

# **SHORT TERM SCIENTIFIC MISSION – STSM**

## **a short vademecum**

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COST ACTION IC1206

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# Why? – Objectives

- STSM = Exchange visit
- STSM are aimed at strengthening the existing network by allowing scientists to go to an institution or laboratory in another COST country:
  - to foster collaboration,
  - to learn new techniques,
  - to take measurements using instruments and/or methods not available in their own institution/laboratory.

# Who? – The applicant

STSM are particularly intended (*but not only!*) for **Early Career Investigators (ECI)** (PhD date + 8 years maximum)

➤ The Applicant should

– be engaged in a programme of research as:

- postgraduate,
- postdoctoral fellow,
- be employed

in an Institution of a COST country having accepted the MoU of the Action

➤ This Institution must be actively involved in the COST Action

# From ... To ... – Home and Host Institutions

Home Institution	Host Institution
From a Participating COST Country	To another Participating COST Country
	To an approved NNC institution
	To an approved IPC institution
	To an approved EC / EU Agency / an approved European RTD Organisation or an approved International Organisation
From an approved NNC institution	To a Participating COST Country
From an approved European RTD Organisation	To a Participating COST Country

- **NNC** (Near Neighbour Countries): Albania, Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority, Russia, Syria, Tunisia and Ukraine.
- **IPC** (International Partner Countries): mean all those countries that are neither COST Member Countries, nor Cooperating State nor Near Neighbour Countries.

*Refer to the official document COST Vademecum and COST 135/14 document*

# How long?

## ➤ Duration:

- **Minimum:** 5 working days (one week)
- **Maximum:** 3 months
  - For **Early Career Investigators** the MC may approve an extension to a duration beyond three months, but normally not more than six months in total.

# How much?

- **Financial support** is not intended to cover all the costs but as a contribution to the costs
- The **maximum** is EUR 2.500 up to 3 months (the MC has decided a maximum of EUR 2.000 per STSM)
  - For **Early Career Investigators** (above 3 months) not exceed EUR 3.500
- Recommended amounts are
  - Daily allowance: EUR 60-90 - Travel expenses: EUR 300
- **In any case the costs within the STSM cannot exceed the limits set in the rules for reimbursement by COST**
  - EUR 160 per day for accommodation and meal expenses.

# How to apply? (1/2)

- STEP 0 – Agreement from the host institution before applying
- STEP 1 - Registration by the applicant:
  - The applicant must use the on-line registration form (see <https://e-service.cost.eu/stsm>) providing the following info:
    - The Action number
    - The title of the planned STSM
    - The start and end date
    - The applicant's details (academic details and workplan)
    - The applicant's bank details
    - The host institution
    - Financial data (amount for travel and subsistence)

## How to apply? (2/2)

### ➤ STEP 2 – Formal application

- The filled in form must be downloaded and sent by the applicant by email to
  - the host institution of the STSM;
  - the STSM coordinator

Additional information to support the application at the evaluation process may be included (CV, list of publications, letter of support from the home institution, etc.)



# Assessment of the STSM

- The assessment may be done by the STSM committee (assessment panel)
- The STSM coordinator is responsible for circulating the applications to the assessment panel.
- The STSM coordinator has to inform the Grant Holder about the decision.

# The Grant letter

## ➤ The Grant Holder

- will check the application for compatibility with the existing rules and procedures,
- will inform the Applicant about the outcome of the assessment and the level of financial grant given.

