

# 5<sup>th</sup> Call for Short Term Scientific Missions (STSMs)

*COST Action FP1203: European Non-Wood Forest Products (NWFPs) Network*

The 5<sup>th</sup> call for Short Term Scientific Missions (STSMs) under COST Action FP1203: European NWFPs Network is open. We invite STSM candidates to submit their applications until the **1<sup>st</sup> of July, 2015**. The STSM proposals on this call should not start before the 15<sup>th</sup> of August, 2015 nor end after the 15<sup>th</sup> of May, 2016.

## Short Term Scientific Missions (STSMs)

Short Term Scientific Missions (STSM) are aimed at supporting individual mobility, strengthening existing networks and fostering collaborations by allowing scientists to visit an institution or laboratory in another Participating COST Country or an approved COST Near Neighbouring Country<sup>1</sup> institution or an approved COST International Partner Countries<sup>2</sup> institution.

## Scope of the STSM

A STSM should specifically contribute to the scientific objectives of the COST Action, while at the same time allowing applicants to learn new techniques or gain access to specific instruments and/or methods not available in their own institutions.

Early Career Investigators (ECI) <sup>3</sup> are especially encouraged to submit STSM applications.

## Financial Support

The STSM grant is used to cover costs of travel and subsistence. The financial support should be viewed as a contribution to the costs of the mission and may not cover all costs.

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

- up to a maximum of EUR 2 500 in total can be afforded to each successful STSM applicant;

For ECIs, the calculation for an increased financial contribution must respect the following criteria:

- up to a maximum of EUR 3 500 in total can be afforded to ECIs for missions with a duration of between 91 and 180 days;

**Note that funding is paid only after acceptance of the final report.**

## Applicant and Host Institution

The Applicant should normally be engaged in a programme of research as a post graduate student or postdoctoral fellow or be employed in an institution of a COST Country which has 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. A 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

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<sup>1</sup> For more see: [http://www.cost.eu/about\\_cost/cost\\_countries/international\\_cooperation/nnc](http://www.cost.eu/about_cost/cost_countries/international_cooperation/nnc)

<sup>2</sup> For more see: [http://www.cost.eu/about\\_cost/cost\\_countries/international\\_cooperation/ipc](http://www.cost.eu/about_cost/cost_countries/international_cooperation/ipc)

<sup>3</sup> Early Career Investigator (ECI): a researcher within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

- 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

**The STSMs must take place between 15th of August, 2015 and end no later than in 15<sup>th</sup> May, 2016.**

STSM must respect the following criteria:

1. They must have a minimum duration of 5 days.
2. They 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.

Specific additional provisions have been adopted by the CSO to encourage the participation of Early Career Investigators (ECI) in STSM. To qualify for these specific provisions, the following conditions apply:

1. The mission must have a minimum duration of 91 days.
2. The mission must have a maximum duration of 180 days.
3. STSM performed by ECI need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

### Application

#### Step 1 – On-line registration by the applicant

The Applicant must apply through the **on-line registration tool** (<https://e-services.cost.eu/stsm>) during the period of the call. The following information has to be encoded with the registration:

1. the Action number;
2. the title of the planned STSM;
3. the start and end date;
4. the applicant's details, including key academic details and work plan;
5. the applicant's bank details;
6. the host institution's details<sup>4</sup>;
7. financial data (amount for travel and subsistence<sup>5</sup>).

#### Step 2 – Formal STSM application and annexes

After entering the information and pressing the "submit" button the on-line registration tool will issue a formal **STSM application pdf form (1.)** which has to be downloaded and sent by the applicant electronically together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process including:

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<sup>4</sup> It is strongly recommended that the STSM applicant contacts the host institution already before conducting Step 1 of the application process.

<sup>5</sup> Details of the rules for STSM financial support can be found in the [COST Action Vademecum](#) on page 30

2. Letter of support from the home institute
3. Host acceptance letter
4. Detailed Workplan – which should include:
  - (i) description of the problem the STSM work will address;
  - (ii) specification of STSM objectives;
  - (iii) explanation of working methods and data to be used;
  - (iv) description of the expected outputs
  - (v) explanation about how the STSM will contribute to the Action FP1203 aims. The work plan should clearly indicate to which [Working Group](#), [Task Force](#) and task the STSM will contribute. In case of repeated STSM an argumentation for another STSM shall be given and any publications resulting from previous STSM referred and attached to the workplan.
5. Applicant CV
6. Motivation Letter

Send to:

- The proposed Host institution of the STSM;
- The STSM coordinator of the Management Committee of the Action - Dr Tine GREBENC – [tine.grebenc@gozdis.si](mailto:tine.grebenc@gozdis.si) with CC to the Chair of the Management Committee of the Action – Dr Luis FONTES - [luisfontes@isa.utl.pt](mailto:luisfontes@isa.utl.pt)

**The application deadline is 1<sup>st</sup> of July, 2015.**

### Step 3 – Assessment of the STSM

The STSM coordinator will arrange the assessment of the STSM application by the corresponding<sup>6</sup> Steering Committee (SC) members. The assessment will give **priority to STSMs which are expected to have either a higher impact on the progress of COST Action FP1203 or aim to publish their STSM work. An additional explanation and proof of published results from previous STSMs within the same action will be required and granted. Furthermore, in accordance with COST Strategy ECI applicants will be favoured (COST doc 259/09).**

### Step 4 – Approval from the Management Committee

Once the proposals have been evaluated by the SC members, the **STSM coordinator will inform the Grant Holder** (University of Lisbon - Instituto Superior de Agronomia) about the approved STSM proposals.

### Step 5 – Cost Office Acceptance Letter (Grant Letter)

The Grant Holder will send the Applicant an **acceptance letter** in which s/he will be informed of:

- a) the approval of the STSM and;
- b) the level of the financial grant given.

The Applicant has to return this acceptance letter with his/her signature to accept the grant.

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<sup>6</sup> The corresponding SC members are the WG and TF leaders to which the proposed STSM should contribute.

### After the STSM

After completion of the STSM the grantee is required to submit to the host institution and STSM coordinator a **scientific report** of the visit within **4 weeks after his/her departure from the host institution**.

The report 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 (a signed letter) by the host institution of the successful execution of the STSM;
- Other comments (if any).

The STSM coordinator 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. The STSM report will be published on the webpage of the European NWFPS Network: [www.nwfps.eu](http://www.nwfps.eu)

Publications resulting from STSM activities should acknowledge COST FP1203 support.

### Further information and rules

Applicants are strongly encouraged to carefully read and comply with the instructions provided in the Section 7 of the **COST Vademecum**:

<http://www.cost.eu/download/COSTVademecum>

Equally applicants are strongly encouraged to carefully read the aims and objectives from the COST FP1203 from the Action **Memorandum of Understanding**:

<http://www.nwfps.eu/wp-content/uploads/2012/06/FP1203-e.pdf>

For further information visit the following websites:

<http://www.nwfps.eu>

[http://www.cost.eu/domains\\_actions/fps/Actions/FP1203](http://www.cost.eu/domains_actions/fps/Actions/FP1203)

[http://www.cost.eu/media/cost\\_stories/Short-Term-Scientific-Missions](http://www.cost.eu/media/cost_stories/Short-Term-Scientific-Missions)