

Call for Short Term Scientific Missions (STSM) applications COST action CA16118, Grant Period 2

2nd call for STSM Applications for Missions Occurring between 01/10/2018 and 30/04/2019.

All STSM activities must occur in their entirety within the dates specified above.

Purpose of a Short-Term Scientific Missions (STSM)

STSM facilitates Researchers from COST Countries participating in COST Action 16118 to go to an institution, organisation or research centre in another participating COST Country to foster collaboration and to perform empirical research. Participation of “Early Career Investigators” (ECI) in STSM is particularly encouraged. An applicant can be considered as being an ECI when the time that has elapsed between the award date of the applicants PhD and the date of the applicants first involvement in the COST Action 16118 does not exceed 8 years. PhD students are also eligible to partake in STSMs.

Specific information concerning STSM

STSMs can have a duration of between 5 days and 90 days (and up to 180 days if the applicant is an ECI – see definition of ECI above).

The financial support on offer is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated outgoings.

The following funding conditions apply and must be respected:

1. up to a maximum of EUR 2 500 in total can be afforded to each successful STSM applicant;
2. up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
3. for ECIs, a maximum amount of EUR 3500 can be afforded to the Grantee for STSMs with a duration of between 91 and 180 days – For ECIs partaking STSMs with a duration of between 5 and 90 days, the limit of EUR 2 500 must be respected;
4. STSM activities must occur in their entirety within the dates specified in this call.

Financial support is limited to cover travel, accommodation and meal expenses and is paid in the form of a Grant.

For this call, the Management Committee of COST Action 16118 European Network on Brain Malformations has allocated a total budget of **20.000 Euro** for up to **8 STSMs**. The amounts granted for each individual STSM will be determined during the evaluation process by the formally appointed persons. The selection of applicants is based on the scientific scope of the STSM application, which must clearly compliment the overall objectives of the Action.

How to apply for an STSM:

Interested researchers can apply by following the directions provided below and submitting their application and supporting documents to STSM Coordinator Christina Hoei-Hansen (chh@dadlnet.dk) by the deadline of the **September 1st, 2018**.

THE APPLICATION PROCESS IS AS FOLLOWS:

1. All applicants must carefully read the funding rules detailed in Section 7 of the COST Vademecum. This document is available at: <http://www.cost.eu/participate/guidelines>.

2. All applicants must register for an e-COST profile at <https://e-services.cost.eu/> - adding their bank account details to their profile.

3. All applicants must obtain a letter of invitation from the Host institution confirming that they can undertake the STSM on the given dates prior to submitting an application.

4. All applicants must complete, submit and download their STSM applications online at: www.cost.eu/STSM.

5. All applicants must then send their submitted STSM application form and the relevant supporting documents to STSM Coordinator Christina Hoei-Hansen (chh@dadlnet.dk) for evaluation before the application submission deadline expires.

The list of supporting documents to be submitted for the evaluation are:

- Letter of invitation to the applicant from a senior researcher affiliated to the Host institution
- The submitted STSM application form (downloadable when the online application is submitted - see point 4 above)
- A motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of the respective COST Action;
- A letter of support from the Home Institution;
- A Full C.V. (including a list of academic publications – if applicable).

6. The application will then be assessed by the formally delegated persons (STSM Coordinator and the Core Group: Chair, Vice-Chair, Grant Holder, WG leaders, MC members, TS coordinator) against the perceived contribution that the proposed visit will make against the scientific objectives outlined in the Action's Memorandum of Understanding (MoU).

Selection criteria, as approved by the MC, will be as follows:

In case of more than 4 applications the STSM committee will score on:

- Quality and feasibility of the plan
- Quality of the host institution
- Relevance to the goals of the Action
- Motivation and qualities of the candidate
- Early Career Investigator

Each point gets a score between 0-5. The total score is then divided for the number of committee members whom have chosen to vote.

7. The applicant will be formally notified of the outcome of their STSM application by STSM Coordinator Christina Hoei-Hansen on the **September 15th, 2018**.

8. Within 30 days from the end date of the STSM, the successful applicant must submit a scientific report to the Host institution and to the Christina Hoei-Hansen (chh@dadlnet.dk). The applicant is also responsible for acquiring an official acceptance letter / Email confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report. This formal acceptance of the scientific report has to be sent to the Grant Holder and the Christina Hoei-Hansen (chh@dadlnet.dk) for archiving purposes. Failure to submit the scientific report within 30 days from the end date of the STSM will effectively cancel the Grant.

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

Deadline for applications to be submitted: 01/ 09 / 2018

Notification of application outcome: 15 / 09 / 2018

Period of STSM: between 01 / 10 / 2018 and 30 / 04 / 2019

What is the purpose of an STSM?

Short Term Scientific Missions (STSM) are aimed at strengthening existing networks and fostering collaborations by facilitating researchers and scholars participating in a given COST Action to visit an institution / organisation in another Participating COST Country / an approved NNC institution or an approved IPC institution. A STSM should specifically contribute to the scientific objectives of the COST Action, whilst at the same time allowing those partaking in the missions to learn new techniques, gain access to specific data, instruments and / or methods not available in their own institutions / organisations.

Who is eligible to partake in STSM?

A STSM applicant must be engaged in a research programme as a PhD Student or postdoctoral fellow or be employed by, or affiliated to, an Institution or legal entity which has within its remit a clear association with performing scientific research.

Always satisfying the above requirement, whether a Researcher is eligible to receive a STSM Grant depends on the status of the country where they hold their primary affiliation. Once this has been established, eligibility can be determined by adhering to the stipulations in the following 3 categories:

1. Researchers holding their primary affiliation at an institution located in a Participating COST Country (a Country that has accepted the Action's Memorandum of Understanding (MoU) are eligible to perform a STSM in another Participating COST Country. A list of Participating COST Countries can be found on the respective COST Action Webpage at www.cost.eu.
2. For Researchers holding their primary affiliation in a Near Neighbour Country (NNC), the consideration for being eligible to receive a STSM Grant is linked to whether their institution has been formally approved onto the Action or not – The eligibility status of Researchers located in NNC is restricted to those affiliated to approved NNC institutions. The complete list of NNC can be found at http://www.cost.eu/about_cost/cost_countries/international_cooperation/nnc. A list of approved NNC Institutions can be found on the respective COST Action Webpage at www.cost.eu.
3. For Researchers holding their primary affiliation at a European RTD Organisation, the consideration for being eligible to receive a STSM Grant is linked to whether their institution has been formally approved onto the Action or not. The eligibility status of Researchers located in European RTD Organisations is restricted to those affiliated to approved European RTD Organisations.

STSM - from where to where?

The Home Institution / Organisation is the institution / organisation where the STSM applicant holds their primary affiliation as registered on their e-COST profile / STSM application / C.V. and where they are currently performing their main strand of research. The table below (see category A) details the possible STSM scenarios available to the respective applicant. The Host Institution / Organisation (category B) concerns the Institution / Organisation that will host the successful applicant.

The following table shows the STSM scenarios available to eligible applicants:

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| A) Researcher in a Home Institution | B) To Perform a STSM in a Host Institution |
|--|--|
| From an institution in a <u>Participating</u> COST Country | In another <u>Participating</u> COST Country |
| | In an <u>approved</u> NNC institution |
| | In an <u>approved</u> IPC institution |
| From an <u>approved</u> NNC institution | In an <u>approved</u> Specific organisation |
| In an <u>approved</u> European RTD Organisation | In a <u>Participating</u> COST Country |