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Update history

25/03/2008 Amendment on Early Stage Researchers (COST doc. 212/07)

01/09/2008 Restructuring of paragraphs

### 3.1. Objectives

The aim of a Short-Term Scientific Mission (STSM) shall be to contribute to the scientific objectives of a COST Action.

These Missions (Exchange Visits) are aimed at strengthening the existing networks 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.

An Action should normally set up at least 4 STSMs per year.

### 3.2. The Applicant

The selection of the applicant is the responsibility of the Management Committee (MC) of the Action.

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 should be actively participating in the COST Action.

For the period of the STSM neither the MC of the COST Action nor the COST Office may be considered as the employer and grantees must make their own arrangements for all health, social, personal security and pension matters.

### 3.3. Home and Host Institution

**The home and the host institution** can be public or private, and should be in a COST Country having accepted the MoU and participating in the COST Action.

A STSM may be approved from a home institution in a COST participating country to a host Institution in a non-COST country which is part of the Action but not the other way round.

In exceptional cases, the COST Office reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee (MC) of an Action or by a Domain Committee (DC) to further the interests and aims of COST.

Short-Term Scientific Missions between different Actions may be considered by the Management Committees of both Actions.

The Applicant is responsible for obtaining the agreement of the host institution, before submitting his application.

### 3.4. Duration

Short-Term Scientific Missions, **minimum one week (5 working days), maximum 3 months**, shall be made within the time frame of the operation identified in the proposal and within the period of the respective COST Action.

For Early Stage Researchers (less than PhD + 10 years) the COST Office may approve an extension to a duration beyond 3 months, but normally not more than 6 months in total. In these cases, financial support can be increased to normally maximum EUR 3 500.

### 3.5. Financial Support

The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence.

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. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended but not obligatory. The total of a STSM shall normally not exceed EUR 2 500 (EUR 3 500 for Early Stage Researchers - see 3.4). **Any exception needs special justification and prior approval from the COST Office.**

In any case the costs associated with the STSM must not exceed the limits set in the "rules for reimbursement by COST of expenses for experts eligible for reimbursement" (see 1. - Travel and subsistence).

An advance payment may be made in exceptional circumstances, which will require additional special justification.

### 3.6. Registration and Deadlines

The Applicant must use the **online registration tool**. (see 3.10 - How to submit an application).

Applications may be submitted according to the schedules stipulated by the MC of the relevant Action, bearing in mind that delays must be taken into account for the assessment and administrative procedures.

The application together with the MC approval should arrive at the COST Office **at least 4 weeks** before the mission starts.

### 3.7. Assessment

a) The Management Committee (MC) of the Action will make the scientific and budgetary assessment and decision of the application.

The MC may formally delegate these tasks to :

- STSM coordinators or,
- a sub-group of its members (assessment panel), which may vary from time to time and from scheme to scheme, to assess proposals and to agree on those which may be funded.

It is recommended that this assessment panel consists of more than two people in order to avoid a conflict of interest, in addition to one person who is authorised to take the decision (normally the Chair). External advice may be sought.

MC members and other assessors should not involve themselves in the assessment of proposals in which they have a personal or financial interest. In exceptional circumstances (e.g. uniqueness of expertise), such a bar may be waived with the agreement of the other members involved, if the interest is declared and considered not to compromise the potential decision.

b) The MC should agree the criteria for assessing applications in line with the Actions objectives. Wherever possible, these criteria should be made known in advance to potential applicants. It is expected that every care will be taken to avoid any bias on the grounds of gender, age or nationality.

### 3.8. Approval

The MC Chair or the Action's STSM coordinator is responsible for circulating the application for decision to the assessment panel.

The MC Chair or the Action's STSM coordinator has to inform the COST-Office Science Officer or the grant holder (in case of an annual grant) about the decision. After checking the application for the compatibility with the existing rules and procedures the Science Officer will inform the Applicant about the outcome of the assessment and will arrange the necessary formalities for the issue of the grant in case of a positive result and availability of funding.

The decisions and assessments regarding all STSM applications should be reported to the next MC meeting **and recorded in the minutes of the meeting**.

