

**Subject | STSMs Specific rules of Cost Innovator Grant CIG-15119  
(NANOConVEX) - Grant Period May 2020 – September 2021**

Approved by MC by E-VOTE 01/20 on 10/08/2020

As defined in **Section 8** of COST Vademecum (see <https://www.cost.eu/wp-content/uploads/2020/05/Vademecum-V8-1-May-2020.pdf>), Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals.

**1. STSM FUNDING PERIOD**

The STSM applications can be submitted at any time, while there is STSM budget available. The proposals will be reviewed when they arrive at the STSM coordinator and following the criteria described later. The STSM should take place between the publication day of this call and 30 March 2021 for administrative reasons. The total initial available budget allocated for STSMs during the Grant Period of the Action is 27500€.

**2. APPLICANTS AND ELIGIBILITY CRITERIA**

STSM applicants must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an institution, organisation or legal entity which has within its remit a clear association with performing research. The institutions / organisation or legal entity where applicants pursue their main strand of research are considered as Home Institutions. The Host Institution is the institution / organisation that will host the successful applicant.

The following table shows the scenarios available to eligible STSM applicants:

<b>Applicant's Home Institution</b>	<b>STSM Host Institution</b>
<b>Located in a Participating COST Full Member / COST Cooperating Member</b>	Located in another Participating COST Full Member / COST Cooperating Member
	Located in a Participating COST Partner Member
	An Approved IPC Institution
	An Approved NNC Institution
	The EU Commission or a EU Body, Office or Agency
	An Approved European RTD Organisation
	An Approved International Organisation
<b>Located in an Approved NNC Institution</b>	Located in a Participating COST Full Member / COST Cooperating Member
<b>Located in an Approved European RTD Organisation</b>	Located in a Participating COST Full Member / COST Cooperating Member

To participate in a STSM, both participants and organisations must be located in Nanouptake participant countries, which are listed in:

<http://www.nanouptake.eu/participating-countries/>

Eligible STSM applicants must submit their STSM applications online at the following web address:

<https://e-services.cost.eu/stsm>

### 3. DURATION AND FINANCIAL SUPPORT

In general, STSMs have a minimum duration of one week (5 working days) and not more than 30 days in total. They shall be developed within the Grant Period of NanoConVEX. Up to a maximum of EUR 3 500 in total can be afforded to each successful applicant. Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.

The amount of funding requested is in accordance to COST Vademecum available on <https://www.cost.eu/wp-content/uploads/2020/05/Vademecum-V8-1-May-2020.pdf>. The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. Proposed and supported STSM must end before March, 30, 2021.

The financial contribution for a STSM will be a fixed grant based on the Applicant budget request and the evaluation of the application by the STSM Assessment panel. In any case, the costs associated with the STSM must not exceed the limits set in the Cost Vademecum available on <https://www.cost.eu/wp-content/uploads/2020/05/Vademecum-V8-1-May-2020.pdf>.

### 4. PROPOSALS SUBMISSION

The applicants must use the online portal <https://e-services.cost.eu/stsm> to register the proposal. During the submission, the following information is required:

- 1) Applicant details: name and host institution
- 2) STSM details: CIG number, STSM title, start and end date, motivation and workplan summary, expected contribution to the delivery of the business plan and other outputs of the CIG
- 3) Bank details
- 4) Host details: Title, name, e-mail, institution, address
- 5) Financial support: amount for travel, amount for subsistence
- 6) A signed letter with the compromise to integrate a reference to the CIG program and acknowledge the support of EU funding from CIG NanoConVEX in the possible articles, conference papers and presentations, Grants obtained due to the STSM.

After completing this information, e-COST requires the submission of:

- Letter of support from the Home Institution
- Written agreement from the Host Institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates

In addition to these documents, the applicants will send to the STSM coordinator (Prof. Patrice Estellé, [patrice.estelle@univ-rennes1.fr](mailto:patrice.estelle@univ-rennes1.fr)):

- 1) Proposal of the research during the expected STSM (3-5 pages), with the following structure:
  - Abstract (1/3 page)
  - Broader background and research questions of current project (1/2 page)
  - Specific goals of STMS, methods used, time-line (1 page)
  - Relevance to the CIG objectives (1/3 page)
  - Dissemination plans (1/2 page)
- 2) CV of applicant (max. 1 page) including current affiliation and PhD date/expected PhD date
- 3) A signed statement including the following aspects:
  - She/he must agree to present results in CIG meeting (when possible) and a written report.
  - She/he must agree to acknowledge funding in publications and conferences arising from STSM CIG
  - Personal point of view of the impact that the STSM had in the professional development of the applicant that could be published in social networks for promoting the CIG program.

## 5. ASSESSMENT PANEL

For each STSM Call, the Assessment panel consists of the chair, the STSM Coordinator and 2 other CIG team members. The panel could be adapted in case of conflict of interest (i.e. she/he is part of the home/guest institution of the applicant), or time constraints that will not allow for participation in the assessment.

The proposals collected by the STSM coordinator will be sent out to the chair immediately after application, together with an up-to-date summary of “the statistics”, i.e. the budget available, and a list of the STSM funded in the CIG. Each member of the assessment panel prepares a list according to the following aspects no later than one week:

- a) Applications to be funded (“priority list”),
- b) Applications not fundable (for reasons other than “no funds available”). When an application is categorized as “not fundable for other reasons”, a reason must be indicated.

## 6. DECISION CRITERIA AND PROCEDURES

A decision sheet could be used for the scientific assessment of the proposal. The criteria for decision will be based on the following criteria:

- The candidate’s personal and scientific development (max. 5 score points).
- The overall project (max. 5 score points).
- The goals of STSM (max. 5 score points).
- Relevance of STSM to the CIG Objectives (max. 5 score points).

- Dissemination plans (max. 5 score points).
- The contribution of STSM to promote intersectoral exchanges (university, R+D+i centres, industries) (max. 5 score points).

The STSM coordinator summarizes the 4 votes (chair; STSMs Coordinator and CIG team members). This means that an excellent application will have:

6 criteria aspects x 5 score points x 4 votes = 120 score points.

Proposals below 60 score points cannot be funded. The STSM Coordinator will notify the applicant this decision.

If there are more fundable proposals than available funding, the STSM Coordinator will prepare a priority list assuring gender balance, and promotion of proposals from ECI and ITC and taken into account the priority given by CIG team members.

The preliminary decision will be sent by the STSM to the Chair for final acceptance. Then, the STSM coordinator will inform the Grant Holder Manager. All applicants will be notified within the shortest time after the proposal submission (Grant letter) by the Grant Holder Manager.

The STSM Grantee has 15 calendar days from the end date of the mission to submit a scientific report to the STSM Coordinator and to a senior researcher affiliated to the Host Institution. Payment of the Grant is subject to a STSM scientific report being approved by STSM Coordinator and by a senior researcher affiliated to the Host Institution. Written approval of the STSM scientific report by the aforementioned persons must be uploaded in e-COST for archiving purposes.

#### **Further information about applications**

Questions may be sent to the STSM coordinator (Prof. Patrice Estellé):

[patrice.estelle@univ-rennes1.fr](mailto:patrice.estelle@univ-rennes1.fr)