

# Short Term Scientific Mission (STSM)

The aim of a STSM as defined by COST guidelines is to contribute to the scientific objectives of a COST Action. These Missions aim at strengthening the existing COST Actions by allowing scientists to go to an institution or laboratory in another COST country to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

The STSM is not a funding mechanism for just a visit but shall result in tangible output, preferably a collaborative publication in a journal or presented at a conference.

## Duration

Standard STSMs need to take place according to the following rules:

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

## Financial Support

A grant usually covers travel and subsistence. The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs. The calculation of this contribution for a STSM must be based on actual, expected costs.

The Management Committee of the COST IC1407 Action decided to limit the cost of one STSM to €1000 for one week, €2000 for at least 2 weeks, and €2500 for more than 3 weeks. Any exceeding shall be substantiated. (total budget 2016/2017 is 12 x €1700, so €20.400)

The absolute maximum costs are:

- The reimbursement rate per day is EUR 160 maximum;
- Up to EUR 500 may be attributed for the travel expenses;
- A maximum EUR 2 500 in total can be afforded to the grantee.

## Applicant and Host Institution

The Applicant should normally be engaged in a programme of research as a post graduate student or postdoctoral fellow or be employed in an institution of a COST Country having accepted the MoU of the Action. This institution shall be actively participating in the COST Action. The home and the host institution can be public or private. A STSM may only be approved:

- from a home institution in a COST participating country to a host institution in a 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 Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.

## **Application**

Within COST Action IC1407, ACCREDIT, applications should be submitted according to the procedure detailed below:

### **Step 1 – Formal agreement and on-line registration by the applicant**

- Obtain the written agreement of the host institution, before submitting an application;
- Complete the online application form (see [on-line registration tool](https://e-services.cost.eu/w3/index.php?id=91) <https://e-services.cost.eu/w3/index.php?id=91>)

### **Step 2 – Formal STSM application and annexes**

Send the completed online application form as e-mail attachment together with the following necessary supporting documents:

- written agreement of the host institution
- application form
- CV, incl. list of publications
- letter of support from the home institution
- motivation letter
- full work plan discussing the methodology and the connection with the COST ACTION ACCREDIT (max 1 page), and the relation of the STSM with the working groups (can be more than 1)

to:

- the future Host of the STSM
- the Chair of the Management Committee of the Action: Prof. Davis  
Thomas: [dave.thomas@nottingham.ac.uk](mailto:dave.thomas@nottingham.ac.uk)
- the STSM coordinator – Prof.dr. Frank Leferink: [frank.leferink@utwente.nl](mailto:frank.leferink@utwente.nl)
- the Financial Administrator of the Action – Dorrit Tyack: [dorrit.tyack@nottingham.ac.uk](mailto:dorrit.tyack@nottingham.ac.uk)

### **Step 3 – Assessment of the STSM**

The STSM Coordinator will perform the scientific and budgetary assessment of the applications considering the Action objectives and define an acceptable funding level.

### **Step 4 – Approval from the Management Committee**

Once positively assessed by the STSM Coordinator, the Chair of the MCM will request a silent voting procedure of 10 days to the MCM members. When approved by the Management Committee, the Grant Holder needs to receive the approval from the Management Committee and then send a grant letter generated from e-COST to the applicant.

The signed Grant Letter must be returned within 10 days to:

Dorrit Tyack, Chemistry Department, University of Nottingham NG7 2RD, UK.

Email: [dorrit.tyack@nottingham.ac.uk](mailto:dorrit.tyack@nottingham.ac.uk)

### **After the STSM**

The grantee is required to submit a scientific report (3-5 pages) to the host institution, MC Chair and the STSM coordinator for approval within 30 days after the end date of the STSM containing:

- Purpose of the STSM;
- Description of the work carried out during the STSM;
- Description of the main results obtained;
- Future collaboration with the host institution (if applicable);
- Draft publications/articles resulting from the STSM. The publication shall include an acknowledgement “*This work was supported by a STSM grant from COST Action IC1407 ‘ACCREDIT’*”;
- 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. In case of dispute the MCM Chair will decide.

After receipt of the approval by email, the Grant Holder will execute the payment of the grant.

### **Further information and rules**

Applicants are strongly encouraged to read the detailed information provided by COST.

- Full details on [COST VADEMECUM](#)
- COST website: [Short Term Scientific Missions](#)