

## SHORT TERM SCIENTIFIC MISSIONS (STSM) PROCEDURE

STSM coordinator:

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• Short Term Scientific Missions (STSM) are allowing scientists to go to a lab in another COST member state to foster collaboration, to learn a new technique or to perform measurements using instruments and methods not available in their own institution.

STSM applicants must be engaged in a research programme as a postgraduate student or postdoctoral fellow, or be employed by or officially affiliated to an institution or legal entity. This institution is considered as the Home institution. Institutions may be public or private entities. Home and Host institution should be located in different countries. STSMs within the same country are not allowed.

During an STSM neither the MC, nor the COST Office nor the Grant Holder may be considered as an employer. Grantees must make their own arrangements for all health, social, personal security and pension matters.

Standard STSMs need to take place according to the following rules:

1. Be a minimum duration of 5 days;
2. Be a maximum duration of 90 days;
3. **Needs to be carried out in their entirety within a single Grant Period** and within the Action's lifetime (BM1205 Action's current grant period will finish on **31 May 2014**)
4. For Early Stage (less than PhD+8 years) Researchers the MC may approve an extension up to 3 months, but not more than 6 months in total.

### GENERAL CONDITIONS FOR STSMs

***Eligibility: particularly intended for young scientists like post graduate students or postdoctoral fellows, but can be also performed by a senior Action WGs member. The applicant must come from one of the WG participating groups and the Host institution must be one of the participating countries of this action BM1205.***

The calculation of this contribution for a STSM must be based on the following rules:

- An amount of EUR 60 to 90 for the daily allowance in particular for longer stays (maximum up to 160 EUR per day)
- Typically EUR 300 may be attributed for the travel expenses (maximum 500 EUR)
- A maximum EUR 2 500 in total can be afforded to the grantee up to 3 months (A maximum EUR 3 500 in total can be afforded to the Early Stage Researcher if extension above 3 months up to 6 months is granted).

Any exception needs special justification and prior approval from the COST Office.

## **PROCEDURE**

### **1. Before the STSM**

In order to receive a STSM grant, the applicant must:

- Obtain the written agreement of the Host institution, before submitting an application (Template 1);
- Complete the online application form <https://e-services.cost.eu/w3/index.php?id=91> (our COST action number is **BM1205**)
- Send the completed file as e-mail attachment together with the necessary supporting documents (CV - 1 or 2 pages, work plan – 2 pages, list of relevant publications – 1 page, motivation letter, letter of support from the home institution etc.) to the STSM coordinator (cc to the MC Chair) and to the Host institution. (**single** e-mail with **single** PDF attachment)
- The STSM coordinators will check the files. After consultation with the relevant WG leader and MC Chair, STSM coordinator will make a proposal to the MC Committee which makes a decision by voting and notifies the applicant and COST Office

#### **1.1 Assessment and Grant Letter – also before the mission:**

- The MC (following the proposal of STSM Coordinator ) will perform the scientific and budgetary assessment of the applications considering the Action objectives and define an acceptable funding level;
- Once approved by the MC the Grant Holder needs to receive the approval and then send a grant letter generated from e-COST to the applicant.

### **2. After the STSM (within 3 weeks after the mission)**

The grantee is required to submit a short scientific report to the STSM coordinator, Host institution (for information) and MC Chair for approval within 20 days after the end date of the STSM containing:

1. STSM scientific report (Template 2):
  - Purpose of the STSM;
  - Description of the work carried out during the STSM;
  - Description of the main results obtained;
  - Future collaboration with the host institution (if applicable);
  - Foreseen publications/articles resulting from the STSM (if applicable);
2. STSM outcome form (Template 3)
  - Confirmation by the host institution of the successful execution of the STSM;
  - Other comments (if any).

Documents are sent electronically as a single e-mail having both STSM scientific report (PDF file) and STSM outcome form (DOC file).

The failure to submit the scientific report **within 20 days** will effectively cancel the grant. The MC Chair and the STSM coordinator is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished. After receipt of the approval by email, the Grant Holder will execute the payment of the grant.

**IMPORTANT:** Publications and conference presentations resulting from a STSM should acknowledge the financial support from COST Action BM1205.

**Template 1**

*Use Institutional letterhead*

**Expression of intention to host a Short-Term Scientific Mission**

**To the Grant Holder of the COST Action BM1205 – European Network for Skin Cancer Detection using Laser Imaging**

Place, date: \_\_\_\_\_

**STSM Applicant (first name and last name):** \_\_\_\_\_

**Home Institution:** \_\_\_\_\_

**Host Institution:** \_\_\_\_\_

I hereby inform that we welcome the visit that Mr/Ms/Dr/Prof \_\_\_\_\_ plans to perform in our lab at \_\_\_\_\_ in \_\_\_\_\_ (*month*) \_\_\_\_\_ (*year*), within the framework of the – European Network for Skin Cancer Detection using Laser Imaging, Short Term Scientific Mission (STSM) programme.

The STSM will be scientifically based on the work plan described by Mr/Ms/Dr \_\_\_\_\_ in the STSM Application. The STSM will have a mutual benefit for the applicant and our group, in consideration of both the specific activities to be performed and the expected strengthening of cooperation between the Home and Host institutions.

Yours sincerely,

First name and last name: \_\_\_\_\_

Signature: \_\_\_\_\_

Template 2

STSM REPORT

**STSM Application number:**

**STSM Grantee:**

**STSM title:**

**Home Institution:**

**Host Institution:**

**STSM period:**

**STSM purpose:**

**Description of the work carried out during the STSM:**

**Description of the main results obtained:**

**Mutual benefits for the Home and Host institutions:**

**Future collaboration with the Host institution (if applicable):**

**Foreseen journal publications or conference presentations expected to result from the STSM (if applicable):**

**Connect also this to the results.**

- *Innovative knowledge resulting from COST networking through the Action. (Specific examples of Results vs. Objectives)*
  - *Significant scientific breakthroughs as part of the COST Action. (Specific examples)*
  - *Tangible medium term socio-economic impacts achieved or expected. (Specific examples)*
- Connect this to the results.**

Template 3

STSM outcome form

STSM application number	Home institution & country	Host institution & country	BM1205 WG	Objective of the collaboration	Results of the collaboration
			WGX		

Notes:

- **STSM application number:** please report the number assigned by the system to your application, e.g. COST-STSM-BM1205-####
- **European Network for Skin Cancer Detection using Laser Imaging WG:** please write the number of the WG within which the cooperation is meant to be established.
- **Objective of the collaboration:** you can report even the STSM title and maybe expand it a little bit to make it clearer, if necessary.
- **Results of the collaboration:** please write a very concise synthesis. We need just a few lines that convey the essence of the outcomes. You can write one or two sentences (no more), or make a list of key outcomes (just a few words for each item). Be aware that this information is meant to be presented as a record of a big table for the whole STSM programme: we don't need extended descriptions (as they are already reported in your STSM scientific report).