

SHORT TERM SCIENTIFIC MISSIONS (STSM)

NET4
Age-Friendly



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**cost**
EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

 **Funded by
the European Union**

What is a STSM?

Short Term Scientific Missions (STSMs) are (face to face) exchange visits aimed at:

- Support capacity building and transfer of knowledge through bilateral/multilateral collaborations;
- Support specific / general topic that can help achieving the Action MoU objectives and deliverables (research coordination);
- Are very flexible and inclusive networking activities crucial to establish new collaborations or reinforce existing collaborations across disciplines and different sectors (e.g., academia and industry / SMEs) with possible impact on career development;
- Typical outcomes are spin-off publications and (funded) projects that contribute to the visibility and impact of the COST Actions, encouraging other researchers to join

Eligibility Rules: Who can apply?

STSM applicants must **be researchers or innovators**

STSM HOSTS

Any legal entity anywhere in the world (academy, institutes, industry, private companies, etc.), across disciplines and sectors.

Application

To be filled in e-COST:

- Title
- Start and end date (within the active Grant Period);
- Budget requested by the applicant;
- Information about the host institution and contact person.

To be uploaded to e-COST:

- Application form (template available on e-COST) describing: goals, description of the work to be carried out by the applicant, expected outcomes and description of the contribution to the Action MoU objectives;
- Confirmation of the host on the agreement from the host institution in receiving the applicant;
- Documents required by the Action: recommendation letter from home institution and CV with bibliography.

STSM financial contribution

- An STSM grant is a **fixed financial contribution** that takes into consideration
 - the budget request of the applicant and
 - the outcome of the evaluation of the STSM application.
- STSM Grants do not necessarily cover all expenses related to undertaking a given mission (**travel, accommodation and meal expenses should be covered**).
- The COST Association and the Grant Holder of the Action are not to be considered as being an STSM Grantee's employer.
- STSM Grantees must make their own arrangements for all provisions related to visas, personal security, health, taxation, social security and pension matters.
- The STSM Committee can approve differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the host country.

STSM financial contribution

STSMs and financial contribution follow the following criteria:

- STSM need to be carried out in their entirety **within a single Grant Period** and **always within the Action's lifetime**
- Max total contribution per grant: **4000 €**
- **Minimum duration 5 days (this rule is the Action requirement)**

Amount granted:

Decided by the Action MC or Core Group on proposal of the evaluators, based on the request of the applicant and should reflect the duration and location of the STSM.

Upon approval of the application, the Grantee receives a **Grant Letter** from the Grant Holder stating the approved amount and the conditions for receiving the grant

STSM financial contribution

- ITC (Inclusiveness target countries) candidates can request a prepayment of 50% of their STSM Grant. This amount is subject to availability of the funds and approval by the Grant holder institution.
- If the prepayment is approved, the amount is paid by the Grant Holder at any moment before or during the STSM. The Grant holder needs to ensure adequate tracking of any amount pre-paid and record in the e-COST the total final grant after the mission has been fulfilled.
- Grant holder supports the grantee in case of force majeure by informing the applicant about the necessary documents (invoices, tickets, etc) that may be exceptionally required for the reimbursement of the grant or actual expenses

SELECTION and EVALUATION criteria

Grant Awarding Committee: organises Open Calls for applications, coordinates the collection and evaluation of the applications, guides the applicants, and communicates with the Grant Holder

Grant Holder: verify the funds availability, check against the approved grant application and issue the grant letter

Grant Awarding Committee takes into the consideration the quality and **the scientific scope** of the proposed participation and **how it will support the Action** in achieving its scientific objectives.

EXPECTED OUTPUTS

- Once the STMS has ended, the grantee submits the required reports and relevant documentation in e-COST within **30 days after the end date of the activity or 15 days after the end of the Grant Period whichever comes first.**
- Grantee claims the payment of the grant via e-COST
- The required report/documentation for claiming a **STSM Grant** is:
 - Report to the Action MC on the work developed, main achievements of the STSM and planned future follow up activities.
 - Short report ca. up to 300 word for the Action website on the work developed (the Action requirement)