Subject	**STSMs Specific rules of Cost Action CA17112 for the 2nd Grant Period (May 2019 – April 2020)**

As defined in **Section 8 of COST Vademecum** (pages 34 and 35) Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals.

1. OBJECTIVES

The aim of a Short-Term Scientific Mission (STSM) is to contribute to the scientific objectives of the COST Action. These Missions (Exchange Visits) are aimed at strengthening the existing network by allowing scientists to go to an institution or laboratory of any Action member in another COST country member of the Action to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory.

2. APPLICANT

All PROEURO DILI NETWORK members and their students/colleagues involved in WG activities may submit one or more STSM applications.
Applicant should be a PhD student, a Postdoctoral fellow or be employed in an institution of a COST Country having accepted the MoU of the Action (see http://www.cost.eu/COST_Actions/essem/Actions)

3. HOME AND HOST INSTITUTION

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.
The Home and Host institution should be located in different countries. STSMs within the same country are not allowed.

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

A) Researcher in a Home Institution	B) To Perform a STSM in a Host Institution
From an institution in a <u>Participating</u> COST Country	In another <u>Participating</u> COST Country
	In an <u>approved</u> NNC institution
	In an <u>approved</u> IPC institution
	In an <u>approved</u> Specific organisation
From an <u>approved</u> NNC institution	In a <u>Participating</u> COST Country
In an <u>approved</u> European RTD Organisation	In a <u>Participating</u> COST Country

4. DURATION

The mission should last minimum one week (5 working days) up to a maximum of 3 months (90 days) and shall be made within the time frame of the operation identified in the proposal and within the period of the respective Action.

For Early Stage Researchers (less than PhD + 8 years) the Management Committee may approve an extension to a duration beyond 3 months (91 days), but not more than 6 months (180 days) in total.

5. FINANCIAL SUPPORT

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. The grant should only cover travel and subsistence (lodging and meals). 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 (or EUR 3 500 for Early Stage Researchers – above 3 months).

STSM grant has been proposed by Action Chair and STSM Coordinator and they should be approved by the MC

6. APPLICATION PROCESS

1) The application should be sent to the STSM coordinator at least 4 weeks before the STSM starts.

2) The applicant must obtain the agreement of the host institution before submitting the STSM application, and provide a signed statement from the Host Institution (see **Template 1**). STSM grantees must make their own arrangements for all health, social, personal security and pension matters.

3) The applicant needs to be registered on the e-COST, https://e-services.cost.eu./user/login/

4) The applicant must use the on-line registration tool to register their request for an STSM (https://e-services.cost.eu/stsm) . After encoding the information via the online registration tool will issue a formal STSM application which has to be downloaded.

5) The STSM application MUST include the following documents*, as one single PDF file (A4 format, single space, and Times New Roman 12p):

      a. STSM registration form downloaded from the on-line registration system.

b. Short CV (max 1 page) including: date of birth, number of years since obtaining PhD Degree, and current position.

c. Full work plan (max 2 pages, including motivation and budget – single space and Times New Roman 12p).

d. List of (relevant) publications (max 1 page – single space and Times New Roman 12p).

e. Signed Statement from the Host Institution that agrees hosting the mission (see Template 1).

STSM application documents has been proposed by Action Chair and STSM Coordinator and they should be approved by the MC

6) The PDF application file need to be named as follows:

   Application_COSTSTSM-CA17112_LastNameFirstName

7) The STSM application MUST be sent electronically, as one single e-mail with one single PDF attachment, to:

   • the STSM Coordinator, Javier Cubero (**fcubero@ucm.es**)

   • the COST member at the Host institution of the STSM.

7. EVALUATION PROCESS

The STSM committee (STSM coordinator and the Grant Chair) will peer review the application, soliciting opinions when necessary.

The following selection criteria must be addressed in the application:

• Scientific quality, originality of the work plan, training benefit for the applicant and benefit for the PROEURO DILI Network.

Each selection criteria will be evaluated with a maximum of 3 points; maximum quantitative result for the four selection criteria is 12 points. The minimum quantitative result acceptable for approval is 8 points; a score with 7 or less points will lead to rejection of the application. In case of rejection, the STSM coordinator informs the applicant. Resubmissions are accepted.

In case of approval, the STSM coordinator will inform the Grant Holder by e-mail. The Grant holder will subsequently inform the successful applicants by sending them a Grant letter with an official approval of the STSM application, a "Payment Request" (to

be completed after the completion of the STSM) *and the level of the financial grant given. The Applicant has to notify acceptance of the grant by returning the Grant letter, with his/her signature.

*¨Specific provisions have been introduced to enable researchers from ITC participating in the COST Action to request a pre-payment of 50% of their STSM Grant when they complete the first day of their STSM. In such case, the representative of the Host Institution must confirm by e-mail to the Grant Holder that the STSM applicant has officially started the mission on day 1. Only then the Grant Holder can arrange the payment of 50% of the STSM grant. The remaining 50% of the Grant is payable once the administrative requirements have been satisfied after the STSM´.

8. DOCUMENTS TO BE SUBMITTED AFTER THE STSM IS COMPLETED

After completion of the mission, the grantee is required to submit the following documents within 4 weeks after his/her stay:

1) The STSM scientific report. This report should contain:

i) The information asked on **Template 2** (A4 format, single space, and Times New Roman 12p, maximum 3 pages),

ii) Signed statement from the host institution confirming the successful execution of the STSM (free format).

