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|  | **Making STSM Applications**  **2016** |
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The same procedure and guidelines for STSM applications hold as before. To summarize, we mention them below.

**General info**

Regarding the requested amount of money:

- 1000 euros: visits between 1 week and 1 month
- 2000 euros: visits between 1 month and 2 months
- 2500 euros: visits between 2 months and 3 months
Although these are the defined rules, the STSM committee may evaluate exceptional requests. These should be properly motivated and demonstrated.

We have the following deadlines for submission of STSM applications.
- 1st February 2016
- 1st March 2016
- 1st May 2016
- 1st July 2016
- 1st September 2016
- 1st November 2016

All complete applications (CV, list of publications, motivation letter, letter of support from the home institute, agreement of the host institution, detailed work plan) received by the deadlines will be reviewed by our STSM panel (An Braeken, Chair (BE), Dr. Ioannis GIALELIS (Greece), Susanna Spinsante (Italy), Prof. Torsten BRAUN (Switzerland), and decisions will be announced within 1-2 weeks of that deadline.

Applications should be made through the formal EU submission process: the online registration tool: https://e-services.cost.eu/w3/index.php?id=91

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**Short summary**

The aim of an STSM as defined by COST guidelines is to contribute to the scientific objectives of a COST Action.

These Missions (Inter-laboratory Exchange Visits) aim at strengthening the existing COST Actions by allowing scientists to go to an institution or laboratory in another COST country to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

 **Financial Support**
A grant usually covers travel and subsistence. The financial support is a contribution to the costs of an STSM and may not necessarily cover all the costs.

**Applicant and Host Institution**
The Applicant should normally be engaged in a program of research as a post graduate student or postdoctoral fellow or be employed in an institution of a COST country having accepted the MoU of the Action. This institution shall be actively participating in the COST Action.

The home and the host institution can be public or private. An STSM may only be approved:

* from a home institution in a COST participating country to a host institution in a COST participating country or to a formally approved host institution in a non-COST country
* from a formally approved home institution in a Near Neighbour country to a host institution in a COST participating country.

The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.

 **Duration**
STSMs are minimum one week (5 working days), maximum 3 months.

 **Application Procedure**

**Step 1** On-line registration by the applicant

The Applicant must apply through the [online registration tool](https://e-services.cost.eu/w3/index.php?id=91) to the specific Deadline. Take attention on the type of STSM. There are 2 types: standard and Early Career Investigator (ECI) Although you might be an ECI, take into account that the ECI STSM requires a minimum of 91 days.

**Step 2** Formal STSM application and annexes

After encoding the information and pressing the “submit” button, the on-line registration tool will issue a formal STSM application which has to be downloaded and sent by the applicant electronically together with a detailed explanation about how the STSM will contribute to the Action IC1303 aims and any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute, agreement of the host institution, detailed work plan) to:

* the future Host of the STSM;
* the Chair of the Action (Prof. Nuno Garcia – ngarcia@di.ubi.pt) and the Chair of the STSM Committee of the Action – Prof. An Braeken (BE) E-mail.: abraeken(at)vub.ac.be

**Step 3** Assessment of the STSM
The MC chair will arrange the assessment of the STSM.

**Step 4** Approval from the STSM Committee
The STSM Chair informs the Grant Holder that the proposed STSM has been approved.

**Step 5** – Cost Office Acceptance Letter (Grant Letter)
The Grant Holder will send to the Applicant an acceptance letter in which s/he is informed about:
a) the approval of the STSM and;
b) the level of the financial grant given.

The Applicant has to return this acceptance letter to the Grant Holder (secretariado@it.ubi.pt), after accepting the grant with his/her signature.

 **After the STSM**
After completion of the STSM the grantee is required to submit to the host institution, the MC Chair and the STSM Chair a scientific report on the visit within 2 weeks after his/her stay.
It should contain the following information:

* Purpose of the STSM;
* Description of the work carried out during the STSM;
* Description of the main results obtained;
* Future collaboration with host institution (if applicable);
* Foreseen publications/articles resulting or to result from the STSM (if applicable);
* Confirmation signed by the host institution of the successful execution of the STSM.
* Other comments (if any).

The MC Chair is responsible for approving the final report and sending the notice of completion of the STSM to the Grant Holder, with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

Publications resulting from STSM activities should acknowledge COST IC1303 support:
"This work was supported by a STSM Grant from COST Action IC1303."

**Further information and rules**

The Excel file [STSM COST1303](https://docs.google.com/spreadsheet/ccc?key=0As62QSunrmhWdGNjZnQyYlpRNDZPb29rMU5iVUlkUUE&usp=drive_web) can be used to find possible matches in the two directions.
Please add possible candidates with corresponding expertise on the one side and own expertise and available labs on the other hand.

Applicants are strongly encouraged to read the detailed information provided by COST.
[Short Term Scientific Missions](http://www.cost.eu/about_cost/cost_stories/Short-Term-Scientific-Missions%22%20%5Ct%20%22_blank).

[](http://www.cost.esf.org/)