# After the STSM

- After the STSM, the grantee is required to submit to the host Institution and to the STSM coordinator a scientific report on the visit **within 4 weeks after his/her stay** with the following info:
  - Purpose of the STSM
  - Description of the work carried out
  - Description of the main results obtained
  - Future collaborations with host institution (if applicable)
  - Foreseen publications as a result of the STSM (if applicable)
  - Confirmation by the host institution of the successful execution of the STSM
  - Other comments (if any)

# Approval and payment

- The STSM coordinator is responsible for
  - Approving the scientific report
  - Informing the Grant Holder that the STSM has been successfully accomplished and that the grant can be paid

# When?

## ➤ STSMs application window:

– July 1st 2015 - May 31st 2016

- All STSMs must be completed by the end of the financial year (May 31st) including the needed STSM report from the applicant.
- It is **strongly advised** to complete the STSM at least two weeks before the end of the financial year (May 31st)

# Documents

- **Disclaimer:** This short presentation is **not intended** to substitute the official *vademecum* from the COST office that can be downloaded at the address  
<http://www.cost.eu/participate/guidelines>
- Action Website <http://costic1206.uvigo.es/> hosts a section dedicated to STSM where you can find
  - This presentation
  - The official vademecum
  - Other useful documents
  - STSM “newsletter” describing in brief the objectives and outcomes of the completed STSMs

# Committee members

- Committee members:
  - Prof. Patrizio Campisi (chair) [patrizio.campisi@uniroma3.it](mailto:patrizio.campisi@uniroma3.it)
  - Prof. Carmen Garcia-Mateo
  - Dr. Piotr Staroniewicz
  
- Committee members have been delegated by the MC of Action IC1206 to act on its behalf

# First year of the action

## 8 planned STSMs – 8 accomplished STSMs

- Marina Ivasic Kos
    - From University of Rijeka – Croatia to University of Thessaloniki - Greece
  - Beatrice Margonelli
    - From Sapienza" University of Rome – Italy to Escola Universitaria Polit. de Mataro – Spain
  - Oleksandr Pastukhov
    - From University of Malta to Vrije Universiteit Brussel – Belgium
  - Aleksandar Milchevski
    - From Ss. Cyril and Methodious University Skopje (Macedonia) to Telecom SudParis France
  - Joseph Cannataci
    - From University of Malta to University of Groningen - The Netherlands
  - Carmen Magariños Iglesias
    - From University of Vigo – Spain to Karlsruhe Institute of Technology Germany
  - David Tavares
    - From Faculty of Engineering of Bilbao (UPV - EHU) – Spain to Univ. of Eastern Finland
  - Jordi Solé-Casals
    - From University of Vic – Spain to Università degli Studi Roma Tre - Italy
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# Second year of the action (1/2)

## 10 planned STSMs – 10 accomplished STSMs

- Slobodan Ribaric
  - From University of Zagreb – Croatia to University of Hertfordshire - UK
- Margherita Bonetto
  - From University of Trieste – Italy to EPLF – Switzerland
- Antonio Pinheiro
  - From Universidade da Beira Interior – PT to University of Patras - GR
- Denis Maurel
  - From Télécom SudParis – FR to University of Vigo - ES
- Emanuele Maiorana
  - Università degli Studi Roma TRE – Italy to University of Salzburg – Austria

# Second year of the action (2/2)

## 10 planned STSMs – 10 accomplished STSMs

- Itshak Lapidot
  - From Tel-Aviv Academic College of Engineering – Israel to University of Avignon - FR
- Pavel Korshunov
  - From EPFL - CH to Universidade de da Beira Interior, PT
- Yosi Keller
  - From Bar-Illan University - Israel to University of Warwick - UK
- Jordi Solè Casals
  - From University of Vic – Spain to CONICET Argentina
- Touradj Ebrahimi
  - From EPFL – CH to Koç University - Turkey

# Third year of the action

## 10 planned STSMs – 2+1 accomplished STSMs

- Zongji Sun
  - University of Hertfordshire – UK to University of Aalborg - Denmark
- Serdar Ciftci
  - From Middle East Technical University – Turkey to EPLF – Switzerland
- Emanuela Piciuccio
  - Università degli Studi Roma TRE – Italy to University of Salzburg – Austria

# Be proactive!

- Encourage your collaborators, colleagues, and yourself to make an application
- Try to convey to potential applicants the benefits that could derive from an STSM
- Help in promoting STSM over the four year time of the action with fresh ideas

For any questions

[patrizio.campisi@uniroma3.it](mailto:patrizio.campisi@uniroma3.it)

