

## Guidelines for Short Term Scientific Missions (STSM)

The aim of STSMs in a COST Action is to promote the exchange of knowledge, and to support the Action's scientific objectives. STSMs allow scientists, especially Young Researchers and Innovators (YRIs, up to 40 years of age), to visit an active research group in **another** country to foster collaboration, share knowledge, learn a new technique, and undertake research of common interest, provided that the **planned activity contributes** to the scientific objectives of the COST Action. Any approved research organisation anywhere in the world may be chosen as a Host. The applicant must be registered as **Working Group member** and engaged as a researcher, as a PhD student, postdoctoral fellow or employee of a research institution.

Financial requests are expected to be limited up to e.g. 1500 EUR for travel expenses (according to MC decision). The **maximum** daily subsistence rate (that is considered in the calculation of the travel expenses in each STSM) should not exceed XXX EUR per day, depending on the host country (see the list with the daily rates vs country in the COST Rules <https://www.cost.eu/uploads/2024/11/2024-Daily-allowance-table.pdf> ). The duration should be minimum 5 days, and both the start and end dates of an STSM need to be within the **same** Grant Period. The maximum amount which can be requested is 4000 EUR. The Review Committee reserves the right to cut/decrease the amount requested according to their own assessment, which also takes into account the available budget. Please note that grants are paid by the Grant Holder **after** the completion of the activity and approval of the final report.

An important criterion on which the evaluation of the application will depend is the **compatibility of the objectives of the planned STSM with the objectives of the Action itself** as well as with the goals of the working groups (WGs) in the running Grant Period, as published at the Action website. Applicants should mention in their application, as well as in the final report, both the (main) WG to which their STSM belongs, as well as the scientific objectives their STSM is supposed to address.

In the case of several applicants of comparable qualification, preference will be given to members of ITC countries, young researchers (YRIs) and female researchers according to the decision of the MC/CG.

**Application procedure.** To apply for a STSM grant, please go through the following procedure:

**STEP 1 – If funding is available**, login to the on-line registration tool to register the request for a STSM. Information required on the on-line registration form:

- The Action number: CA23117
- The title of the planned STSM:
- Start and end date (both within the active Grant Period 8th-10<sup>th</sup> September 2025):
- Budget requested for travel and subsistence;

- Bank details;
- Information about the host institution and contact person: FMSH Paris (<https://www.fmsch.fr/>), **Contact Person**:
- Upload the application form (template available on the site), which describes the goals, work plan, expected outcomes, contributions to the objectives of the Action;
- Upload the letter of acceptance by the host institution.: DELIVERED BY THE CONTACT PERSON AT FMSH
- Upload your CV
- For Master's students: Approved research programme enrolment form signed by the Home institution

In brief, eligible STSM applicants must submit their STSM applications **online** by logging into e-COST (<https://e-services.cost.eu>)

and go to <https://e-services.cost.eu/activity/grants>

and click on **"Apply for a grant"**.

Then click on **"Continue"** on "Short-Term Scientific Mission grant", to encode a new application. Documents to be uploaded:

1. Application with description of the activities
2. CV
3. Letter of acceptance by the Host
4. Other document requested by the Action

**Step 2** – The application is first assessed by the Grant Holding Coordinator about its eligibility. If not eligible, it is rejected. If eligible, it is communicated to the Review Committee (MC or CG).

**Step 3** – Decision from the Review Committee e.g. the Core Group and confirmed by the MC.

**Step 4** – Cost Office Acceptance Letter (by the Grant Letter)

If the application is successful, the Grant Awarding Coordinator (GAC) performs the on-line pre-approval and the Grant Holder (GH) sends an Acceptance letter to the Applicant, in which the Applicant is informed about the approval of the STSM and the level of financial support awarded.