

Additional guidelines - STSM applications in GLISTEN

Before applying, all applicants must carefully and completely read the section 6 of the Vademecum edition 28/6/2013 (pages 32-36) – Short Term Scientific Missions

Some citations of the Vademecum are provided below, but do not represent the complete guidelines. Updates of the official Vademecum automatically take precedence over the sections quoted here.

1. Scope

From Vademecum:

“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 or laboratory in another Participating COST Country or an approved NNC institution or an approved IPC institution. A STSM should specifically contribute to the scientific objectives of the COST Action, while at the same time allowing applicants to learn new techniques or gain access to specific instruments and/or methods not available in their own institutions;

Standard STSMs need to take place according to the following rules:

- 1. Be a minimum duration of 5 days;*
- 2. Be a maximum duration of 90 days;*
- 3. Needs to be carried out in their entirety within a single grant period and within the Action’s lifetime.”*

In GLISTEN

The grant period of GLISTEN runs from the beginning of June until the end of May of the following year. For Year 1, the dates are June 02, 2013 to June 01, 2014.

2. Financial support

From Vademecum:

“A STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application by the MC Chair /STSM Coordinator or Committee. The aim of this grant is to support the costs associated with the exchange visit. This grant will not necessarily cover all expenses; it is intended only as a contribution to the travel and subsistence costs of the participant.

The calculation of this contribution for a STSM must be based on the following rules:

- The reimbursement rate per day is EUR 160 maximum;*
- Up to EUR 500 may be attributed for the travel expenses;*
- A maximum EUR 2 500 in total can be afforded to the grantee.”*

In GLISTEN

The amount of the grant is decided by an Evaluation committee composed of the Chair, Vice-Chair and STSM coordinator (see below 4.).

Payment of the grant takes place after the STSM and is conditional to submission of a short scientific report. Even if the report is named “scientific report”, it is important to present the importance of the visit in terms beyond the strictly experimental descriptions (for example, collaborations). Failure to send the report within 30 days will cancel the grant. Payment of the grant should be expected after 2-4 weeks after submitting the report.

From Vademecum:

“The grantee is required to submit a short scientific report to the host institution (for information) and MC Chair (or to the STSM coordinator) for approval within 30 days after the end date of the STSM containing:

- Purpose of the STSM;*
- Description of the work carried out during the STSM;*
- Description of the main results obtained;*
- Future collaboration with the host institution (if applicable);*
- Foreseen publications/articles resulting from the STSM (if applicable);*
- Confirmation by the host institution of the successful execution of the STSM;*
- Other comments (if any).*

The failure to submit the scientific report within 30 days will effectively cancel the grant;

The MC Chair (or the STSM coordinator) is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished; After receipt of the approval by email, the Grant Holder will execute the payment of the grant.”

In GLISTEN

The scientific report must be sent to the STSM coordinator, who is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished.

3. Application procedure

From Vademecum:

“1. Before the STSM

In order to receive a STSM grant, the applicant must:

- Obtain the written agreement of the host institution, before submitting an application;*
- Complete the online application form (see <https://e-services.cost.eu/stsm>);*
- Send the completed file as e-mail attachment together with the necessary supporting documents (CV, full work plan, list of publications, motivation letter, letter of support from the home institution etc.) to the STSM host institution and to the MC Chair or the STSM coordinator.”*

In GLISTEN:

Applications will be processed all year-round, i.e. there is no application deadline. The application needs to be submitted at least four weeks before the expected starting date. Applicants are however encouraged to apply as early as possible, since STSM are evaluated on a first-come first-served basis.

The necessary supporting documents should be in .pdf format and are:

- Scientific CV, 1-3 pages
- Work plan, 2-6 pages depending on the length of the STSM

The work plan is in free format but expected to include: Aims and Objectives, Scientific background, Implementation (site of research, specific tasks and work plan, timetable), relevant national and international collaborations.

- Motivation letter, 1-2 pages

The letter should clearly mention: purpose of the STSM, its expected outcome (publication, patents, scientific impact), its duration (e.g. expected starting and ending dates), the amount applied for support, its “added value” in terms of collaborations, as well as any other relevant information.

- Budget, 1 page

The budget should clearly indicate the expected costs (e.g. transport, accommodation, living costs) and the amount of support already received.

- Publication list

Other relevant documents may be attached.

4. Evaluation of applications

From Vademecum:

“The evaluation of STSM applications is performed by the MC and must avoid any potential conflict of interest. The MC may formally delegate the evaluation of STSM applications to an STSM coordinator or committee (refer to section 1.3.8). The assessment criteria defined by the MC should be communicated in advance to all potential applicants.”

The selection of applicants is based on the scientific scope of the STSM application that must be in line with the Action objectives. Necessary geographical and gender balance issues are to be taken into consideration and applications from ESR should be privileged.”

In GLISTEN:

Proposal will be evaluated for their quality and for their relevance towards the GLISTEN objectives. In order to keep the workload to the minimum, proposals will be by default evaluated by an evaluation committee composed of the STSM coordinator, the action vice-chair and the action chair. In case of conflict(s) of interest, the evaluation committee member will not vote or a substitute(s) will be identified among the MC members by the evaluation committee.

The evaluation committee will also assess the fair distribution of the STSM in relation with the COST Equality Officer (across research groups, countries, genders). For this reason, it is unlikely that more than one proposal by a single applicant will be accepted over one period.

The amount granted will be based on the budget requested by the applicant, as well as the funds available towards STSMs in the overall GLISTEN budget. Since longer STSMs are more likely to be associated with higher costs, the duration of the STSM will also be considered when deciding the granted support. The evaluation committee will provide (brief) feedback about the evaluation to the applicants.