

Short Term Scientific Mission (STSM)

Susanne Wolbank, STSM coordinator

0043 5 9393 41983

susanne.wolbank@TRAUMA.LBG.AC.AT

Skype: susanne_wolbank

Website: <https://trauma.lbg.ac.at/>

Purpose of a Short Term Scientific Missions (STSM)

- strengthen existing networks and fostering collaborations
- researchers and scholars participating in COST Action visiting an institution/organisation in another Participating COST Country/an approved NNC (near neighbor country) institution or approved IPC (international partner country) institution
- should contribute to scientific objectives of COST Action, and allow learning new techniques, gaining access to specific data, instruments and/or methods not available in their own institutions/organisations

STSM specifics

- Duration: 5 days - 90 days
- Up to 180 days for early career investigators (ECI)
- Grant: contribution to overall expenses during STSM, limited to cover travel, accommodation and meal expenses
- Maximum: EUR 2500 in total and max. EUR 160 per day (for accommodation and meal expenses)
- ECIs: maximum total EUR 3500 for a duration of 91 - 180 days
- STSM activities must occur in their entirety within one grant period.

FINANCIAL SUPPORT

| | | |
|-------------------------------|----------------------|---|
| Amount for Travel in € * | <input type="text"/> | |
| Amount for Subsistence in € * | <input type="text"/> | <i>(up to a maximum of EUR 160 per day)</i> |
| Total Amount in € | <input type="text"/> | |

**cost**
EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

The STSM applicant...

STSM scenarios

| 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 |
| From an <u>approved</u> NNC institution | In an <u>approved</u> Specific organisation |
| In an <u>approved</u> European RTD Organisation | In a <u>Participating</u> COST Country |

- Researcher/scholar with primary affiliation located in a participating COST Country, NNC or European RTD organization to perform a STSM in another Participating COST Country
- person needs an e-COST profile
- must be officially engaged as PhD Student or postdoc or employed by/affiliated to an institution, organisation or legal entity with clear association with performing research
- STSM must specifically contribute to the research coordination and capacity building objectives
- application coming from **ITC (Inclusiveness Target countries)** encouraged: applicants with an affiliation in ITC country **can request a pre-payment of 50% of grant amount**

STSM coordinator...

Susanne Wolbank (Austria), elected by the MC during MC 1

- coordinates STSM awarding process together with the **STSM Committee** (appointed during MC1):

Susanna Miettinen (Finland)

Maria Roubelakis (Greece)

Pedro Fonte (Portugal)

Sergiu Susman (Romania)

- Evaluate, approve or reject **applications** in e-COST, evaluate, post-approve or reject the **scientific report** after the mission

Grant Holder...

Grant Holder Institution:

Universita' Cattolica del Sacro Cuore (Italy)

Ornella Parolini as Scientific Representative

- monitors the incoming approved applications, determines the Grant amount in accordance with the request and the budget available
- sends the successful applicants their Grant Notification
- (makes the pre-payment of 50% of the grant) and ensures all grants are paid within the deadline of 30 days

1. STSM request created

- Applicant creates request on e-COST:

Applicant details, STSM details (start and end during same Grant Period), Bank details, Host details (must be located in a different country than the country of the applicant), requested Financial support

Supporting documents: STSM application form (available on e-COST), CV, letter of support home institution, written agreement from host institution

STSM DETAILS

Action Number: *

STSM Title: *

Select Grant Period:

Start Date: *

End Date: *

Duration:

The minimum duration for an STSM is 5 days, maximum duration is 180 days (if you are ECI), or 90 days (if you are not ECI).
Early Career Investigator (ECI) – A researcher within a time span of up to 8 years from the date they obtained the PhD/doctorate (full-time equivalent).

Motivation letter

Motivation and Workplan summary:

1. Aim & motivation - Please explain the scientific and/or other motivation for the STSM and what scientific and/or other outcomes you aim to accomplish with the STSM.
2. Proposed contribution to the scientific objectives of the Action.
3. Techniques - Please detail what techniques or equipment you may learn to use, if applicable.
4. Planning - Please detail the steps you will take to achieve your proposed aim.

