

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.

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 Career Investigators (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.

General Information

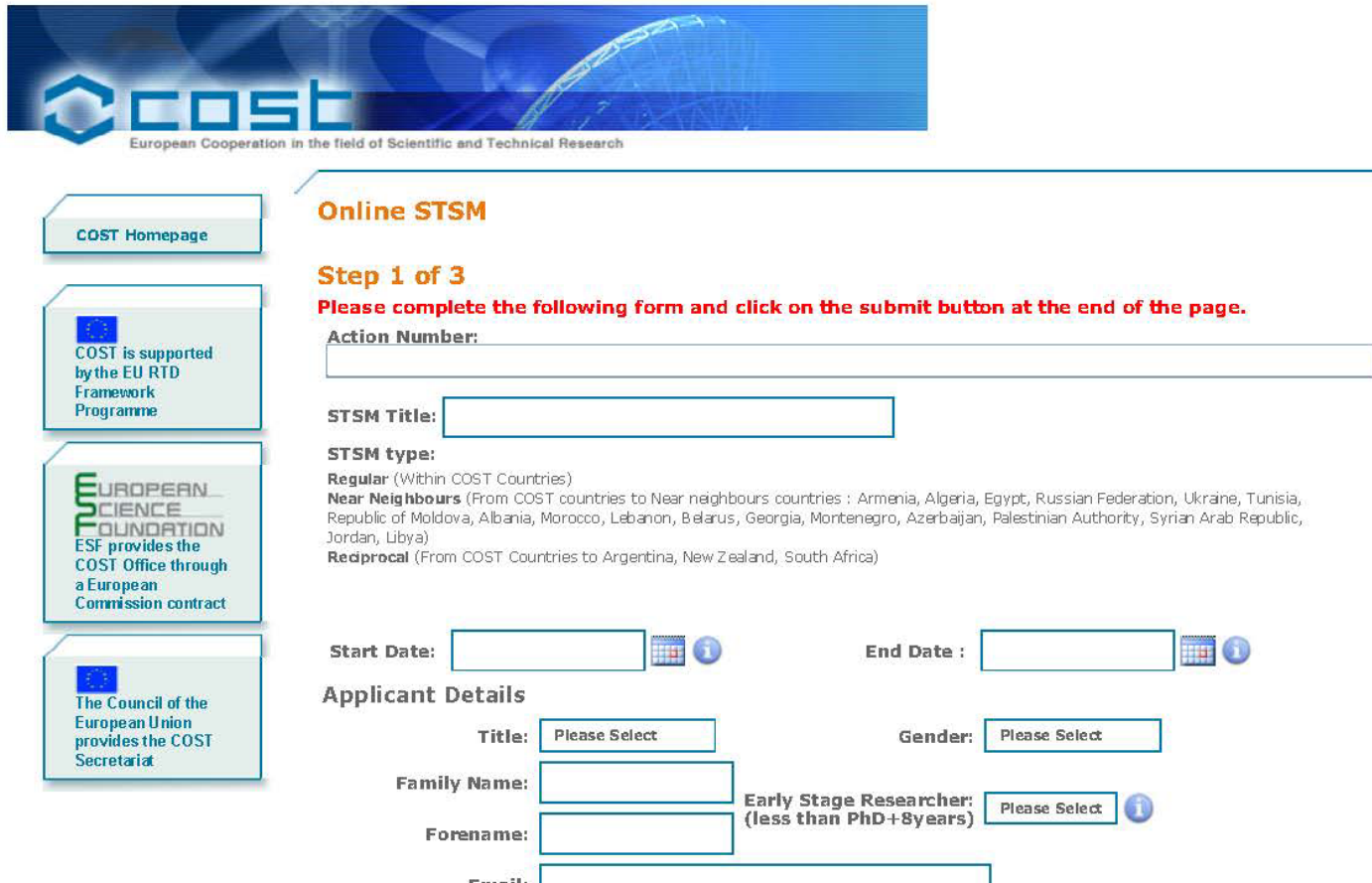
- The MC has agreed that the recommended total amount for STSMs for daily allowance and travel should be up to 1,500 € for short stays (up to 2 weeks), up to 2.500 € for longer stays (for PhD students)
- STSMs of doctoral students are funded preferentially (postdoctoral fellows in exceptional cases)

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

<https://e-services.cost.eu/w3/index.php?id=91>



The screenshot shows the 'Online STSM' registration page. On the left, there are four informational boxes: 'COST Homepage', 'COST is supported by the EU RTD Framework Programme', 'EUROPEAN SCIENCE FOUNDATION ESF provides the COST Office through a European Commission contract', and 'The Council of the European Union provides the COST Secretariat'. The main content area is titled 'Online STSM' and 'Step 1 of 3'. It includes instructions to complete the form and click the submit button. The form fields are: 'Action Number' (text input), 'STSM Title' (text input), 'STSM type' (radio buttons for Regular, Near Neighbours, and Reciprocal), 'Start Date' and 'End Date' (calendar pickers), 'Applicant Details' (Title, Gender, Family Name, Forename, and Early Stage Researcher status), and 'Email' (text input).

Online STSM

Step 1 of 3





Please complete the following form and click on the submit button at the end of the page.

Action Number:

STSM Title:


STSM type:

Regular (Within COST Countries)
Near Neighbours (From COST countries to Near neighbours countries : Armenia, Algeria, Egypt, Russian Federation, Ukraine, Tunisia, Republic of Moldova, Albania, Morocco, Lebanon, Belarus, Georgia, Montenegro, Azerbaijan, Palestinian Authority, Syrian Arab Republic, Jordan, Libya)
Reciprocal (From COST Countries to Argentina, New Zealand, South Africa)

Start Date:   End Date :  

Applicant Details

Title: Gender:

Family Name: Early Stage Researcher: 
(less than PhD+8years)

Forename:

Email:

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**



COST Vademecum / Short-Term Scientific Missions (STSM)

(Last update on 20/11/2008)

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 (hotel/meals)	X €
Total	X €

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

Aridus e lasso venibat caelestibus, oes, meli' que erat longe; tum denique de tribus unum fetibus arboreis proles Neptunio misit. Obstulit virgo nitidioris cupidine pomi declinat cursus aurumque volubile tollit praeterit Hippomenes: resonant spectacula plausu.

Work Plan Summary (key words, max 250 ch.):

Illa moram celeri cessatque tempora cursu corrigit atque iterum iuvenem post terga relinquit: et rursus pomi iactu remorata secundi consequitur transique virum, pars ultima cursus restabat; 'nunc' inquit 'ades, dea muneris auctor' inque latus camp, quo tardius illa rediret.

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

Applicant

Name of applicant Date

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 the STSM

- 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