



Procedure for Short Term Scientific Missions – STSMs

STSMs shall not start sooner than six weeks after the application deadline

Before the STSM

Step 1 – On-line registration by the applicant

Step 2 – Formal STSM application and annexes (by e-mail)

Step 3 – Assessment by the Management Committee

Step 4 – Approval by the Management Committee

The MC Chair or the Action's STSM coordinator informs the COST Office (or the administrative Institute of the Action) that the proposed STSM has been approved.

Step 5 – Cost Office Acceptance Letter (Grant Letter)

After the STSM:

Step 6 – STSM Scientific Report

Step 7 – Notice of completion by the Management Committee (post- approval)

The MC Chair of the Action's STSM coordinator will send a short notice to the COST Office or Administrative Institute with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

Step 8 – Payment by the Cost Office

Within 4 weeks after the STSM

A **Scientific Report** (description of the achievements of the mission, **max. 5 pages**) should be sent by the grantee to the STSM coordinator. The report should include:

- Purpose of the visit;
- Description of the work carried out during the visit;
- Description of the main results obtained;
- Future collaboration with host institution (if applicable);
- Projected publications/articles resulting or to result from the STSM (if applicable);
- Letter by Host (declaration on the completion of the mission);
- Other comments (if any).

Please acknowledge STSMs outputs as follows:

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Contact

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Assessment STSM - COST Action TD1407

The STSM Committee of the TD1407 Action, comprising the Working Group 4 will perform the scientific and budgetary assessment of the applications considering the Action TD1407 objectives and define an acceptable funding level.

There will be special considerations with respect to supporting COST policies on promoting gender balance, enabling Early Career Investigators (ECI) and broadening geographical inclusiveness. If two candidates have the same qualifications, the evaluation committee will give preference to the underrepresented gender. Additional score will be given if Home and/or Host institution of the applicant is a COST Inclusiveness country.

Each STSM proposal will be assessed according to the criteria listed below.

Indicative values: 1 (Poor); 2 (Fair); 3 (Good); 4 (Very Good); 5 (Excellent)

1. Applicant CV (up to 5 points)

Estimate the ability of applicant to realize the proposed STSM.

2. Applicant publications (up to 5 points)

Publications related to the working plan proposal.

3. Working plan proposal (up to 15 points)

- Clear justification of activities which should be realized during the STSM.
- How are the activities in connection to COST action TD1407 and priorities defined in MoU.
- Dissemination of outcomes from STSM.

4. COST action benefits (up to 5 points)

Clear definition of the COST action TD1407 benefits from the proposed STSM.

5. Training benefits for the applicant (up to 5 points)

Expected benefits for the applicant from the proposed STSM.

6. Geographical inclusiveness (up to 10 points)

- If applicant's Home and/or Host institution is a COST Inclusiveness country.
 - Home institution is a COST Inclusiveness country (5 points)
 - Host institution is a COST Inclusiveness country (5 points)

Minimum score to be considered for a STSM is 21.

EVALUATION FORM STSMs – COST Action TD1407 (NOTICE)

Applicant's name:	
Reference code:	

Tick the most appropriate option according to the following scale:

1: Poor; 2: Fair; 3: Good; 4: Very good; 5: Excellent

Applicant CV (up to 10 points)					
	1	2	3	4	5
Estimate the ability of applicant to realize the proposed STSM					
Publications related to the working plan proposal					
Working plan proposal (up to 15 points)					
	1	2	3	4	5
Clear justification of activities which should be realized during the STSM					
How are the activities in connection to COST action TD1407 and priorities defined in MoU					
Dissemination of outcomes from STSM					
COST action benefits (up to 5 points)					
	1	2	3	4	5
Clear definition of the COST action TD1407 benefits from the proposed STSM					
Training benefits for the applicant (up to 5 points)					
	1	2	3	4	5
Expected benefits for the applicant from the proposed STSM					
Geographical inclusiveness (up to 10 points)					
	-	-	-	-	5
Home institution is a COST Inclusiveness country	-	-	-	-	
Host institution is a COST Inclusiveness country	-	-	-	-	
TOTAL SCORE (maximum 45 points)					

Date and signature: