

Overview of Short Term Scientific Mission (STSM)
 COST Action TD 1405
 ENJECT
 (European Network for the Joint Evaluation of Connected Health Technologies)

Objective: The objective of a Short Term Scientific Mission (STSM) is exchange visits which aim to support individual mobility, to strengthen existing research networks, and to enhance collaboration between researchers and research institutions. The STSM should contribute to the scientific objectives of the Action. While the work of the Action should be the primary focus of the STSM, those undertaking it should also learn new skills and techniques and access specific data, instruments, and/or methods not readily available to them in their own institutions or organisations.

Applicant Criteria: Applicants to a STSM must be participating in an official research programme either as a PhD student or postdoctoral fellow. They can also be associated with or employed by an institution or legal entity with clear research associations. The institutions/organisations where applicants will pursue their research are called Home institutions and will host the successful applicant.

The following scenarios apply to STSM applications:

| Home Institution | Host Institution |
|--|---|
| From a participating COST Country | <ul style="list-style-type: none"> • To another participating COST country • To an approved NNC institution • To an approved IPC institution • To an approved EC/EU Agency/approved European RTD Organisation or an approved International Organisation |
| From an approved NNC institution | To a participating COST country |
| From an approved European RTD Organisation | To a participating COST country |

The following criteria must be followed by potential applicants:

1. They must have a minimum duration of 5 days
2. They must have a maximum duration of 90 days
3. STSM must be carried out in their entirety within a single grant period and always within the lifetime of the Action

To encourage the participation of Early Career Investigators (ECI), the following conditions must apply:

1. The mission must have a minimum duration of 91 days
2. The mission must have a maximum of 180 days
3. STSM performed by ECI must be carried out entirely within a single grant period and always within the lifetime of the Action

Evaluation: STSM applications will be evaluated by the MC or the Action Chair (or Vice-Chair if the Action Chair is affiliated with the Grant Holding Institution). The appointed STSM Coordinator /Committee can also evaluate applications if the MC gives allows them to act on the MC's behalf. All evaluation criteria should be clearly defined by the MC and communicated to all applicants.

The MC Chair, the Action Chair (or the Vice-Chair) STSM coordinator/committee will peer review the application, soliciting opinions when necessary. The following selection criteria must be addressed in the application:

- Scientific quality
- Originality of the work plan
- Training benefit for the applicant
- Benefit for the ENJECT Network

Each selection criteria will be evaluated with a maximum of 3 points; maximum quantitative result for the four selection criteria is 12 points. The minimum quantitative result acceptable for approval is 8 points; a score with 7 or less points will lead to rejection of the application. In case of rejection, the STSM coordinator informs the applicant. Resubmissions are accepted. In case of approval, the MC Chair, the Action Chair (or the Vice-Chair), or the STSM Coordinator/Committee will inform the Grant Holder by e-mail. The Grant holder will subsequently inform the successful applicants by sending them a Grant letter with an official approval of the STSM application, a "Payment Request" (to be completed after the completion of the STSM) and the level of the financial grant given. The Applicant has to notify acceptance of the grant by returning the Grant letter, with his/her signature. Note: a fixed grant is made, in line with COST regulations, and is paid after the STSM has been completed. The grant will be paid directly into the bank account entered onto the e-Cost system.

Financial Support: A STSM grant is a fixed financial contribution which considers the budget request of the applicant and the outcome of the STSM application evaluation done by the Action Chair (or Vice Chair) or the STSM Coordinator/Committee. The Grant will not necessarily cover all expenses related to carrying out the mission. It will contribute to overall travel, accommodation, and meal expenses.

The following criteria apply to the calculation of the financial contribution for each STSM:

- Up to a maximum of €2500 in total can be allocated to each successful STSM applicant
- Up to a maximum of €160 per day can be allocated for accommodation and meal expenses

For ECIs, the following criteria apply:

- Up to a maximum of €3500 in total can be funded to ECIs for a mission lasting between 91 and 180 days
- Up to a maximum of €160 per day can be allocated for accommodation and meal expenses

Based upon the cost of living in certain host countries, the Action Chair (or Vice Chair) or appointed STSM Coordinator/Committee can approve differentiated country rates to cover accommodation and meal expenses.

The STSM budget allocated to this grant period totals €20,000 for the purpose of approximately 10 STSMs.

Application Process:

- 1) The application deadline for this call is 8th September with notification of application outcome made by the 15th September . All STSMs for this call must be completed by 26th March 2018.
- 2) The travel arrangements for the STSM can be made once the official notification that the STSM was accepted is received and confirmation is achieved with Kristina Drusany Staric (drusany@yahoo.com) and Jennifer Kelly (enject@ucd.ie)
- 3) The applicant must obtain the agreement of the host institution before submitting the STSM application and provide a signed statement from the Host Institution (see Template 1). STSM grantees must make their own arrangements for all health, social, personal security, and pension matters.
- 4) The applicant needs to be registered on the e-COST, <https://e-services.cost.eu/STSM>

The applicant must use the on-line registration tool to register their request for an STSM. After encoding the information via the online registration tool, there will be issued a formal STSM application which has to be downloaded.

Acknowledgements: If the results from the STSM visit are publishable in a journal, please add the following acknowledgment in your manuscript: The following has been developed for an ENJECT article attribution:

“XXX is a member of the Management Committee of ENJECT (EU COST Action TD1405) the European Network for the Joint Evaluation of Connected Health Technologies.”

Or

"This work was supported by TD COST Action TD1405 - "European Network for the Joint Evaluation of Connected Health Technologies" (ENJECT)" or " The author(s) would like to acknowledge the contribution of the COST Action TD1405 - "European Network for the Joint Evaluation of Connected Health Technologies (ENJECT)"

Expression of intention to host a Short-Term Scientific Mission

To the Grant Holder of the COST Action TD 1405 – ENJECT

Place, date

STSM Applicant full name:

Home Institution:

Host Institution:

I hereby inform that we welcome the visit that Mr/Ms/Dr _____ plans to perform in our lab at _____ in _____ (month) _____ (year), within the framework of the ENTER Short-Term Scientific Mission (STSM) programme.

The STSM will be scientifically based on the work plan described by Mr/Ms/Dr _____ 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: _____

STSM REPORT

STSM Application number:

STSM Grantee:

STSM title:

Home Institution:

Host Institution:

STSM period:

STSM purpose:

Description of the work carried out during the STSM:

Description of the main results obtained:

Mutual benefits for the Home and Host institutions:

Future collaboration with the Host institution (if applicable):

Foreseen publications or conference presentations expected to result from the STSM (if applicable):

STSM Outcome Form

| STSM Application Number | Home Institution and Country | Host Institution and Country | ENJECT WG if applicable | Objective of the Collaboration | Results of the Collaboration |
|-------------------------|------------------------------|------------------------------|-------------------------|--------------------------------|------------------------------|
| | | | | | |

Notes: - STSM application number: please report the number assigned by the system to your application, e.g. COST-STSM-TD1405-####

- ENJECT WG: please write the number of the WG within which the cooperation was meant to be established.

- Objective of the collaboration: you can report even the STSM title and maybe expand it a little bit to make it clearer, if necessary (maximum 150 characters with space)

- Results of the collaboration: please write a very concise synthesis with the outcomes (maximum 400 characters with space). Be aware that this information is meant to be presented as a record of a big table for the whole STSM programme; is not necessary extended descriptions as they are already reported in the STSM scientific report