(limited to 2000 words)

2. STSM coordinator approves/rejects application

- For approval, STSM coordinator confirms that Workplan is in line with the Action's objectives and supporting documents are valid
- If the application is rejected, STSM coordinator provides a justification to guide the applicants' resubmission

3. Grant holder sends Grant Notification letter

- The GH decides the level of the Grant to be awarded
- sends the applicant the Grant Notification Letter
- In case of ITC request, pre-payment of 50% of the grant, after STSM host confirmation that to the STSM started on schedule

Prepayment condition: Grant holder has sufficient funds to cover 50% in advance and the host confirms that the mission has started.

4. After STSM, grantee uploads scientific report with host approval of report

- Deadline: **30 days** from the end of the STSM
- submission of **supporting documents** (host approval) is **mandatory** or the Grant is cancelled
- submission after deadline can lead to cancellation of the Grant
- The scientific report template http://www.cost.eu/STSM_report_template must be uploaded as pdf to e-COST

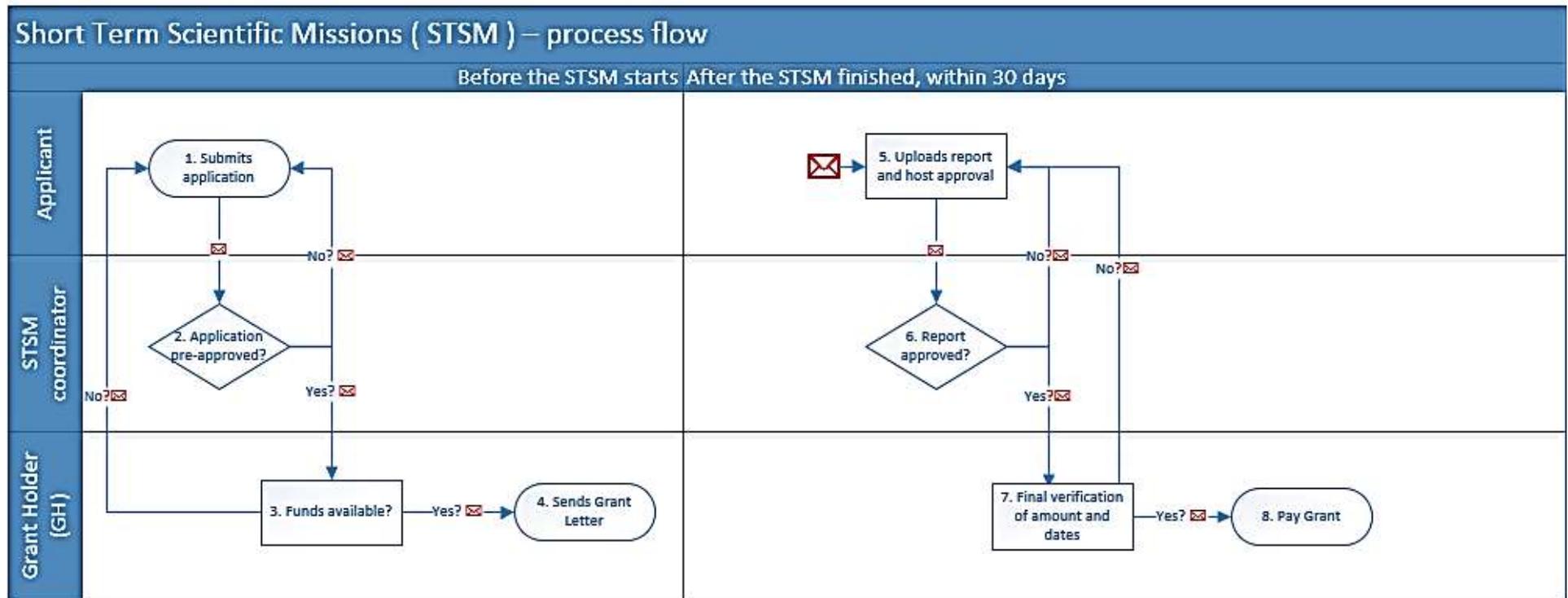
5. STSM Coordinator approves/rejects the scientific report and GH makes Grant payment or 2nd installment of the Grant

