

EUTYPES CA 15123 SHORT TERM SCIENTIFIC MISSION (STSM) APPLICATIONS

OBJECTIVE

To establish or strengthen collaboration, especially when the expected outcome is a joint publication between Action members. STSM must be between participating countries. It cannot be within the same country.

DURATION

STSM, minimum one week (5 working days), maximum 3 months.

Exception can be made for Early Stage Researchers (less than PhD + 8 years): up to 6 months, with prior Management Committee approval.

FINANCIAL SUPPORT

The financial contribution for a STSM will be a fixed grant based on the applicant's budget request and the evaluation of the application by the STSM assessment committee. The grant will not necessarily cover all costs of the visit. The grant only covers travel and subsistence.

Recommended (but not obligatory) amounts:

EUR up to 120 for daily allowance (depending on the location)

EUR 300 for travel.

The total should not exceed EUR 2500 up to 3 months (or EUR 3500 for Early Stage Researchers – above 3 months).

Any exception needs prior approval from the COST Office.

HOW TO APPLY

The procedure concerning STSMs is governed by the COST Vademecum (www.cost.eu/Vademecum), in particular, Chapter 7. Below is a summary of the application rules, though the legally binding version is in the [Vademecum](http://www.cost.eu/Vademecum).

All applicants must read Chapter 7 of the Vademecum (www.cost.eu/Vademecum) before preparing their request for an STSM.

The Applicant must use the [on-line registration tool](#) to register their request for an STSM. The following information has to be encoded with the registration:

1. the Action number (CA 15123) ;
2. the title of the planned STSM;
3. the start and end date;
4. applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
5. a short CV;
6. a short description of the proposed work plan, state clearly which Working Groups the STSM is relevant to (about 250 words);
7. the applicant's bank details;
8. the host's details;
9. financial data (amount for travel and subsistence).

The on-line registration tool will issue a formal STSM application which has to be downloaded and sent by the applicant electronically (via 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 work plan, list of publications, motivation letter, letter of support from the home institute, letter of acceptance from the host institute, etc.) to the future **Host institution of the STSM** and to the **STSM coordinator, Prof. Silvia Ghilezan (gsilvia@uns.ac.rs)**, with the **subject "EUTYPES STSM Application *reference number*, *applicant's name*"**.

DEADLINES

Deadlines: see the homepage of EUTypes: eutypes@cs.ru.nl.

ASSESSMENT

After the assessment of the proposal, the STSM coordinator will inform the applicant about the decision.

STSM applications will be prioritized according to the following criteria.

- An STSM application must state clearly which Working Groups it is relevant to, and how it is related to the goals of EUTypes. The goals and work programme of EUTypes are explained in the [Memorandum of Understanding](#). (See the webpage) We will try to balance STSMs related to the different Working Groups, in a reasonable way.
- Multiple STSM applications by the same person (or by the same pair of people with reversed direction), in a single period or consecutive periods, will receive lower priority.

AFTER THE STSM

After completion of the STSM the grantee is required to submit a short scientific report on the visit within 4 weeks after the stay. The report with the subject "EUTYPES STSM *reference number*, *grantee's name*" should be sent to the

- Silvia Ghilezan (gsilvia@uns.ac.rs)
- Host institution

The report 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).