Note: the file need to be saved as one single PDF, and should be named using the following format:

Report_COST-STSM-CA17112_LastNameFirstName.

2) The STSM outcome form. See **Template 3** in this document.

Note: the file need to be saved as a DOC file, and should be named using the following format:

Outcome form_COST-STSM- _LastName, FirstName

3) Short abstract (1A4 page) to be placed on the SCORE website. The template can be found here:

http://score-cost.eu/network-activities/short-time-scientific-mission/stsm-reports/

The documents need to be sent electronically, as one single e-mail having both the STSM scientific report (PDF file) and STSM outcome form (DOC file) attached, to:

• the STSM Coordinator Javier Cubero (**fcubero@ucm.es)**,

• the Grant Holder of the Cost Action.

Please note that successful applicants will be invited to prepare a short cover story (with photos preferably) to be placed on the https://proeurodilinet.eu/, after the completion of the STSM.

9. NOTICE OF COMPLETION

The STSM coordinator will approve the final report (being approved on behalf of the Action's MC by the delegated person(s) responsible and by a senior researcher affiliated to the Host Institution), and will sent a "notice of completion" of the STSM, together with the short scientific report, to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee or the host institute, as requested in the application.

10. ACKNOWLEDGMENTS

If the results from the STSM visit are publishable in a journal, please add the following acknowledgment in your manuscript: "Part of this work was supported by the COST Action CA17112 "PROEURO DILI NETWORK".

A diagram of the procedure for STSM application at CA 17112 PROEURODILINET

The STSM applications to be submitted at least 1 month before start date of STSM. STSMs are to be collected at predefined dates, for review and ranking. STSM coordinator: Javier Cubero**; fcubero@ucm.es**

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The STSM application MUST include the following documents, as one single PDF file (A4 format, single space, and Times New Roman 12p):
a. STSM registration form downloaded from the on-line registration system.
b. Short CV (max 1 page) including: date of birth, number of years since obtaining PhD Degree, and current position.
c. Full work plan (max 2 pages, including motivation and budget – single space and Times New Roman 12p).
d. List of (relevant) publications (max 1 page – single space and Times New Roman 12p).
e. Signed Statement from the Host Institution that agrees hosting the mission (**Template 1**).

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The ranking criteria will include:
• scientific quality and originality/novelty;
• feasibility of the approach and realistic planning of the application;
• benefit of the STSM (added-value for the applicant, host, and home institutions, and COST Action CA17112).

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The final ranking is then reviewed by the STSM coordinator and the Action Chair who finally approve the STSM applications.

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After the STSM is completed a final report must be submitted in order to receive payment (**Templates 2&3**).

TEMPLATE 1

Use Institutional letterhead

Expression of intention to host a Short-Term Scientific Mission

To the Chair and the STSM Manager of the COST Action CA17112

Place, date

STSM Applicant full name:

Home Institution:

Host Institution:

I hereby inform that we welcome the visit that
Mr/Ms/Dr_____ plans to perform in our lab at
_____

in _____ (*month*) _____ (*year*), within the framework of the
PROEURO DILI NETWORK Short-Term Scientific Mission (STSM) programme.

The STSM will be scientifically based on the work plan described by Mr/Ms/Dr
_____ in the STSM Application. The
STSM will have a mutual benefit for the applicant and our group, in consideration of
both the specific activities to be performed and the expected strengthening of
cooperation between the Home and Host institutions.

Yours sincerely,

First name and last name: _____

Signature: _____

Objective of the collaboration

Results of the collaboration

Notes:

- STSM application number: please report the number assigned by the system to your
application, e.g. COST-STSM-CA17112

- WG: please write the number of the WG within which the cooperation was meant to
be established.

- Objective of the collaboration: you can report even the STSM title and maybe
expand it a little bit to make it clearer, if necessary (**maximum 150 characters with
space**).

- Results of the collaboration: please write a very concise synthesis with the outcomes (**maximum 400 characters with space**). Be aware that this information is meant to be presented as a record of a big table for the whole STSM programme; is not necessary extended descriptions as they are already reported in the STSM scientific report.

TEMPLATE 2

STSM REPORT

STSM Application number:

STSM Grantee:

STSM title:

Home Institution:

Host Institution:

STSM period:

STSM purpose:

Description of the work carried out during the STSM:

Description of the main results obtained:

Mutual benefits for the Home and Host institutions:

Future collaboration with the Host institution (if applicable):

Foreseen publications or conference presentations expected to result from the STSM (if applicable):

TEMPLATE 3

STSM outcome form

STSM application number

Home institution & country

Host institution & country

WG

Objective of the collaboration

Results of the collaboration

Notes:

- STSM application number: please report the number assigned by the system to your application, e.g. COST-STSM-CA17112

- WG: please write the number of the WG within which the cooperation was meant to be established.

- Objective of the collaboration: you can report even the STSM title and maybe expand it a little bit to make it clearer, if necessary (maximum 150 characters with space).

- Results of the collaboration: please write a very concise synthesis with the outcomes (maximum 400 characters with space). Be aware that this information is meant to be presented as a record of a big table for the whole STSM programme; is not necessary extended descriptions as they are already reported in the STSM scientific report.