

4.10. How to Submit a STSM Application

4.10.1. Registration by the applicant

The Applicant must use the **on-line registration** tool to register their request for an STSM (see <https://e-services.cost.eu/stsm>). 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 details and workplan;
5. the applicant's bank details;
6. the host institution's ;
7. financial data (amount for travel and subsistence).

4.10.2. Formal STSM application and annexes

After encoding the information via the on-line registration tool will issue a formal STSM application (see 4.12) which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, full workplan, list of publications, motivation letter, letter of support from the home institute etc.) to:

- the future Host institution of the STSM;
- the MC Chair or the STSM coordinator.

4.10.3. Assessment of the STSM

The MC Chair or the STSM coordinator will arrange the assessment of the STSM.

4.10.4. Approval from the Management Committee

The MC Chair or the STSM coordinator informs the Grant Holder that the proposed STSM has been approved in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantees name

On behalf of the Management Committee of the above COST Action I would like to inform you after evaluation that:

- a) the attached request for an STSM has been approved and;
- b) a grant of EUR x has been recommended and;
- c) the host institute accepted the proposal."

4.10.5. The Grant letter (see 4.13 - sample)

The Grant Holder will send to the Applicant a **Grant letter** in which he/she 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.

4.11. After the STSM

4.11.1. STSM Scientific Report

After completion of the STSM the grantee is required to submit to the host institution and MC Chair (or the STSM coordinator) a short scientific report on the visit **within 4 weeks after his/her stay**.

It should contain the following information:

- purpose of the STSM;
- description of the work carried out during the STSM;
- description of the main results obtained;
- future collaboration with host institution (if applicable);
- foreseen publications/articles resulting or to result from the STSM (if applicable);
- confirmation by the host institution of the successful execution of the STSM;
- other comments (if any).

4.11.2. Approval and payment

The MC Chair or the STSM coordinator is responsible for:

- approving the scientific report
- informing the Grant Holder that the STSM has been successfully accomplished and that the grant can be paid.

The e-mail should include the scientific report and state:

"Subject: STSM Reference number, COST Action number, grantee's name

On behalf of the Management Committee of the above COST Action I would like to inform you that:

- 1) The above STSM has been completed from <Start date> to <End date>
- 2) The scientific report has been approved by the MC and Host.
- 3) The amount of EUR X can be paid"

After reception of the approval mail and the scientific report, the Grant Holder will execute the payment of the fixed grant directly to the grantee or the host institution as requested in the application.

4.12. Sample Application Form

(document produced by the on-line tool available on the COST website)



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 (total/meals)	X €
Total	X €

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

Aridus e lasso veniat celsitudo ore, metaque erat longe: tum denique de tribus unum fetibus arboreis proles Neptunia misit. Obsipuit virgo nitiditate cupidine pomi declinat cursus aurumque volubile tollit praeterit Hippomenes: resonant spectacula plausu.

Work Plan Summary (keywords, max 250 ch.):

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

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

Applicant

Name of applicant

Date

4.13. Sample Grant letter

(document produced by the on-line tool available on the COST website)

Name
Institution, City, Country
e-mail address

Reference Short Term Scientific Mission, COST Action ActionNr
Beneficiary: Name, Institution, City, Country
Host: Name, Institution, City, Country
Period: from Start Date to End Date Place: City (Country)
Reference code: COST-STSM-ECOST-ActionNr-Date-000000

Dear Ms Maria CATARINA CAMPOS,

With reference to your application for a Short Term Scientific Mission within the COST scientific programme on Action Name, we are pleased to notify you that the Management Committee of the COST Action **ActionNr** has awarded a grant amounting to the fixed sum of **EUR X** to:

Account Holder: Name
Address, City

Country
IBAN Nr
Swift Nr

for the above STSM.

You are requested to inform us whether you intend to accept this grant. To do so, please sign one copy of this letter and return it to us at the address below, and retain the second copy for yourself. Please note that you should start your mission at the foreseen time and inform us about any change in advance of the mission.

No later than 4 weeks after completion of your mission, you must send your scientific report together with the host report to the Chair or the member of the Management Committee responsible for the STSM. A copy of these two reports should also be sent directly to us in order to be eligible for reimbursement.

Please note that the guidelines for the Short Term Scientific Missions for COST can be found at <http://www.cost.esf.org/guidelines>.

Yours sincerely,

Tester E-COST

on behalf of COST Office

Grant Holder of the COST Action ActionNr

I read the rules for the execution of the COST Short Term Scientific Missions and I accept this offer.

Scientist name: Name

Signature: Date: