

APPLYING FOR A STSM ^[i]

- The home and the host institution can be public or private. A STSM may only be approved:
 - from a home institution in a Participating COST Country to a host institution in another Participating country or to a formally approved host institution in a non-COST country (NNC or IPC Institutions).
 - from an approved home institution in a Near Neighbour Country (NNC) to a host institution in a COST participating country.
 - In exceptional cases, COST reserves the right to analyse the possibility of reimbursement of any person designated by itself or by the Management Committee of an Action or by a Domain Committee to further the interests and aims of COST.
 - Short-Term Scientific Missions between different Actions may be considered by the Management Committees of both Actions.
- The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.
- Short-Term Scientific Missions, minimum one week (5 working days), maximum 3 months, shall be made within the time frame of the operation identified in the proposal and within the period of the respective Action. ^[iii]
For Early Stage Researchers (less than PhD + 8 years) the Management Committee may approve an extension to a duration beyond 3 months, but normally not more than 6 months in total.
- The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence. The financial contribution for a STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. An amount of EUR 60 to 90 for the daily allowance in particular for longer stays and EUR 300 for the travel is recommended but not obligatory. The total of a STSM shall normally not exceed EUR 2 500 up to 3 months (or EUR 3 500 for Early Stage Researchers – above 3 months).
- Any exception needs special justification and prior approval from the COST Office. In any case the costs associated with the STSM must not exceed the limits set in the rules for reimbursement by COST of expenses for experts eligible for reimbursement
- An advance payment may be made in exceptional circumstances, which will require additional special justification.

The results obtained as a result of funded STSMs will be published in the Action's web page.

A selection of Young Scientists having enjoyed an STSM shall be invited to give a talk in the Young Scientists Day that will be organized together with the yearly Action's General Meeting.

Application procedure:

- Step 1:** the applicant must connect to www.cost.eu/STSM and encode the requested information, including:
- title, name, institution, postal and email addresses, tel, fax of the applicant ;
 - name, postal and email addresses, tel, fax of the host ;
 - planned dates and length of stay ;
 - title of the planned STSM ;
 - a short description of the proposed work plan (max 250 words) ;
 - a short curriculum vitae ;
 - a budget requested ;
 - bank details.

After encoding and submission, a formal STSM application will be produced electronically in pdf which has to be downloaded.

Step 2: the applicant must send by email to the STSM manager (bernard.piraux@uclouvain.be):

- the formal STSM application (see above) ;
- a complete CV ;
- a letter of motivation (max 1 page) ;
- a work plan (max 1 page) ;
- a letter from the host approving the work plan and the dates of the STSM.

Applications should reach the STSM manager **at least 15 days before** the proposed date of the mission

Step 3: All the information collected at step 2 are sent to the CG by the STSM manager. Upon reception of the approval of the STSM by the CG, the STSM manager sends a message to the secretary of the Action (info@xlic.eu) who is in charge to send a grant letter to the applicant in which the latter one is informed about the approval of his STSM and the level of the financial grant given. The applicant will be requested to encode his bank details at e-cost platform (registration might be necessary if the applicant does not have an e-cost profile) and download the grant letter to show the acceptance of the grant. If things go smoothly, step 3 should take maximum three weeks.

Step 4: After completion of the STSM, the grantee must send by email to the STSM manager:

- a scientific report in which the grantee gives a description of the work carried out during the visit, a description of the main results obtained and the projected publications/articles resulting or to result from the STSM. This report should be maximum 2 pages.
- a letter of the host in which he confirms the successful execution of the mission and approves the scientific report.

Failure to submit the scientific report within 30 days will effectively cancel the grant

Step 5: Upon receiving the information described at step 4, the STSM manager sends this information to the CG for approval of the scientific report. If it is approved, the STSM manager sends a short notice by email to the finance officer with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

Step 6: Action secretary will manage the payment of the grant upon receipt of the following documents:

- (i) a short and attractive summary of the results derived from the mission, to be published in the Action website (<http://xlic.qui.uam.es/?cat=18>). It should contain:
 - A *catchy* title
 - a first paragraph describing the main purpose of the work carried out directed to a wider audience than XLIC participants (3-5 lines)
 - a second paragraph with a technical description of the results obtained and its importance, directed to researchers working in the scientific area of knowledge (3 -5 lines)
 - a third paragraph mentioning the outcomes from the visit (e.g., a manuscript for publication, a new project, a new version of a computational tool, etc.)
 - a small figure to be included in the heading of the news (e.g. the logo of the universities involved) and a bigger picture to be included in the main part of the news
- (ii) your approval to publish the above mentioned contents and your scientific report in the web site, social networks (facebook, linkedin, etc) and, maybe, in XLIC newsletter
- (ii) a copy of your passport or ID card (required by Grant Holder Institution to identify the recipient of the STSM grant)

ⁱ Remark: This document is only a practical description of the procedure to apply for support to carry out a STSM within XLIC Action. It is not legally binding and does not replace COST official guides (http://www.cost.eu/COST_Actions/networking). Do not forget to read at least COST Vademecum, section 7 (<http://www.cost.eu/download/COSTVademecum>).

ⁱⁱ XLIC Action will end on 30/04/2017. Action budget is made available after signature of a Grant Agreement (GA) which enters into force on May 1st, yearly. For this reason, STSM must be accomplished in their entirety within a single GA.