



[COST Action IC1404](#)
[Multi-Paradigm Modelling for Cyber-Physical Systems \(MPM4CPS\)](#)

Short Term Scientific Mission (STSM) Rules

Definitions and Aims

Short Term Scientific Missions (STSMs) are aimed at supporting individual mobility and strengthening the existing networks and fostering collaborations by allowing scientists to visit an institution or laboratory in another Participating COST Country, an approved NNC institution, or an approved IPC institution. A Short Term Scientific Mission should specifically contribute to the scientific objectives of the COST Action IC1404, 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.

Standard STSMs need to take place according to the following general COST rules:

1. Duration: minimum of 5 days, maximum of 90 days;
2. Up to a maximum of EUR 2 500 in total can be afforded to a STSM applicant;
3. Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
4. Needs to be carried out in their entirety within a single grant period and within the Action's lifetime.

On each particular COST project, the aforementioned constraints can be further restricted. For more details regarding the regulations related to STSM, please refer to the [COST Vademecum](#).

In 2018, a continuous evaluation at the 4th call will take place during the time of the call being open, and it will be announced on the www.mpm4cps.eu website and through mailing lists. The call will be open from 1 August to 15 October, for missions ending till 4 November 2018.

In this project, the number of maximum days is restricted to 30, while the maximum amount for accommodation and meal expenses is country dependent and restricted according to the rules given in the section "Financial Support".

Who is eligible

STSM applicants must be engaged in a research program 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 organisation;
- from an approved NNC institution to:
 - a Participating COST Country or Cooperation State;
- from an approved European RTD Organisation to:
 - a Participating COST Country or Cooperation State.

For possible STSM scenarios see [COST Vademecum](#) (particularly Chapter 7). The list of IC1404 participating countries is available at: http://www.cost.eu/COST_Actions/ict/Actions/IC1404?parties

Application procedure

In order to receive a STSM grant, the applicant must:

1. Obtain the written agreement of the host institution, before submitting an application;
2. Complete the online application form (see <https://e-services.cost.eu/stsm>);
3. Fill in the verification sheet;
4. Send the completed file as an e-mail attachment together with the necessary supporting documents to the STSM coordinator (ivan@uns.ac.rs) and the STSM host institution. The supporting documents include: a) written agreement of the host institution; b) CV; c) full work plan (including the WG where the application's topic belongs); d) list of publications; e) motivation letter; and f) recommendation letter from the home institution;
5. Receive a confirmation email from the STSM Coordinator stating that the application was received. If the confirmation is not received within one week, the applicant should send an enquiry.

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 consists of the STSM Coordinator (Ivan Luković) and the WG Leaders (Antonio Vallecillo, Holger Giese, Jan Broenink, Alexander Norta, and Paulo Carreira).

The applications are sent to the STSM coordinator by email. The STSM coordinator will send the proposals for evaluation to the STSM Committee. The STSM Committee 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 PhD student or early stage researcher (researcher within at most eight years of receiving their PhD). In the case of conflict of interest, a member of STSM Committee is excluded from a particular evaluation.

After results are gathered, the STSM coordinator will finally evaluate the proposals and, according to the host institution, he will suggest the specific grant amount for each application and can suggest also the duration. For this call, the duration of the STSM is from a **minimum of 5 to a maximum of 30 days**. 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 IC 1404 Action within 1 week. The STSM Committee can decide to favor certain proposals in order to promote the geographic, institution, and gender balance. Once approved by the STSM Coordinator, the Grant Holder needs to receive the approval and then send a grant letter generated from e-COST to the applicant.

After the STSM

The grantee is required to submit a short scientific report to the host institution (for information) and to the STSM coordinator for approval within 30 days after the end date of the STSM. The short report is to include:

- Initial purpose of the visit;
- Description of the work carried out during the STSM;
- Description of the main results obtained;
- Future collaboration with the host institution (if applicable);
- Foreseen publications/articles and other contributions resulting from the STSM (if applicable);
- Confirmation by the host institution of the successful execution of the STSM;
- Other comments (if any).

The failure to submit the scientific report within 30 days will effectively cancel the grant;

The STSM coordinator is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished. After receipt of the approval by email, the Grant Holder will execute the payment of the grant.

Financial support

A STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application by the STSM Committee. The aim of this grant is to support the costs associated with the exchange visit. This grant will not necessarily

cover all expenses; it is intended only as a contribution to the travel and subsistence costs of the participant.

According to the MC decision, the financial support can include not more than 2500 EUR in total, approved to the grantee, while the following constraints are to be satisfied:

- no more than 500 EUR for the travel expenses; and
- the reimbursement rate per day is country dependent and also subject to the decision of the STSM Committee. The upper limits are given in the table below:

Country	Daily rate in EUR
Austria	90
Belgium	90
Bosnia and Herzegovina	70
Croatia	70
Czech Republic	80
Denmark	100
Estonia	80
France	90
FYR of Macedonia	70
Germany	90
Greece	70
Hungary	80
Ireland	90
Israel	100
Italy	90
Latvia	70
Netherlands	90
Norway	100
Poland	80
Portugal	80
Romania	70
Serbia	70
Slovenia	70
Spain	80
Sweden	100
Switzerland	100
Turkey	80
United Kingdom	100

Others

For all other rules, regulations and procedures, applicants should refer to the [COST Vademecum](#).

STSM Coordinator

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