

COST Action CA17128
Call for Short Term Scientific Missions (STSM)
Applications
Call No. 1, 2st Grant Period
for Missions taking place until **30/11/2019**

All STSM activities must occur in their entirety within the limited date specified above.
For missions taken place in the period 1/12/2019 – 31/03/2020 a 2nd call will be announced.
Applications not granted in the 1st period, can apply for a grant in the next period.

Purpose of a Short-Term Scientific Missions (STSM)

Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals. STSM applicants must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an institution, organisation or legal entity which has within its remit a clear association with performing research. **STSMs should be aligned and contribute to the scientific objectives of the COST Action 17128 - LIGNOCOST.** Detailed information on applicant's eligibility, rules and other issues can be found in the attached **"COST Vademecum"** and **"STSM User Guide"** files. Some critical information is also provided below:

- The financial support from COST is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated outgoings. Financial support is limited to cover travel, accommodation and meal expenses and is paid in the form of a Grant.
- STSMs must have a minimum duration of 5 calendar days including travel.
- The following funding conditions apply and must be respected:
 1. up to a maximum of EUR 3,500 in total can be afforded to each successful STSM applicant;
 2. up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
 3. Up to a maximum of EUR 300 can be afforded for travel costs;
 4. STSM activities must occur in their entirety within the dates specified in this call (before 30-11-2019). Concerning this 2nd grant period we propose to **hold the actual STSM between 01/07/2019 and 31/11/2019.**

For this specific the GP2, the Management Committee of COST Action CA17128 had allocate a total budget of **25,000 Euros** for an indicative number of **ten (10)** STSMs. The amounts granted for each individual STSM will be determined during the evaluation process by the STSM Committee, consisting by the STSM coordinator and MC core members.

The **selection of applicants** will be based on:

- i) the scientific scope of the STSM application which must support the implementation of the overall scientific objectives of the Action, as described in its Memorandum of Understanding (MoU).
- ii) the applicant's background and motivation.
- iii) priority will be given to PhD students.
- iv) other factors will be also considered, such as gender balance, enabling Early Career Investigators (ECI), broadening geographical inclusiveness, and equilibrium between WG.

How to apply for an STSM:

Interested researchers can apply by following the directions provided below and submitting their application and supporting documents on-line via the COST platform to the STSM Coordinator: **Prof. Filomena Barreiro**, e-mail address **at latest by June 20th 2019**.

After selection, the applicants will be notified. In case your application is not granted, new submittal in a next call in future Grant Periods is allowed.

THE APPLICATION PROCESS IS AS FOLLOWS:

1. All applicants must carefully read the STSM rules detailed in Section 7 of the *COST Vademecum* (<http://www.cost.eu/download/COSTVademecum>) and in STSM User Guide (www.cost.eu/STSM_userguide).
2. All eligible applicants must create a complete e-COST profile (adding also their bank account details) at the same time as their online STSM application at: www.cost.eu/STSM. Applicants who already have an e-COST profile may apply for an STSM by logging in e-COST and clicking on “STSM Application” on the menu available on the left.
3. The applicants will be able to download their Grant Notification Letter through the same portal (www.cost.eu/STSM) as soon as the application is approved.

4. All applicants must send their submitted STSM application form and the relevant supporting documents to the STSM Coordinator: Prof. Filomena Barreiro, e-mail address: barreiro@ipb.pt **for evaluation before the application submission deadline expires.**

Documents necessary to be submitted for the evaluation are as follows:

- The submitted STSM application form
 - Motivation letter explaining the reasons of requesting the STSM, expected benefits, etc.;
 - Detailed work plan (up to ca. 2-4 pages), including an overview of the proposed research activities that will be performed and time-frame of the activities, highlighting also the proposed contribution to the scientific objectives of COST Action CA17128;
 - Letter of invitation to the applicant from a senior researcher affiliated to the Host institution and agreement that the applicant can perform the described activities on the agreed dates
 - Letter of support from the Home Institution;
 - Full C.V. (including a list of academic publications – if applicable).
5. The application will then be assessed by the formally delegated STSM Committee based on the expected contribution to the scientific objectives of the Action and the remaining criteria described above.
 6. The applicant will be formally notified of the outcome of their STSM application by **Prof. Filomena Barreiro (STSM Coordinator) by 30-June-2019**.
 7. After the completion of the STSM, the applicant must submit a scientific report to the Host institution (http://www.cost.eu/STSM_report_template) and must acquire an official acceptance letter / E-mail confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report. Both documents (Scientific report and Letter of acceptance) should be uploaded at e-COST as supporting documents and should be sent (“Submit Request”) to the **STSM Coordinator Prof. Filomena Barreiro** within **30 days** from the completion of the STSM.

Failure to submit the scientific report within 30 days from the end date of the STSM **will effectively cancel the Grant**.

(Please note that the COST Association can request additional information to substantiate the information contained within the documents submitted by STSM applicants).

Deadline for applications to be submitted: [20-June-2019]

Notification of application outcome: [30-June-2019]

Period of STSM: [01-July-2019] - [30-November-2019]

Submittal report and financial claim: 30 days from the completion of the STSM at latest [31-December-2019]