is continuously opened.

For more information, please contact Prof. Chelo Gonzalez: cgonza@tal.upv.es

Prof. Chelo Gonzalez
STSMs Coordinator

Prof. Laura Piazza
Chair of the Action