

SHORT-TERM SCIENTIFIC MISSIONS (STSM)

These scientific missions allow researchers involved in a COST Action to visit an institution or laboratory in any country in the world. Their aim is to foster collaboration and share new techniques and research infrastructure that may not be available in a participant's home institution or laboratory. STSMs provide a good opportunity for both young and experienced researchers looking for mentoring and lifelong learning.

Throughout the Action, STSMs will be set up within and between WGs.



STSM Application Procedure

Note: An applicant must have a profile on the e-COST platform. After that, it is necessary to follow the steps detailed below:

- Obtain the written invitation / agreement letter of the host institution before applying.
- Complete and submit the online application form that you can find at the e-COST platform [[Grant applications section](#)] (Go to Grant applications -> Apply for grant, and choose the appropriate grant).
- The documents you will need include:
 - Grant application: This form includes details on the (i) goals of the STSM; (ii) associated workplan; and (iii) expected outputs and contribution to the Objectives and Deliverables of

the COST Action. The template can be downloaded from the e-COST platform and also from this webpage (see documents below).

- Invitation/Agreement Letter: An Invitation Letter signed by a senior researcher affiliated to the Host institution.
- Letter of Support: A Letter of Support signed by a senior researcher from the Home institution (a very short confirmation).
- Motivation Letter: A brief letter summarising the main scientific goals and need for the STSM, as well as its relevance for the applicant, home/host institutions, the REMINDNET Action, etc.
- Applicant's CV: A full CV including a list of academic publications, if applicable (max. 2 pages).

You are highly encouraged to read the [Annotated Rules of the COST Action](#) and the [Grant Awarding User Guide](#) prior to submission of an application. If any doubts remain, you can always contact either the Action Chair or the Grant Awarding Coordinator.

Remember, a clear connection to the **Action objectives** and current activities must be pointed out in the Application form.

When planning the STSM, pay attention to the fact that the COST Office requests some period for administrative procedures between the Assessment committee approval and STSM start. Also, the **STSM should end at least 3 weeks before the end of the Grant Period (for the first Action year REMINDNET the Grant Period is from 01/11/2023 to 31/10/2024).**

Important!

Please read the requirements within the specific STSM calls, as some may change depending on the call.

1) STSM approval

After the deadlines indicated in the call, the Grant Awarding Coordinator will make sure that the submitted applications are correct, and organise the evaluation of the applications, jointly with the COST Action committee.

For a positive evaluation, the application must contribute to the goals of the current Grant Period.

The committee will make a list of approved applications and perform the budgetary assessment of the applications. Every STSM successful applicant will receive a Grant letter generated from the e-COST system, which is coordinated by a Grant Holder Manager.

2) Upon the STSM completion:

The grantee is required to submit a short scientific report for approval within 30 days after the end date of the STSM containing:

- Purpose of the STSM.
- Description of the work carried out during the STSM.
- Description of the main results obtained.
- Foreseen publications/articles resulting from the STSM (if applicable).
- Confirmation by the host person of the successful execution of the STSM.

The STSM report template can be downloaded [here](#). It must be submitted through the e-COST platform.

Failure to submit the scientific report within 30 days will effectively cancel the grant.

The payment of the grant will be executed after approval of the scientific report by the Grant Holder Manager.

3) STSM evaluation criteria:

Grant applications will be evaluated against the following criteria and indicative list of questions:

- CV of the Applicant
- Workplan & Schedule:
 - Is the workplan well defined and structured?
 - Is the schedule of activities realistic?
- Expected outcome:
 - Which WGs of REMINDNET are potentially interested in the results of this STSM?
 - Is the STSM focused on a specific scientific objective(s) of REMINDNET?
 - What are the expected outcomes of the STSM (publications, new knowledge and experience relevant for the Action,...)?
- Scientific Networking:
 - What is the support offered by the Host Institution to the applicant?
 - Could the work described in the STSM be performed without researcher mobility?
 - Is it expected that the STSM provides new networking activities among the Home and Host Institutions (e.g., exchanges, new knowledge regarding data collection, experiment setup, data analyses, or even setup/joint participation in other collaborative projects)?
- Financial Plan:
 - Consider an average of 60 to 80 EUR per night reasonable, in addition to travel costs. Of course, the costs will depend on the country, but please try to keep the expenses rationale. If this is not the case, you will be asked to provide an explanation/justification.
- COST Policies:
 - Is the applicant from an Inclusive Target Country (ITC)?
 - Is the host from an Inclusive Target Country (ITC)?
- During the Grant Period:
 - Fulfil your Work Plan and the STSM goals.
 - Document your STSM, take photos or videos.
 - At the end of your STSM, prepare a blog post about your experience.