

Procedures and Selection Rules for Short Term Scientific Missions (STSMs)

STSM and their main aim: STSMs are exchange visits aimed at supporting individual mobility, strengthening existing networks and fostering collaboration between researchers. STSMs are one of the key activities for making this COST action efficient.

STSM eligibility rules: Eligibility rules are described in the COST Vademecum, which can be found here (<http://www.cost.eu/participate>)

The most basic criteria are:

1. STSM must have a minimum duration of 5 days.
2. STSM must have a maximum duration of 90 days.
3. STSM need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

The first Grant Period has been set as: 01-11-2016 to 30-04-2017 (6 months)

This COST action will expire on 30-09-2020

For Early Career Investigators (ECI, investigators within 8 years from their PhD) STSM can extend up to 180 days, provided that carried out in its entirety within a single Grant Period and the Action's lifetime. See Vademecum for details.

STSM financial rules: STSM Grants do not necessarily cover all expenses related to undertaking a given mission. A STSM Grant is a contribution to the overall travel, accommodation and meal expenses of the Grantee.

The calculation of the financial contribution for each STSM must respect the following criteria:

1. The COST contribution for a STSM is fixed to a maximum of 160 €/day;
2. The maximum COST contribution is fixed to 2500€ for the whole STSM.

*Example: a 5 days STSM can receive a maximum of 800€ calculated as 5 days * 160 €/day = 800€. a 30 days STSM can receive a maximum of 2500€ despite 30 days * 160 €/day = 4800€.*

For Early Career Investigators: The maximum COST contribution is fixed to 3500€ for the whole STSM providing the duration of the mission is between 91 and 180 days. If it is shorter than 90 days then the maximum is again fixed to 2500€.

How to Apply:

- Applications must be firstly entered online at <https://e-services.cost.eu/user/login/> (if you do not have an account you need to register first)
- After online submission, applicants must sent email to the STSM coordinator (Dr. Giuseppe Pileio, g.pileio@soton.ac.uk) AND the Action Chair (Prof. Danuta Kruk eurelax@matman.uwm.edu.pl) an e-mail including:
 1. Applicant's CV (2 pages max, min font: Arial 11; including up to 5 relevant and selected publications)
 2. Case for Support (3 pages max, min font: Arial 11) build into the exact 5 sections below:

- a. The Candidate (~1/2 page – *explain the aim of your research, your expertise in the field and how the STSM will benefit your research*)
 - b. The Host (~1/2 page – *explain what the host offers in terms of expertise and/or instrumentation that you don't have or cannot match in your lab; state whether or not a collaboration between the candidate and the host's research groups is new or already exists*)
 - c. Scientific Problem (~1/2 page – *introduce the problem to be addressed during the STSM*)
 - d. The Work Programme (≤1 pages – *describe exactly what you expect to do during the STSM and how you are going to do it by elaborating a work plan*)
 - e. Justification of Resources (≤1/2 page – *give all details of how much money you require for the whole visit and how much of this amount you are asking to be covered by COST. If the mission requires more than the maximum granted by COST, please indicate how you are going to cover for the rest of expenses - i.e. if you have other sources of funds to cover the mission*)
3. Letter of acceptance of the Host (1 page max, min font: Arial 11).
 4. Letter of support from Home Institution (written by current supervisor or equivalent, 1 page max, min font: Arial 11).

- All applications have to follow all general rules found in the COST Vademecum.
- Applications must be submitted **at least 10 days before** the planned start of the mission.
- Applications are, in a first instance, invited through an open call publicised on the website of this COST action.
- Applications received after the deadline will still be processed if funds remain available after the result of open call and providing there is still time to complete the selection process (1 week) and the mission (as required by the applicant) within the current Grant Period.
- If successful, the candidate is required to acknowledge “COST Action CA15209” in any paper/poster/oral contributions that includes work done during or thanks to the STSM.

Selection Criteria: The decision on whether the application for a STSM will be supported or not will be made according to the following criteria:

- The application serves the goal of fostering collaboration in the field of NMR Relaxometry
- The scientific quality of the STSM is high and the work plan for its realization is sound
- The application is financially justified i.e. the estimate of expenses is reasonable. Support from other sources will be evaluated positively.
- When other conditions are equal, preference will be given to non-affiliated researchers (PhD and PostDocs) and ECI although application from senior researchers that hold a stable position are also accepted. STSMs of ECI and senior scientists that include teaching young scientists in other Institutions is also strongly encouraged
- When other conditions are equal, preference will be given to applications that are meant to establish new cooperation within groups that have no proved history of mutual collaboration
- When other conditions are equal, preference will be given to scientists from Institutions which did not get support from this COST action before

- When other conditions are equal, preference will be given in order to promote balance in gender, age and nationality

Selection Procedure: The received applications will be distributed to the rest of the committee within 24 hours. The coordinator will associate each application with a specific member of the committee (including the coordinator) chosen according to a closest expertise and workload balance criterion. The members of the committee will reply to the coordinator within 3-5 days with an indication of acceptance/rejection motivated by a few short sentences. The coordinator will notify the applicant about the decision (acceptance/rejection according to the majority of votes) via e-mail. The whole process will be completed within 1 week. The procedure will be continued as long as funds are available.

STSM Scientific Committee:

- Giuseppe Pileio (Coordinator)
- Norbert Müller
- Giacomo Parigi
- Mecit Halil Öztop
- Pedro J. Sebastião
- Carlos Platas-Iglesias