

How to submit an STSM application – COST FP0901 (based on the Vademecum 09/10/2009)

Registration by the applicant

The applicant must be employed by one of the institutions being part of COST FP0901 (there will be no insurance covered by the STSM grants).

The Applicant must use the **on-line registration** tool to register their request for an STSM (see <http://www.cost.esf.org/stsm>). The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- name, postal address, telephone, fax and email of the prospective host at the receiving institute;
- the planned dates and length of stay;
- the title of the planned STSM;
- a short description of the proposed workplan (workplan (250 words)) may be used for the online application);
- a short curriculum vitae;
- a budget request with breakdown for the costs of the STSM;
Max. payment within COST FP0901 is **2500 €** (please contact the MC Chair in advance for any possible deviations from this maximum)
- bank details

Formal STSM application and annexes

After encoding the information via the on-line registration tool, a formal STSM application will be issued which has to be downloaded and sent by the applicant electronically (by e-mail as attachment). A **more detailed workplan (2 pages)** and any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process should be attached (such as CV, list of publications, motivation letter, letter of support from the home institute, a signed acceptance letter by the host institution etc.) and sent to the STSM coordinator.

Assessment of the STSM

The STSM coordinator will arrange the assessment of the STSM.

Approval from the Management Committee

The STSM coordinator informs the Grant Holder that the proposed STSM has been approved. This information can be in the form of an e-mail.

Grant letter

The Grant Holder will send an **Grant letter** to the Applicant in which he/she is informed about:

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

The applicant has to return this **Grant letter**, after accepting the grant with his/her signature.

After the STSM - STSM Scientific Report

After completion of the STSM, the grantee is required to submit a short scientific report on the visit to the host institution and the STSM coordinator **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 results of the STSM shall be presented at one of the next action meetings
See instructions for meetings and abstract submissions on www.abo.fi/costfp0901

Notice of completion

The STSM coordinator is responsible for approving the final report and sending the notice of completion of the STSM to the Grant Holder.

The STSM coordinator will send a short notice to the Grant Holder with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

The information is usually in the form of an e-mail stating:

"Subject: STSM Reference number, COST Action number, grantee's name

- 1) The above STSM has been completed from <Start date> to <End date>
- 2) The scientific report has been approved by the MC and Host.
- 3) The amount of EUR X can be paid"

Payment

The Grant Holder will execute the payment of the fixed grant directly to the grantee as requested in the application after receipt of the following documents:

- Notice of completion by the Management Committee;
- Completed Payment request form;
- Summary of scientific report (maximum 4 pages).