



## 9th Call for STSM 2016

**Open call: 25.04.2016**

**Deadline for the applications: 8.05.2016**

**The STSM final report has to be submitted within 30 days after the end date of the STSM but not later than 17 July 2016.**

**The STSM final report has to be completed before 4 September 2016 (An STSM is completed when the final report is reviewed and approved by the committee)**

The COST Action TD1201 is launching a 9th call for proposals for Short Term Scientific Missions (STSM), i.e. research visits in a foreign country participating in the COSCH Action. Applications should contribute to the implementation of the scientific, theoretical and educational objectives of one or several COSCH Working Groups (see below), the case studies (see [www.cosch.info/case-studies](http://www.cosch.info/case-studies)) and to the development of the COSCH Knowledge Representation Application (see [www.cosch.info/coschkr](http://www.cosch.info/coschkr)). In particular, STSMs have to clearly highlight and explain the particular criteria being decisive for the use of a special technique and how it is helping in developing the documentation standards for material cultural heritage. It is recommended to contact the WG leader and/or case study leader before submitting an application.

### Application

#### THE APPLICANT:

*A STSM applicant must be engaged in a research programme as a PhD Student or postdoctoral fellow or be employed by, or affiliated to, an Institution or legal entity which has within its remit a clear association with performing scientific research. The institutions / organisations where applicants pursue their main strand of research are considered as Home institutions. The Host institution is the institution / organisation that will host the successful applicant.*

Always satisfying the above requirement, whether a Researcher is eligible to receive a STSM Grant depends on the status of the country where they hold their primary affiliation. Once this has been established, eligibility can be determined by adhering to the stipulations in the following categories:

Home institution	Host institution
From a Participating COST Country	To another Participating COST Country
	To an approved NNC institution
	To an approved IPC institution
	To an approved EC/EU Agency / an approved European RTD Organisation or an approved International Organisation
From an approved NNC institution	To a Participating COST Country
From an approved European RTD Organisation	To a Participating COST Country

A list of Participating COST Countries can be found on the COST Action's Webpage at [www.cost.eu](http://www.cost.eu). A list of European RTD organisations is detailed in Annex II of the COST H2020 Vademecum (see <http://www.cost.eu/participate/guidelines>). A list of approved European RTD Organisations can be found on the respective COST Action Webpage at [www.cost.eu](http://www.cost.eu).

Visits within the same COST country cannot be supported.

The Applicant must obtain the agreement of the host institution before submitting the STSM application (a list of possible host institutions is published on [www.cosch.info](http://www.cosch.info)).

The COST Association and the Grant Holder of the Action cannot be considered as being an STSM Grantee's employer. Grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters.

#### **DURATION:**

STSMs are minimum one week (5 working days) and maximum of 90 days. STSMs need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

Specific additional provisions have been adopted by the CSO to encourage the participation of Early Career Investigators (ECI) in STSM. To qualify for these specific provisions, the following conditions apply:

1. The mission must have a minimum duration of 91 days.
2. The mission must have a maximum duration of 180 days.
3. STSM performed by ECI need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

**The STSM has to be completed before 4 September 2016. An STSM is completed when the final report is reviewed and approved by the committee.**

#### **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. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended but not obligatory. STSM Grants do not necessarily cover all expenses related to performing a given mission. The Grant is a contribution to the overall travel, accommodation and meal expenses of the Grantee.

The calculation of the financial contribution for each STSM must respect the following criteria:

- up to a maximum of EUR 2 500 in total can be afforded to each successful STSM applicant;
- up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.

For ECIs, the calculation for an increased financial contribution must respect the following criteria:

- up to a maximum of EUR 3 500 in total can be afforded to ECIs for missions with a duration of between 91 and 180 days;
- up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.

#### **APPLICATION PROCEDURE & DEADLINES:**

I] The applicant should use the on-line tool at the address (: <https://e-services.cost.eu/stsm>) to register their application. All the following information is required for the on-line registration:

- Applicants data: name, work place, address etc.;
- The planned dates and duration of the STSM;
- Information about the proposed STSM: title, short description etc.;
- A short CV;
- Host data: name, e-mail, and address of the scientist in the Host institution collaborating with;
- A requested budget;
- Bank details.

II] When the online registration is completed, a formal STSM application has to be downloaded and sent by e-mail to the STSM coordinator of the Action TD1201 – Alamin Mansouri ([alamin.mansouri@u-bourgogne.fr](mailto:alamin.mansouri@u-bourgogne.fr)) along with:

- a) a cover letter, where the applicant should clearly indicate the science topic most relevant to the application (this topic should be one of the 5 science topics which are defined within each of the 5 working groups of the Action (more info at: [www.cosch.info](http://www.cosch.info)))
- b) A description/work-plan of the proposed visit (in PDF format); no more than 2 A4 pages. Applicants must mention if they have already been granted a previous STSM grant, and they

should also provide the Host Institute name, the name of the scientist in the Host Institute they collaborated with, and the dates of the previous STSM visit.

- c) A detailed CV;
- d) A letter of acceptance from the Host institute indicating the approval of the scope and the schedule of the proposed STSM;
- e) A letter from either the Host or Home institute indicating any extra financial support that may be given to the applicant, (if applicable), and
- f) In the case of applicants who are PhD students, a support letter for the proposed visit from their advisor.

#### **EVALUATION PROCESS AND RESULTS ANNOUNCEMENT:**

The assessment of the STSM applications will be carried out by a selection committee (STSM coordinator, Chair & Vice-chair and WG Leaders). The STSM coordinator will inform the Grant Holder of the successful evaluated proposals.

The Grant Holder will subsequently inform the successful applicants by sending them a grant letter with an official approval of the STSM application, a "Payment Request" (to be completed after the completion of the STSM) and the level of the financial grant given. The applicant has to notify acceptance of the grant by returning the letter with his/her signature.

#### **STSM SCIENTIFIC REPORT:**

The grantee is required to submit to the STSM coordinator within 30 days after the end date of the STSM a scientific report. **However, for an STSM ending by 30 June 2016 the grantee should submit his/her scientific report on 17 July at the latest to allow the process of evaluation and reimbursement.** The following information has to be included:

- Purpose of the STSM;
- Description of the work carried out during the STSM;
- Description of the main results achieved;
- Future collaboration with the host institute (if applicable);
- Foreseen publications (if applicable);
- Confirmation by the host institution of the successful execution of the STSM (as a separate email message);
- Completed COSCH<sup>KR</sup> questionnaire.
- Other comments (if any).

Please note that reports of good quality will be published in total or in excerpts on the COSCH-website (for information on current or finished STSMs see: <http://cosch.info/web/guest/exchange-visits>).

**The failure to submit the scientific report within 30 days will effectively cancel the grant. (Please note that COST can request additional information to substantiate the information contained within the documents submitted by STSM applicants).**

#### **NOTICE OF COMPLETION:**

The STSM coordinator will approve the final report, and will send a "notice of completion" of the STSM, together with the short scientific report, to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee as requested in the application.

#### **ACKNOWLEDGMENTS in papers:**

Finally, if the results from a STSM visit are published in a journal, please add the following acknowledgement in your paper:

Part of this work was supported by the COST Action TD1201 "Colour and Space in Cultural Heritage" ([www.cosch.info](http://www.cosch.info)).