### 3.9. Deviation

Any deviations and exceptions from this procedure which contributes to the scientific objectives of the Action requires the approval of the COST Office.

## **3.10. How to Submit an Application**

### **3.10.1. Online registration by the applicant**

see <http://www.cost.esf.org/stsm>

The Applicant must use the **online registration** tool (to register their request for an STSM. The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- name, postal address, telephone, fax and email of the prospective host at the receiving institute;
- the planned dates and length of stay;
- the title of the planned STSM;
- a short description of the proposed work plan (about 250 words);
- a short curriculum vitae;
- a budget request with breakdown for the costs of the STSM;
- bank details.

### **3.10.2. Formal STSM application and annexes**

After encoding the information and pressing the "submit" button the online registration tool will issue a formal **STSM application** which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute etc.) to:

- the future Host of the STSM;
- the Chair of the Management Committee of the Action (can be found on the COST web-site) or the Action's STSM coordinator if available.

### **3.10.3. Assessment by the Management Committee**

The MC Chair will arrange the assessment of the STSM.

### 3.10.4. Approval from the Management Committee

The MC Chair or the Action's STSM coordinator informs the COST Office (or the administrative Institute of the Action) that the proposed STSM has been approved. This information from the MC Chair can be in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantees name

On behalf of the Management Committee of the above COST Action I would like to inform you after evaluation that:

- a) the attached request for an STSM for has been approved and;
- b) a grant of EUR x has been recommended and;
- c) the host institute accepted the proposal."

### 3.10.5. COST Office Acceptance Letter (Grant Letter)

The COST Office (or the administrative Institute) will send to the Applicant an **acceptance letter** in which he/she is informed about:

- a) the approval of the STSM and;
- b) the level of the financial grant given.

The Applicant has to return this **acceptance letter**, after accepting the grant with his signature.

The Applicant will receive a **payment request form** at the same time.

## 3.11. After the STSM

### 3.11.1. STSM Scientific Report

After completion of the STSM the grantee is required to submit to the Host and MC Chair (or the Action's STSM coordinator) a short scientific report on the visit **within 4 weeks after his stay**.

It should contain the following information:

- Purpose of the visit;
- Description of the work carried out during the visit;
- Description of the main results obtained;
- Future collaboration with host institution (if applicable);
- Projected publications/articles resulting or to result from the STSM (if applicable);

- Confirmation by the host institute of the successful execution of the mission;
- Other comments (if any).

### **3.11.2. Notice of completion by the Management Committee (post-approval)**

The MC Chair or the Action's STSM coordinator or the host (if agreed by the MC) is responsible for approving the final report and sending the approval to the COST Office or the Administrating Institute.

The MC Chair of the Action's STSM coordinator will send a short notice to the COST Office or Administrative Institute with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

The information is usually in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantee's name

On behalf of the Management Committee of the above COST Action I would like to inform you that the above STSM has been completed and the scientific report approved by the MC and Host."

### **3.11.3. Payment by the COST Office**

The COST Office or the grant holder will execute the payment of the fixed grant directly to the grantee or the organising institute as requested in the application after receipt of the following documents:

- Notice of completion by the Management Committee (step 7);
- Completed Payment request form (step 5);
- Summary of scientific report (maximum 1 page).

### 3.12. Sample Application Form

(document produced by COST Office IT tool)



#### COST STSM Application Form

To be sent by the applicant as attachment by e-mail together with all the documents he/she would like to submit to support the application (full CV, detailed work plan, motivation, etc.) to the

- \* Host (who will send his agreement to host the applicant to the MC Chair)
- \* MC Chair for evaluation and approval

**COST Office**

**Science Officer:** *Name of Science Officer*  
*Telephone nr, e-mail address*

**COST MC Chair:** *Name, e-mail address*

**COST STSM Reference Number:** COST-STSM-999-111

**Period:** xx/xx/200x to xx/xx/200x

**COST Action:** 999

**STSM Applicant:** *Name, Organisation Name, City(Country)*  
*e-mail address*

**STSM Topic:** *Name of the Topic*

**Host:** *Name, Organisation Name, City(Country), e-mail address*

**Budget Request:**

Travel	X €
Subsistence (total/meals)	X €
Total	X €

**Short CV (date of birth, higher education degree, further qualifications, max 250 ch.):**

*Aridus e lasso venibat celsitudo ore, metaque erat longe: tum denique de tribus unum fetibus arboreis proles Neptunia misit. Obsidit virgo nitidior cupidine pomi declinat cursus aurumque volubile tollit praeterit Hipomenes: resonant spectacula plausu.*

