



How to apply for a STSM

Open call: **01.05.2013**

Deadline for the applications: **01.06.2013**

The STSM has to be completed before **31.12.2013**

THE APPLICANT:

The applicant should 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).

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 3 months.

The STSM have to start from June 15th 2013 and end within December, 31st 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 (or EUR 3 500 for Early Stage Researchers – above 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/w3/index.php?id=91>) to register their application. All the following informations are 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
- A requested budget
- Bank details

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

- a) a cover letter, where the applicant should clearly indicate the scientific topic most relevant to the application (this topic should be one of the 5 scientific or technical topics which are defined within each of the 5 working groups of the Action (more information at 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 hosting institution, the name of the scientist in the hosting institution they collaborated with, and the dates of the previous STSM visit.
- c) A detailed CV,
- d) A letter of acceptance from the hosting institution 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 supervisor.

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 him/her 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 4 weeks after the completion of the STSM a short scientific report with the following information:

- Description of the work carried out during the STSM
- Description of the main results achieved
- Future collaboration with the host institution (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 successful applicants will be invited to prepare a short report (with photos preferably) to be placed on the Action website, after the completion of the STSM.

NOTICE OF COMPLETION:

The STSM coordinator will approve the final report, and will sent 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 institution, as requested in the application.

ACKNOWLEDGMENTS in papers

Finally, if the results from a STSM visit are published in a journal, the grantee is required to add the following acknowledgement in his/her paper:

Part of this work was supported by the COST Action TD1201 "Colour and Space in Cultural Heritage".