Subject	STSM and VM specific rules of Cost Action CA17112 for the 4th Grant Period (November 2021 – October 2022)

As defined in **Annex 2 of COST Annotated Rules** (pages 95 to 102):

- Short-Term Scientific Mission consists in a visit of a host organization located in a different country than the country of affiliation by a Researcher or Innovator for the specific work to be carried out and for a determined period of time.
- Virtual Mobility consists of a collaboration in a virtual setting among researchers or innovators within the COST Action, to exchange knowledge, learn new techniques, etc.

Examples of activities that can be performed by the VM grantee are:

- *Virtual mentoring scheme, with special focus on activities and exchanges that can generate capacity building and new skills, particularly for Young Researchers and Innovators (e.g. managerial skills, methodological skills, communication skills, etc).*
- *To support the harmonisation and standardisation of methods and procedures within the Action networking activities, e.g. o setting up a survey amongst all Action members to collect different results and outcomes from experiments done in their respective labs and research groups; o coordinating the discussions to create common protocols to be used by the network afterwards; o preparing questionnaires and response scales to be used by the Action members as part of virtual networking activities.*
- *To support the implementation of research coordination related activities that do not necessarily require in-person presence, e.g. o computational or modelling activities; o data analysis of the Action for a specific report or activity.*

1. OBJECTIVES

The aim of a Short-Term Scientific Mission (STSM) and a Virtual Mobility (VM) is to contribute to the scientific objectives of the COST Action. These Mobilities 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 Working Group activities may submit one or more STSM or VM applications. Applicant must be affiliated (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 https://www.cost.eu/uploads/2021/10/Annex-I-level-A-Country-and-Organisations-

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3. HOME AND HOST INSTITUTION

A STSM and VM eligible applicants' **home institution** must be from:

- A COST Full/Cooperating Member
- A European RTD
- A NNC

The **hosting institution** can be located anywhere in the world.

The Home and Host institution should be located in different countries.

4. DURATION

The STSM or VM shall be implemented within the time frame of the Grant Period 4 (1st November 2021 – 15th October 2022) and attach to the dates identified in the application, on e-COST. Recommended duration is up to 90 days.

5. FINANCIAL SUPPORT

The financial contribution for a STSM or VM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the Grant Awarding Coordinator. 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 not exceed EUR 4.000€
  Scope: Providing a contribution for travelling, accommodation and subsistence expenses, implementation of the project, delivery of the report to the COST Action MC and overall effort.
- The total of a STSM shall not exceed EUR 1.500€
  Scope: Providing a contribution for the overall effort, not necessarily covered by an employer or by a Grant Holder Institution.

Decision on the amount: Decided by the Core Group on proposal of the Grant Awarding Coordinator, based on the request of the applicant and should reflect the duration and location of the STSM, OR the the duration, scope and complexity of the task and activities to be covered via the VM grant.

6. APPLICATION PROCESS

Open Call(s) for Applications shall be published on Action website, disseminated via other channels and shall contain information on funding opportunities within the COST Action, on the application and evaluation procedure.

1) The application should be sent to the Grant Awarding Coordinator (Javier Cubero fcubero@ucm.es) at least 4 weeks before the mobility starts.

2) The applicant must obtain the agreement of the host institution before submitting the STSM or VM application and provide a signed statement from the Host Institution. 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) Application shall be submitted online in e-COST using dedicated forms available (https://e-services.cost.eu/activity/group/36c6b7fa-50fd-11ec-8cb9-06faac1fc19d/grants).

The STSM or VM application MUST include the following information:

- To be filled in e-COST:
  - Title
  - Start and end date (within the active Grant Period);
  - Budget requested by the applicant;
  - Information about the host institution and contact person.
- To be uploaded to e-COST:
  - Application form (template available on e-COST) describing: Goals, description of the work to be carried out by the applicant, expected outcomes and description of the contribution to the Action MoU objectives;
  - Confirmation of the host on the agreement from the host institution in receiving the applicant;
  - Short CV (max 1 page) including: date of birth, number of years since obtaining PhD Degree, and current position; must be uploaded on your e-COST profile.
  - List of (relevant) publications (max 1 page – single space and Times New Roman 12p).

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 (Grant Awarding Coordinator and the Action 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 Grant Awarding Coordinator informs the applicant. Resubmissions are accepted.

Upon approval of the application, the Grantee receives a Grant Letter from the Grant Holder stating the approved amount and the conditions for receiving the grant.,

Grants are paid by the Grant Holder after the completion of the activity and approval of all required report/documentation. However, STSMs grantees may request up to 50% pre-payment of the approved grant. This amount is subject to availability of funds and approval by the Grant Holder Institution. In cases when the Grant Holder approved a pre-payment of up to 50% of the grant for an STSM, the amount is paid by the Grant Holder at any moment before or during the duration of the STSM.

8. DOCUMENTS TO BE SUBMITTED AFTER THE STSM IS COMPLETED

Once the activity has ended, the grantee:

1. Submits the required reports and relevant documentation in e-COST within **30 days after the end date** of the activity or 15 days after the end of the Grant Period, whichever date comes first.
2. Claims the payment of the grant via e-COST. The required report/documentation for claiming a **STSM Grant** is:
   o Report to the Action MC on the work developed, main achievements of the STSM and planned future follow up activities.
3. The required report/documentation for claiming a **Virtual Mobility Grant** is:
   o Report to the Action MC on the work developed, main outcomes and achieved outputs of the Virtual Mobility, and description of the future follow up collaboration.

9. NOTICE OF COMPLETION

The Grant Awarding Coordinator will approve the final report (being approved on behalf of the Action's MC by the delegated person responsible and by a senior researcher affiliated to the Host Institution), and will sent a "notice of completion" of the STSM,

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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

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**).

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- 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 to provide extended descriptions as they are already reported in the STSM scientific report.