**Work Plan Summary (keywords, max 250 ch.):**

*Illa moram celeri cessataque tempora cursu corrigit atque iterum iuvenem post terga relinquit: et rursus pomi iactu remorata secundi consequitur transitque virum. pars ultima cursus restabat: 'numc' inquit 'ades, dea muneris auctor' inque latus campi, quo tardius illa rediret.*

I request the approval of a COST Short Term Scientific Mission as described above

Applicant

*Name of applicant*

*Date*

### 3.13. Sample Letter to the Beneficiary

(document produced by COST Office IT tool)

**COST Office**  
149 avenue Louise  
1050 Brussels, BelgiumTel: +32 (0)2 533 3800  
Fax: +32 (0)2 533 3890  
E-mail: [office@cost.esf.org](mailto:office@cost.esf.org)  
<http://www.cost.esf.org>*Name*  
*Institution*  
*Address*  
*e-mail*REFERENCE: Short Term Scientific Mission, COST Action *nr*  
Beneficiary: *Name, Institution*  
Host: *Name, Institution*  
Period: from *start date* to *end date* Place: *City (country)*  
Reference code: COST-STSM-531-02588Dear Mr/Ms. *Name*,

With reference to your application for a Short Term Scientific Mission within the COST scientific programme on *Action name*, I am pleased to inform you that the Management Committee of the COST Action *number* has awarded you a fixed grant amounting to **X,00 €**, for the above STSM.

You are requested to inform the COST Office whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to the COST Office at the above address, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform the COST Office about any changes in advance of the mission.

No later than 4 weeks after completion of your mission, you must send your scientific report together with the host report to the Chair of the member of the Management Committee responsible for the STSM. A copy of these two reports should also be sent directly to the COST Office together with the completed payment request form in order to be eligible for reimbursement.

Please note that the guidelines for the Short Term Scientific Missions for COST can be found in <http://www.cost.esf.org/guideline>.

Yours sincerely,

**SO Name**  
Science Officer***I have read of the rules for the execution of the COST Short Term Scientific Missions and I accept this offer.***

Scientist name: .....

Signature: ..... Date: .....

COST is supported by  
the EU RTD Framework ProgrammeESF provides the COST Office  
through an EC contract

### 3.14. Sample Payment Request Form

(document produced by COST Office IT tool)



COST Office  
149 avenue Louise  
1050 Brussels, Belgium  
Tel: +32 (0)2 533 3800  
Fax: +32 (0)2 533 3890  
E-mail: office@cost.esf.org  
http://www.cost.esf.org

SHORT-TERM SCIENTIFIC MISSION

FINAL PAYMENT REQUEST FORM

COST Action Number: *nr*  
Beneficiary's Name and Institution: *name and institution*  
Host's Name and Institution: *name and institution*  
Period: from *start date* to *end date*  
Place: *city (country)*  
Reference code: *COST-STSM-Action nr-running nr*  
Claimed amount of the grant: *X,00 €*

The above STSM has been successfully completed and the following documents are attached:

- My Scientific report supported (email) by the host institution
- Approval by the Management Committee (email)
- My bank details as follows:

Name of account holder: *Name*

Name of Bank: *Bank name*

Address of Bank: *Street address*

IBAN Account number: *number*

Bank SWIFT code or BIC: *number*

IBAN and BIC code are mandatory for EU-27 countries and EFTA-countries.  
Without IBAN and BIC SWIFT code, the Cost office will not be able to process your payment.  
BAI: International Bank Account Number  
BIC: Bank Identifier Code (also called Swift address)

Date: ..... Signature.....

For COST Office use:	
_____	_____
Date	Signature