

## 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.



### 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 confirmation (invitation or 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 -> Choose the appropriate grant).
- The documents you will need include:
  - Application Form: 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 [here](#).
  - Confirmation of the host institution: An Invitation or Agreement 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 brief CV in the form of [Europass CV](#) (max. 2 pages).

You are highly encouraged to read the [Annotated Rules for 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.

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 4 weeks before the end of the Grant Period (for the second Action year REMINDNET the Grant Period is from 01/11/2024 to 31/10/2025).**

## Evaluation of Applications

The applications are evaluated by the Assessment Committee (Grant Awarding Coordinator, Action Chair, Action Vice Chair and Core Group Members) on the basis of the perceived contribution that the participation will make to the scientific objectives outlined in the Action's Memorandum of Understanding (MoU). 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.

The applicant will be formally notified of the outcome of their grant application by the Grant Holder Manager no more than 15 days after the meeting of the Assessment Committee holding monthly.

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:
  - 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.

## **Financial Support**

An STSM Grant is a contribution up to maximum 4.000 EUR to the overall travel, accommodation, and meal expenses of the Grantee. Please note that this is the absolute maximum and that you should request a realistic amount. Please also note that STSMs don't support research costs. The Assessment Committee decides on the final financial contribution, taking into consideration REMINDNET available resources, the budget requested, the scope, the duration, and the location of the STSM.

## **Final Report of STSM**

The grantee is required to submit a short scientific report for approval within 30 days after the end date of the STSM or by the end of September, whichever date comes first.

Furthermore, the applicant is also required to upload a confirmation letter from the host institution stating the successful achievement of the foreseen goals (with the signature of the local supervisor and/or legal representative).

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.

Grants are paid by the Grant Holder after the completion of the activity and approval of all required report/documentation.

Please note that the reimbursement of STSM grantees will be done after the activity is over and the final report is submitted by the grantee. Exceptions to this rule cannot be granted.

Please note that COST can request additional information to substantiate the information contained within the documents submitted by STSM applicants.