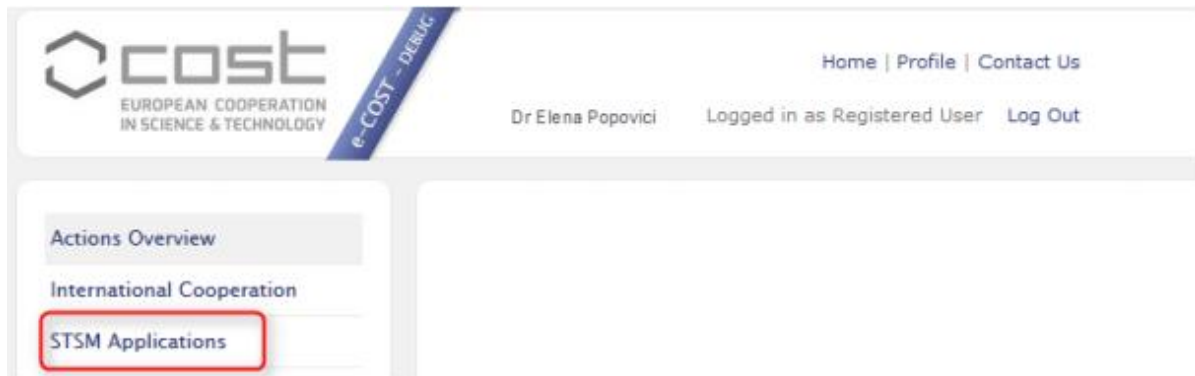


3. Application Process Overview

3.1 Applicant creates an STSM request

The applicant encodes an STSM application by logging into e-COST and clicking on the STSM application tab.

If the applicant's e-COST profile is incomplete, they will first have to fill in the missing information (affiliation, education details, CV).



Any already submitted applications are available for consultation in the applicant's e-COST profile. To submit a new application, the applicant presses the button 'Create a new STSM Request'.



The application page contains the following sections:

- ♣ Applicant details
- ♣ STSM details (the application must start and end during the same Grant Period (GP). If a GP is not active, the applicant will not be able to submit an application.
- ♣ Bank details
- ♣ Host details (must be located in a different country than the country of the applicant)
- ♣ Financial support
- ♣ Supporting documents (2nd page of the application also reachable by clicking on button in the upper left corner)

STSM Application

APPLICANT DETAILS

Home Institution: *

-- Select Institution --



[Add/Edit Affiliations](#)

STSM DETAILS

Action Number: *

STSM Title: *

Select Grant Period:

Start Date: *

End Date: *

Duration:

The minimum duration for an STSM is 5 days, maximum duration is 180 days (if you are ECI), or 90 days (if you are not ECI).
Early Career Investigator (ECI) – A researcher within a time span of up to 8 years from the date they obtained the PhD/doctorate (full-time equivalent).

Motivation and Workplan summary:

1. Aim & motivation - Please explain the scientific and/or other motivation for the STSM and what scientific and/or other outcomes you aim to accomplish with the STSM.
2. Proposed contribution to the scientific objectives of the Action.
3. Techniques - Please detail what techniques or equipment you may learn to use, if applicable.
4. Planning - Please detail the steps you will take to achieve your proposed aim.

(limited to 2000 words)

BANK DETAILS

Select bank account *

[Add/Edit Accounts](#)

HOST DETAILS

Title: *

First Name: *

Last Name: *

Email: *

Institution: *

Institution Address Line 1: *

Institution Address Line 2:

Institution Address Line 3:

Institution City: *

Institution Country: *

FINANCIAL SUPPORT

Amount for Travel in €

Amount for Subsistence in € *(up to a maximum of EUR 160 per day)*

Total Amount in €

You can submit your STSM application after uploading the necessary supporting documents on the Supporting Documents page. This page will be accessible AFTER you have completed the form above.

If the applicant is from an Inclusivenss Target Country, (s)he can apply for a pre-payment of 50% of the Grant. The applicant must keep in mind that the transfer of the 50% of the Grant can only take place after the mission has started and as such, requesting a pre-payment is more effective for STSMs longer than 1 month. The screen will show as below:

Amount for Travel in €

Amount for Subsistence in € *(up to a maximum of EUR 160 per day)*

Total Amount in €

I wish to apply for a pre-payment to the Grant.