- If rejected, STSM coordinator provides a justification to guide the STSM grantees' resubmission.
- If approved, the GH is notified that the grant can be paid

STSM - Process flow

STSM userguide for website. pdf

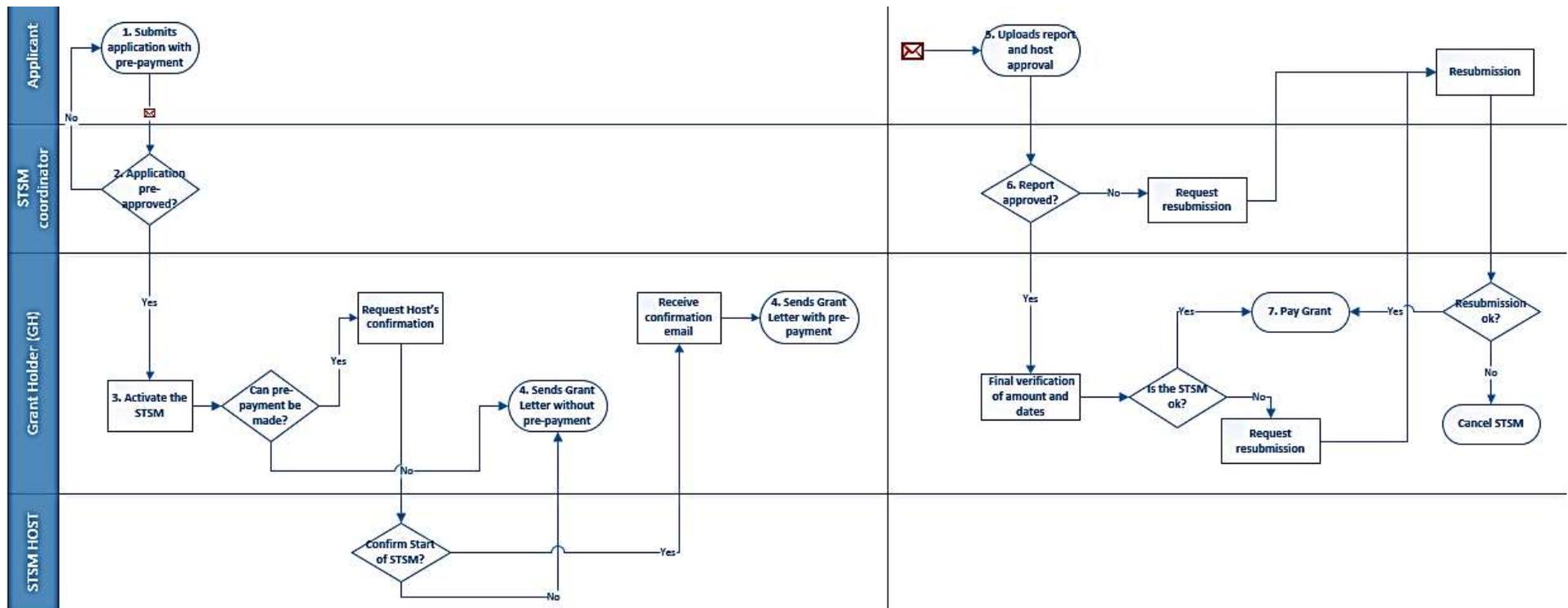
Regular Process flow



STSM - Process flow

STSM userguide for website. pdf

STSM with a pre-payment request - Process flow



To be discussed: How we shall proceed?

- The MC of COST ACTION CA17116 “INTERNATIONAL NETWORK FOR TRANSLATING RESEARCH ON PERINATAL DERIVATIVES INTO THERAPEUTIC APPROACHES” will allocate a total budget of **xxx** which will be sufficient for up to **xxx** STSMs for the grant period of May 2019 to April 2020
- Interested researchers can apply by submitting their application and supporting documents **by a application deadline? Suggestion: 2 deadlines per period**
- Do we need to predefine the number of short term and long term STSM?

For COST STSM funding rules - see Section 7 of the COST Vademecum See: <http://www.cost.eu/participate/guidelines>)