

# 1<sup>st</sup> Call for Short Term Scientific Missions (STSMs)

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

The 1<sup>st</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 **11<sup>th</sup> of October 2013**. The STSM proposals on this call should not start before the 11<sup>th</sup> of November 2013 or end after the 30<sup>th</sup> of April 2014.

## 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 Stage Researchers<sup>3</sup> are especially encouraged to submit STSM applications.

## Financial Support

A grant usually covers travel and subsistence. The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs. The anticipated level of support offered is up to 2500 EUR or 3500 EUR for ESR (for a duration of more than 91 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
- 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.

<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 Stage Researcher - is a researcher whose career spans less than 8 years between the date of the PhD/doctorate (or similar experience) and the date of involvement in the COST Action. Periods of career leave have to be added to this time span.



## Duration

STSMs can be for a minimum of one week (5 working days) to a maximum of 3 months.

**The STSMs must take place between 11<sup>th</sup> November, 2013 and April, 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) (<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 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:

2. Letter of support from the home institute
3. Host acceptance letter
4. Detailed Workplan - with a detailed 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](mailto:robert.mavsar@efi.int) 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 11<sup>th</sup> of October.**

<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 about STSM financial support can be found in the [COST Action Vademecum](#) on page 33

**Step 3** – Assessment of the STSM

The STSM coordinator will arrange the assessment of the STSM 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 in the progress of COST Action FP1203 or aim to publish their STSM work. Furthermore, in accordance with COST Strategy for ESR (COST doc 259/09) ESR applicants will be favoured.**

**Step 4** – Approval from the Management Committee

Once the proposal had been evaluated by the SC members, the **STSM coordinator informs the Grant Holder** whether the proposed STSM has 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, 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 and STSM coordinator a **scientific report** on the visit within **4 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 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 6 of the **COST Vademecum**:

[http://www.cost.eu/download/COST\\_Vademecum\\_Part\\_1](http://www.cost.eu/download/COST_Vademecum_Part_1)

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

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.esf.org/about\\_cost/cost\\_stories/Short-Term-Scientific-Missions](http://www.cost.esf.org/about_cost/cost_stories/Short-Term-Scientific-Missions)