

Short Term Scientific Missions (STSM): Call Number 2, ENJECT

Short Term Scientific Missions (STSM) are aimed at supporting individual mobility and at strengthening the existing networks and fostering collaborations by allowing scientists to visit an institution in another participating COST Country or an approved NNC institution or an approved IPC institution. A STSM should **specifically contribute to the objectives of the ENJECT**

The deadline for application is 1st March 2016.

The duration of STSM is minimum one week (5 working days) and maximum 3 months. Short STSM (less than one week) have to be approved by the COST office on a case-by-case basis. Awardees may also request an extension from the Management Committee; in such a case the STSM may take up to 6 months in total.

Budget for Grant Period

A total amount of EUR 30,000 has been allocated for STSMs in 2015/6 which will cover at least 12 STSMs.

STSMs shall not start sooner than six weeks after the collection date and will take place between 1st May 2016 and 31st January 2017.

If you want to go to STSM but you don't have a host; please contact Kristina Drusany before 31.10. 2015.

Likewise, if you would like to host a visiting researcher but you do not have STSM applicant please also contact Kristina before 31.10. 2015 (drusany@yahoo.com)

Application registration

Applications can only be submitted by using the on-line registration tool (www.cost.eu/stsm) and forwarding the necessary documents to STSM Coordinator, Kristina Drusany Staric (drusanyk@gmail.com).

The following information has to be encoded with the registration:

- 1.the Action number;
- 2.the title of the planned STSM;
- 3.the start and end date;
- 4.the applicant's details, including key academic, institutional-administrative or policy-making; details and workplan; and home institution details;
- 5.the applicant's bank details;
- 6.the host institution's details;
- 7.financial data (amount for travel and subsistence requested).

After encoding the information via the on-line registration tool, a formal STSM application is generated which has to be downloaded and sent by the Applicant electronically (by e-mail as attachment) together with the proposal to the future Host institution of the STSM and to the STSM coordinator. Each proposal should include the following sections:

1. Summary (this will be also used in the COST reporting form)
2. Background to the STSM
3. Specific Aims of the STSM
4. Preliminary Results (if they exist)
5. Workplan
6. Relevance of the collaboration (why this project should require a visit to the host institution)
7. References to relevant literature (if applicable; should not exceed one page)
8. Letters of support from the home and host institutions
9. CV (should not exceed one page)

Applicants are encouraged to be brief. Overall, the proposal should not exceed 4 pages (excluding references and letters of support).

The working language of ENJECT is English;

All official documentation submitted (application, scientific report) have to be in English.

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. **A maximum amount for the daily allowance is EUR 160 and EUR 500 for the travel.** The total of a STSM shall not exceed EUR 2500 up to 3 months (or EUR3,500 for early stage researchers, early career institutional administrators or policy makers if the STSM exceeds 91 days up to 90 days). Grantees must make their own arrangements for all health, social, personal security and pension matters.

After checking the application for the compatibility with the existing rules and procedures, the Grant Holder 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 Grant Holder informs the Applicant about the assessment outcome through the Grant letter in which the

Applicant is informed about:

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

The Applicant has to return this Grant letter, after accepting the grant with his/her signature, without any delay. The Applicant will receive a Payment Request Form at the same time. The decisions and assessments regarding all STSM applications shall be reported to

Payment

After reception of the approval mail and the Report, the Grant Holder shall execute the payment of the fixed grant directly to the grantee or the host institution as requested in the application within a period of 30 days:

- Completed Payment request form;
- **Summary of scientific report (maximum 1 page).**

Deviation from procedure

Any deviations and exceptions from this procedure may be considered, provided that they contribute to the objectives of the Action. They require prior approval from the COST Office.

Contact person for any questions and requests: Dr. Kristina Drusany Starič (STSM Manager): e-mail: drusany@yahoo.com

Information from the COST Head of Science Operations:

COST funds cannot be spent on the preparation of proposals for funding from any source (national, European (eg COST, Horizon2020) or international). This means that it is not possible to finance from COST funds a meeting, STSM or other activity for the purpose of preparing a Horizon 2020 (or any other) proposal. It is accepted that such discussions regarding possible future proposals might take place in the margins of Action activities, but the focus of Action activities must always be on achieving the Action objectives as stated in the Mou and/ or implementing COST policies.

Annex I

A suggested template for the expression of interest. You may also use your own. However: You MUST write the expression of interest using the letterhead of your Institution!

**Expression of intention to host a Short –Term Scientific Mission To
The STSM manager of the TD COST Action TD1405-ENJECT**

Place, date: _____

STSM Applicant (first name and last name): _____

Home Institution:

Host Institution:

Hereby inform that we welcome the visit that Mr/Ms/Dr/Prof

Plans to perform in our institution at

**in _____ (month) _____ (year),
within the framework of the ENJECT Short-Term Scientific Mission
(STSM) programme. The STSM will be based on the work plan described by Mr/Ms
_____ in the STSM Application. The STSM will have a mutual
benefit for the applicant
and our group, in consideration of both the specific activities to be
performed and the expected strengthening of cooperation between
the Home and Host institutions.**

**Yours
sincerely,**

First name and last name: _____

Signature:

Annex II

Does the application meet the aims of the COST Targeted Network ?

- Yes
- No

Overall assessment of the Short - Term Scientific Mission application

- The application is recommended for funding.
- The application is not recommended for funding because it does not fulfil the aims of the COST Targeted Network.
- The application is not recommended for funding because of budgetary reasons (budget is too high).

Statement of the Evaluation Panel:

Note (where applicable): The Assessment Panel recommends resubmission of the application provided that the following changes are made:

Date, place

Evaluation panel members

Annex III

A suggested template for the confirmation by the host institution of the successful execution of the STSM. You may also use your own.

However: You MUST write the confirmation using the letterhead of your Institution!

Confirmation of the host institution on the successful completion of the Short-Term Scientific Mission To the Grant Holder of the TD COST Action TD1405-ENJECT

Place, date: _____

The host institution

hereby confirms the successful completion of the STSM stay of

[name of applicant] _____ from _____ to _____.

Yours

sincerely,

First name and last name:

Signature:
