

Call for Short Term Scientific Missions (STSMs) towards the development of a Database for FP1203

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

This call for Short Term Scientific Missions (STSMs) under COST Action FP1203: European NWFPs Network focuses **on the development of a COST Action FP1203 Database**. We invite STSM candidates to submit their applications before the **13th of April 2014**. The STSM proposals on this call should not start before the 28th of April 2014 nor end after the 28th of May 2014.

Background

In Europe there is a general lack of reliable information about the importance and use of NWFP. COST Action FP1203 is aiming at improving the availability of information in this field. Thus, the Action's scientific work plan for foresees the development of a database, which will enable making publicly available the NWFP information collected in the frame of COST Action FP1203.

STSM aim on this Call

STSM applications should be focused on developing an online database to support the dissemination of the information gathered in the frame of the COST Action FP 1203. The database development should consider at least the following aspects: (i) database users, (ii) available online platforms and (iii) data structure.

STSM organisation

Considering the complexity of the task, it is expected that the duration of the STSM shall be not less than 2 weeks and preferably around 1 month. The work will be conducted under supervision of Dr Luis Fontes at the ISA, University of Lisbon (Portugal), and in cooperation with a group of Action members who are dedicated to this issue.

Request on candidates

The candidate should have advanced skills in the management of online platforms and basic knowledge of the .php environment. Candidates, who in addition have a forestry background will be favoured.

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 Country¹ institution or an approved COST International Partner Countries² institution.

Financial Support

The STSM grant is usually 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 anticipated level of support offered is up to 2500 EUR. However, in cases where the applicant is an ESR and the total duration of the proposed STSM is more than 91 days the financial support can be up to 3500 EUR.

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
- 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 can be for a minimum of one week (5 working days) and **must take place between 28th of April 2014 and the 28th of May 2014.**

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 workplan;
5. the applicant's bank details;
6. the host institution's details³;
7. financial data (amount for travel and subsistence⁴).

¹ For more see: http://www.cost.eu/about_cost/cost_countries/international_cooperation/nnc

² For more see: http://www.cost.eu/about_cost/cost_countries/international_cooperation/ipc

³ It is strongly recommended that the STSM applicant contacts the host institution already before conducting Step 1 of the application process.

⁴ Details of the rules for STSM financial support can be found in the [COST Action Vademecum](#) on page 33

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:

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.
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 Robert MAVSAR – robert.mavsar@efi.int with CC to the Vice-Chair of the Management Committee of the Action – Dr Jenny WONG - jenny.wong@wildresources.co.uk

The application deadline is 13th of April 2014.

Step 3 – Assessment of the STSM

The STSM coordinator will arrange the assessment of the STSM application by the corresponding. **In accordance with COST Strategy ESR 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) of the STSM proposals which have been approved.

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.

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

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 6 of the **COST Vademecum**:

http://www.cost.eu/download/COST_Vademecum_Part_1

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.esf.org/about_cost/cost_stories/Short-Term-Scientific-Missions