Disclaimer: The pre-payment of 50% of your Grant is subject to the approval by the Grant Holder Institute. Should the request be approved, the first installment of the Grant will be processed upon receipt of the STSM host's confirmation of your presence at the host institute.

The request can be save only if all fields have been completely on the page, otherwise the information is lost. After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application.

Application Form

Supporting Documents

= STSM Applications

SUPPORTING DOCUMENTS

Letter of support from the Home Institution

Written agreement from the Host Institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates

CV (including a list of academic publications – if applicable)

Scientific Report
(to be submitted at the latest 30 days after the end date of the STSM) *(template available here)*

Host approval of the scientific report
(to be submitted with the scientific report 30 days after the end date of the STSM)

You need to upload the supporting documents above before you can submit your STSM application.



Supporting Documents

SUPPORTING DOCUMENTS

| | | |
|---|----------|---------|
| Letter of support from the Home institution | Download | Replace |
| Written agreement from the Host Institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates | Download | Replace |
| CV (including a list of academic publications - if applicable) | Download | |
| Scientific Report (to be submitted at the latest 30 days after the end date of the STSM) | Upload | |
| Host approval of the scientific report (to be submitted with the scientific report 30 days after the end date of the STSM) | Upload | |

Submit Request



Your application has been successfully submitted to the STSM Coordinator [Dr. Janet Smith \(janstn@gmail.com\)](mailto:Dr.Janet.Smith@j.anstn@gmail.com) for approval. OK

3.2 STSM Coordinator approves/rejects the application

As soon as the application is submitted, the STSM coordinator is notified. The applicant also receives a copy of the notification.

If the STSM coordinator wishes to approve the application, the STSM coordinator must confirm that the Workplan is in line with the Action's objectives, decide the level of the Grant that can be awarded, and confirm that the supporting documents are valid. The amount of the awarded Grant can never be higher than what the applicant requested.

If the application is rejected, the STSM coordinator must provide a justification to guide the applicant in her/his resubmission

The screenshot shows the 'GRANT PAYMENT' section of the e-COST application interface. On the left is a sidebar with the 'cost' logo and navigation links: 'Application Form', 'Supporting Documents', and '< STSM Applications'. The main content area has a 'GRANT PAYMENT' header. Below it, there are several text fields and checkboxes, some of which are highlighted with red boxes. The first text field contains 'The Workplan supports the scientific objectives of the Action' with a checked checkbox. The second text field contains 'The requested grant is : EUR 1000 for a duration of 30 days'. The third text field contains 'The awarded grant amounts to: EUR 1500'. The fourth text field contains 'The information contained in the supporting documents is valid and complete' with a checked checkbox. Below these fields is a text area for justification: 'If the application is rejected, please provide a justification:'. At the bottom of the main content area are two buttons: 'Approve' and 'Reject', both highlighted with red boxes. Below the buttons is a link: 'Click here to consult the uploaded documents for this STSM'.

3.3 The GH sends the applicant the Grant Notification Letter

As soon as the STSM coordinator approved the STSM application, the GH is notified to send the Grant Letter notification.

The STSM is then activated by the Grant Holder.

3.4 STSM grantee uploads the scientific report and host approval of the report

1 day and 15 days after the end of the STSM, the grantee receives a reminder to upload the scientific report and the host approval of the report. The deadline to submit the last supporting documents is 30 days from the end of the STSM.

The submission of the supporting documents is mandatory or the Grant is cancelled. Late submission, beyond the deadline, can also lead to the cancellation of the Grant and, in cases when a pre-payment was done, the obligatory reimbursement by the grantee of the amount received.

A scientific report template is available on the Supporting documents page or on-line here: http://www.cost.eu/STSM_report_template

The STSM grantee must complete this template and save it in pdf before uploading it in e-COST.

The host approval of the report can be an email.

3.5 STSM Coordinator approves/rejects the scientific report

The STSM coordinator is notified when the applicant submitted the scientific report and host approval and has to verify the validity of the report by clicking the link in the notification.

If the application is rejected, the STSM coordinator must provide a justification to guide the STSM grantee in her/his resubmission. If the STSM coordinator approves the report, the GH is notified that the grant can be paid.

3.6 The GH makes the payment of the Grant or, if applicable, of the 2nd instalment of the Grant

The GH can download an excel list of STSM grants that are ready to be paid. This list contains the necessary information for the GH financial and accounting department to process the Grant transfer.