

Guidelines for Short Term Scientific Missions (STSM)

Glossary of relevant of EC / COST acronyms:

STSM:	Short Term Scientific Mission, minimum 5 calendar days, must be concluded within the same grant period; total grant ≤ 3,500 EUR, max. 160 EUR/day for subsistence (meals and accommodation), max. 300 EUR for travel expenses.
ECI:	Early Career Investigator, post doc or similar, up to 8 years after receiving PhD
IPC:	International Partner Countries
ITC:	Inclusiveness Target Countries
NNC:	Near Neighbour Countries

STSM eligibility rules (cf. COST Vademecum sect. 8.1, p.34)

- Applicant from COST CA16235 participating or cooperating member country for STSM in a wide variety of host institutions (for eligible hosts see Vademecum p. 34)
- Applicant from approved NNC or EU RTD organisation for STSM in COST CA16235 participating or cooperating member country
- Master students: In general NOT eligible, BUT if employed by their home institution during STSM (e.g. as student or teaching assistant), even Master students may be accepted; STSM coordinator and MC must approve appropriateness of STSM.

STSM evaluation criteria for ranking and selection of applications

General rules and formal checks:

- applications **MUST** be submitted via <<https://e-services.cost.eu/STSM>>, after registration in e-COST via <<https://e-services.cost.eu/user/registration/register>>
- decisions about incoming STSM applications every three months
- check if STSM eligibility rules fulfilled (cf. COST Vademecum sect. 8.1, p.34)
- STSM within a single Grant Period, within Action's lifetime
- scientific report due within 30 days after end of STSM (or before the end of Grant Period)
- monitor gender balance of all applications
- monitor number of previous STSMs of the applicant's home institution, pursue wide-spread distribution of STSMs
- Master Student STSM applicants need interview with STSM Coordinator (phone, Skype) and recommendations of host and home institutions
- minimum of 20 hours per month employment of Master students required

Ranking and selection of eligible applications according to the following criteria:

1. available budget
2. benefit of specific STSM for COST Action CA16235, contribution to Working Groups
3. mutual scientific benefit for host and home institution
4. gender balance
5. applications from ITCs
6. applications of ECIs
7. applications for visiting ITC hosts
8. all other applications