



Short Term Scientific Missions (STSM) Rules for [COST IC1404](#)

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 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 rules:

1. Be a minimum duration of 5 days;
2. Be a maximum duration of 90 days;
3. Needs to be carried out in their entirety within a single grant period and within the Action's lifetime.

For more details regarding the regulations related to STSM, please refer to the [COST Vademecum](#).

In 2015 only one evaluation session will take place and it will be announced on the www.mpm4cps.eu website and through mailing lists. The call will be open 23 October - 7 November 2015 for missions 15 November - 31 December 2015. In the coming years two evaluation sessions per year will take place.

2. 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](#). The list of IC1404 participating countries is available at http://www.cost.eu/COST_Actions/ict/Actions/IC1404?parties

3. 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 e-mail attachment together with the necessary supporting documents (written agreement of the host institution, CV, full work plan, (including the WG where the application's topic belongs), list of publications, motivation letter, recommendation letter from the home institution) to the STSM coordinator (marjan.mernik@um.si) and the STSM host institution;
5. You should receive a confirmation email from the STSM Coordinator stating that your application was received. If this confirmation is not received within one week, applicant should send an enquiry.

4. 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 will be formed of the STSM Coordinator (Marjan Mernik) and the WG Leaders (Antonio Vallecillo, Holger Giese, Jan Broenink, Bernhard Schaez, 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 students or early stage researchers (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 all results are gathered, the STSM coordinator will rank all the proposals and, according to the host institution, he will suggest the specific grant amount for each application and can suggest also the duration. 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 after the deadline of the call. 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.

5. 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 containing:

- 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.

6. 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 will be:

- reimbursement rate per day is according to the table below (general COST rule is maximum 160 EUR per day);

- up to 400 EUR may be attributed for the travel expenses;
- maximum 1500 EUR (expect average 1200 EUR) in total can be approved to the grantee.

Country specific daily rates (flat rates) for STSMs in IC1404

Country	Daily rate in EUR
Austria	80
Belgium	80
Bosnia and Herzegovina	60
Croatia	60
Czech Republic	70
Denmark	90
Estonia	70
France	80
fYR Macedonia	60
Germany	80
Greece	60
Hungary	70
Ireland	80
Italy	80
Netherlands	80
Norway	90
Poland	70
Portugal	70
Romania	60
Serbia	60
Slovenia	60
Spain	70
Sweden	90
Switzerland	90
United Kingdom	90

7. Others

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