



COLOUR & SPACE IN  
CULTURAL HERITAGE



## 2<sup>nd</sup> Call for STSM 2013

**Open call: 01.09.2013**

**Deadline for the applications: 30.09.2013**

**The STSM has to be completed before 15.12.2013.**

### THE APPLICANT:

The applicant could be PhD student, a PostDoc or staff member in an institution located in a COST Country of our Action which has been formally accepted to be part of our Action (please see [http://www.cost.eu/domains\\_actions/mpns/Actions/TD1201?parties](http://www.cost.eu/domains_actions/mpns/Actions/TD1201?parties)).

The Applicant must obtain the agreement of the host institution before submitting the STSM application. STSM grantees must make their own arrangements for all health, social, personal security and pension matters.

### HOME & HOST INSTITUTION:

A STSM may only be approved:

- from a home institution in a COST participating country to a host institution in another COST participating country or to a formally approved host institution in a non-COST country.
- from a formally approved home institution in a Near Neighbour Country to a host institution in a COST participating country.

Visits within the same COST country cannot be supported.

### DURATION:

STSMs are minimum one week (5 working days), maximum 11 weeks.

**The STSM has to start from October 1st 2013 and end within mid December 2013.**

### 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. The total of a STSM shall normally not exceed EUR 2 500 up to 3 months. **Any exception needs special justification and prior approval from the COST Office.**

### 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 of the 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 committee 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 short scientific report. However, the scientific report has to be submitted December 18th at the latest. 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);
- 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.**

#### **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 or the host institute, 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".