Smart
Inorganic Polymers
SIPs

Short Term Scientific Missions (STSMs)
CM1302
General Information

• Allow 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.

• STSM applicants must be engaged in a research programme as a doctoral student or postdoctoral fellow or be employed by or officially affiliated to an institution or legal entity.

• The home and the host institution should be in a COST Country having accepted the MoU and participating in the COST Action.

• During an STSM neither the MC, nor the COST Office nor the Grant Holder may be considered as an employer. Grantees must make their own arrangements for all health, social, personal security and pension matters.
STSMs

General Information

• Minimum one week (5 working days), maximum 3 months (90 days)
• An amount of EUR up to 160 for the daily allowance in particular for longer stays and EUR 500 for the travel is recommended but not obligatory.
• The total of a STSM shall normally not exceed EUR 2 500. Any exception needs special justification and prior approval from the COST Office.
• For Early Stage Researchers (less than PhD + 8 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.
• The financial support is a contribution to the costs of an STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence.
STSMs

General Information

• The MC has agreed that the recommended total amount for STSMs for daily allowance and travel should be up to 1,500 € for short stays (up to 2 weeks), up to 2,500 € for longer stays (for PhD students)
• STSMs of doctoral students are funded preferentially (postdoctoral fellows in exceptional cases)
How to apply

- The Applicant must use the **online registration tool** to register the request for an STSM at https://e-services.cost.eu/stsm

COST: Online STSM

How to apply

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.
How to apply

- After encoding the information and pressing the "submit" button the online registration tool will issue a formal STSM application.
How to apply

- 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 further necessary documents to support the application at the evaluation process (CV, list of publications, motivation letter, letter of support from the home institution, letter of acceptance from the host institution) to:
  - the future Host of the STSM;
  - the Chair of the Management Committee of the Action (sips@uni-leipzig.de)
  - Action's STSM coordinator (muriel.hissler@univ-rennes1.fr).
Before the STSM

• Obtain the written agreement of the host institution, before submitting an application

• Complete the online application form (see https://e-services.cost.eu/stsm)

• Send the completed file as e-mail attachment together with the necessary supporting documents (CV, full work plan, list of publications, motivation letter, letter of support from the home institution etc.) to the STSM host institution, the MC Chair and the STSM coordinator
Assessment

• The STSM coordinator will make the scientific and budgetary assessment and decision of the application and inform the Chair.

• Once approved, the Grant Holder needs to receive the approval and then send a grant letter generated from e-COST to the applicant.
After completion of the STSM the grantee is required to submit to the Host and MC Chair (and the Action's STSM coordinator) a short scientific report on the visit **within 30 days after his/her stay**:

- 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);
- Foreseen publications/articles resulting from the STSM (if applicable);
- Confirmation by the host institution of the successful execution of the STSM;
- Other comments (if any).

After approval of the scientific report, the procedure of reimbursement will be started and the money will be transferred to the bank account of the grantee.