

How to apply for a STSM in COST action CA17136

Short Term Scientific Missions (STSMs) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals. These missions contribute to the scientific objectives of COST Action CA17136. They are particularly intended for young scientists. A STSM between different Actions may be considered by the Management Committees of both Actions.

The application process:

- (1) All applicants must carefully read the funding rules detailed in section 8 of the COST Vademecum. This document is available at: <https://www.cost.eu/funding/how-to-get-funding/documents-and-guidelines/>
- (2) All applicants must register for an e-COST profile and add their bank account details at: <https://e-services.cost.eu/>
- (3) All applicants must obtain a letter of invitation from the host institution confirming that they can undertake the STSM on the given dates prior to submitting an application.
- (4) All applicants must complete, submit and download their STSM applications at: <https://e-services.cost.eu/stsm>
- (5) All applicants must send their submitted STSM application form and the relevant supporting documents to Sascha Nehr, STSM coordinator, s.nehr@eufh.de. The list of supporting documents to be submitted for the evaluation are:
 - a. Letter of invitation to the applicant from a senior researcher affiliated to the host institution
 - b. The submitted STSM application form (downloadable when the online application is submitted)
 - c. A motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of COST Action CA17136
 - d. A letter of support from the home institution of the applicant
 - e. A full CV (including a list of publications – if applicable)
- (6) The application will then be assessed by the Action's Management Committee against the contribution of the proposed STSM to the Action's Memorandum of Understanding (MoU). The MoU is available at: <https://www.cost.eu/actions/CA17136>
- (7) The applicant will be formally notified of the outcome of the STSM application by the STSM coordinator.
- (8) Within 30 days from the end date of the STSM, the successful applicant must submit a scientific report to the host institution and to the STSM coordinator. The applicant is also responsible for acquiring an official acceptance letter / email confirmation of acceptance from a senior researcher affiliated to the host institution formally accepting the scientific report. This formal acceptance of the scientific report has to be sent to the grant holder and the STSM coordinator for archiving purposes. Failure to submit the scientific report within 30 days from the end date of the STSM will effectively cancel the grant.

Please note that the COST Association can request additional information to substantiate the information contained within the documents submitted by STSM applicants.