

## **COST CM0903 Short-Term Scientific Missions (STSM)**

Full guidelines relating to STSM's and key details of the application process are listed below.

### **The Application**

The Applicant must use the **on-line registration tool** to register their request for a STSM. Access through the COST web-site (<http://www.cost.esf.org/>). The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- Name, postal address, telephone, fax and email of the prospective host at the receiving institute;
- The planned dates and length of stay;
- The title of the planned STSM;
- A short description of the proposed work plan (about 250 words);
- A short curriculum vitae;
- A budget request with breakdown for the costs of the STSM;
- Bank details.

After encoding the information and pressing the "submit" button the on-line registration tool will issue a formal **STSM application** which has to be downloaded by the applicant. **Formal STSM application and annexes STSMs-Applications need to be made at least ONE MONTH before the start of the mission.** The applicant must send electronically (by e-mail as attachment to [mdomine@itq.upv.es](mailto:mdomine@itq.upv.es)) the following documentation to support the STSM application:

- STSM Application
- Host letter-**include the proposed dates of the mission**
- Scientific program
- Support letter from supervisor -**include the proposed dates of the mission Approval by the Management Committee.**

On approval, the grant holder Dorrit Tyack ([Dorrit.Tyack@nottingham.ac.uk](mailto:Dorrit.Tyack@nottingham.ac.uk)) will send the confirmation to the applicant with a **Grant Letter** in which the grantee 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 their signature.

### **After the STSM:**

STSM Scientific Report

After completion of the STSM the grantee is required to submit to the Host and MC chair (or the Action's STSM coordinator) a short scientific report on the visit **within 4 weeks after his stay**. It should contain the following information:

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

**Notice of completion by the Management Committee** (post-approval):

The MC Chair or the Action's STSM coordinator or the host (if agreed by the MC) is responsible for approving the final report and sending the approval to the Grant Holder. The MC Chair or the Action's STSM coordinator will send a short notice to the Grant Holder with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

**Payment by the Grant holder**

The grant holder will execute the payment of the fixed grant directly to the grantee or the organizing institute as requested in the application after receipt of the following documents:

- Notice of completion by the Management Committee
- Summary of scientific report (maximum 1 page)