



**CA22112**

## **1st call for Short Term Scientific Mission (STSM) grants**

### **Announcement**

Dear All,

We are delighted to announce that the application for STSM grants within the EU-LI-PHE COST Action (CA22112) is open.

The application period will remain open until all available funds have been distributed.

The grant will cover travel expenses plus a daily allowance, paid for each day of the stay, depending on the host country, provided that the conditions are met. The final amount will be determined on the basis of the reimbursement rules and available supporting documents. The maximum amount that can be awarded per grant is 4,000.00 EUR.

### **General information**

The rules of the COST Action apply: applicants should consult the relevant information on the following pages:

[COST | European Cooperation in Science and Technology](#)

[Grant Awarding user guide \(cost.eu\)](#)

[COST-Annotated-Rules-for-COST-Actions \(useful information at pages 95-101\)](#)

**The following criteria are applied when selecting the grants to be awarded:**

- The applicant must be a member of one or more Working Groups of EU-LI-PHE (application is always open at Action [CA22112 - COST](#) site)
- Relevance with regard to the objectives of the Action – priority is given according to deliverables in WGs
- Inclusiveness of the target countries

- Age
- Gender
- Team with limited resources
- Balance between individuals, teams, countries and working groups during the lifetime of the Action.

### **Eligibility:**

To check if you are eligible for financial support please check [page 59](#) of the annotated COST rules

### **Short-Term Scientific Mission grant: application**

An STSM is a visit by a researcher or innovator from one COST country to another country to carry out specific work for a determined period of time. The grantee receives funding for implementing a project with an international team and gains new knowledge or access to equipment or techniques that are not available in the home institution.

Applicants can submit an STSM application via e-Cost: [Apply for new Grant \(cost.eu\)](#) [you first need to select the COST Action (CA22112)]

For guidance on application please read the Grant Award [User guide](#).

The following information need to be filled in the e-COST application: Title of the project/activity, amount requested, the applicant bank account, start date, end date, name of the host institution, city and country, URL, name and e-mail of the contact person and the STSM application in a template ([STSM-application-template.docx \(live.com\)](#)).

In addition, EU-LI-PHE requires the applicant's letter of motivation (template will be provided), CV (must be uploaded to e-COST), the host institution's letter of acceptance (template provided; needs to be uploaded into e-COST system) and the applicant's institution's letter of support (no template; this is basically just a letter signed by the responsible person confirming that he/she is aware of the applicant's STSM and supports his/ her travel).

#### **STSM Application Guidelines:**

- Calculate the grant using the Excel spreadsheet provided
- Fill in the STSM application form
- Prepare a motivation letter
- Prepare a CV
- Prepare a signed letter of acceptance from the host institution
- Prepare a letter of support from the applicant's institution

Proposals are submitted via the e-COST system. Please send the application together with all supporting documents also to Prof. Ivona Djurkin Kušec ([idurkin@fazos.hr](mailto:idurkin@fazos.hr)) and Dr. Despoina Karatosidi ([despinakaratosidi@rias.gr](mailto:despinakaratosidi@rias.gr)).

## Review of the application

Firstly, the applications are assessed based on their relevance to the EU-LI-PHE. If the application is relevant, a further evaluation is carried out. Non-relevant applications will not be evaluated.

Applications should be related to the objectives of EU-LI-PHE and aimed to contribute to produce the deliverables listed in the Memorandum of Understanding (Mou) of EU-LI-PHE. The MoU is available here: [Action CA22112 - COST](#)

The STSM grants within the current working period are mainly focused on the activities of WG1 and WG2. Therefore, applications linked to these two WGs will be prioritised.

Criterion	Scale	Weight
Relevance for EU-LI-PHE (relation to the objectives and deliverables stated in the MoU)		Pass/Fail
Prioritisation of WG1 and WG2 activities	1 (low) to 5 (high)	25%
Scientific value and excellence	1 (low) to 5 (high)	75%

### *Review panel composition:*

Grant Awarding Coordinator (President), vice Grant Awarding Coordinator, Chair, vice-Chair, WG1 Leader, WG2 Leader (if applications are related to other WGs, the relevant WG Leader will be appointed).

Results of the evaluation of the application will be communicated to the applicants within 10 working days from the application date.

## Reporting on activities and claim for payment

The following form should be used for reporting: [STSM-report-template.docx \(live.com\)](#)

### *Approval and payment*

If the report is approved, the Grant Holder will arrange the payment of the reimbursement.

Participants who have an approved STSM will only be reimbursed for travel, accommodation and subsistence expenses according to the following rules:

- Participants must have received the invitation from e-COST and accepted it within 2 weeks of receipt;
- Master students must provide a certificate of enrolment from their university;
- Participants must book their flight/train/bus and accommodation as early as possible in order to get affordable prices and cancellation insurance. They must choose the most economical means of transport. First class tickets are not allowed. Taxi fares are not reimbursable. The reimbursement of travelling expenses is limited to 1.000,00 euros.
- Participants may use their own car if this is less expensive than travelling by flight/train/bus, especially for a group. The reimbursement is approximately 0.35 Euro/km for the driver (ask the Grant Holder for a precise amount). It is a flat-rate

amount, i.e., additional costs for parking, petrol, tolls and rental cars will not be reimbursed.

- Participants must provide the Grant Holder with tickets and invoices for their travel and accommodation (on their name and address) and receipts for their meals (lunch and dinner). A per diem will be reimbursed for accommodation, meals and local transport, to be determined by the Grant Holder depending on the host country. Receipts are necessary to ensure that the reimbursement is justified, but the amount of the reimbursement is a fixed daily allowance. Please note: In the case of a shared hotel room, the person whose name appears on the bill will receive the full daily allowance, the other persons will receive 40% of the daily allowance.

### **Before the activity:**

Please save the screenshots of the plane/train/bus search – this will serve as proof for choosing the most economical means of transport. Please note that final price of your ticket should not be significantly higher (>10%) than the one given in your proposal. In case of significant increase, you should ask confirmation from the Chair whether you should proceed.

### **During the activity:**

Bank card receipts without tickets will NOT be accepted.

Keep all receipts and tickets in order to be reimbursed for transport, accommodation and meals. If you prefer to buy food in a supermarket, keep the tickets (date and time must be visible).

### **After the activity:**

In order to be reimbursed, a short scientific report signed by the host must be submitted through the e-COST system within 2 weeks after the end of the STSM.

In order to be reimbursed as soon as possible, please send all travel documents and proof of payment as soon as possible also to Prof. Ivona Djurkin Kušec ([idurkin@fazos.hr](mailto:idurkin@fazos.hr)) or Dr. Despoina Karatosidi ([despinakaratosidi@rias.gr](mailto:despinakaratosidi@rias.gr))

Date changes and cancelation:

In case you need to change the dates of an accepted STSM, you must inform the Grant awarding coordinators as soon as possible and provide new dates so that the STSM is finalised by the end of September.

In case you need to cancel an accepted STSM, you need to inform the Grant awarding coordinators as soon as possible.

For more information on the process of application, awarding and reporting in the e-COST system together with templates please read the [Grant Awarding user guide \(cost.eu\)](#)

Claim submission quick guide for STSM is available [here](#).

## Other information

[Co-branding rules should be followed](#) for presentations and publications derived from the STSM and all activities of the COST Action.

If you have any questions you can contact Prof. Ivona Djurkin Kušec ([idurkin@fazos.hr](mailto:idurkin@fazos.hr)) and Dr. Despoina Karatosidi ([despinakaratosidi@rias.gr](mailto:despinakaratosidi@rias.gr)).