



How to apply for an STSM

Interested researchers can apply by following the directions provided below and submitting their application and supporting documents to **Carlos Goncalo das Neves** – carlos.dasneves@vetinst.no

THE APPLICATION PROCESS:

1. All applicants must carefully read the funding rules detailed in Section 7 of the *COST Vademecum*. This document is available at: <http://www.cost.eu/participate/guidelines>.
2. All applicants must register for an e-COST profile at <https://e-services.cost.eu/> - adding their bank account details to their profile.
3. All applicants must obtain a letter of invitation from a Host institution confirming that they can undertake the STSM on the given dates prior to submitting an application.
4. ASF-STOP has on its website a list of partner institutions which are offering STSMs. You are advised to check these possibilities, but you are **NOT** restricted to these offers. You can take contact with any member institution to arrange for an STSM even if that institution is not listed as offering a STSM.
5. All applicants must complete, submit and download their STSM applications online at: www.cost.eu/STSM.
6. **All applicants must send their submitted STSM application form and the relevant supporting documents to Carlos Goncalo das Neves – carlos.dasneves@vetinst.no for evaluation before the application submission deadline expires. The list of supporting documents to be submitted for the evaluation are:**
 - Letter of invitation to the applicant from a senior researcher affiliated to the Host institution
 - The submitted STSM application form (downloadable when the online application is submitted - see point 4 above)
 - A motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of the respective COST Action;
 - A letter of support from the Home Institution;
 - A Full C.V. (including a list of academic publications – if applicable).



7. The application will then be assessed by a panel of experts according to the criteria set for the STSMs (check these on the website).
8. The applicant will be formally notified of the outcome of their STSM application by **Carlos Goncalo das Neves** – carlos.dasneves@vetinst.no.
9. Within 30 days from the end date of the STSM, the successful applicant must submit a scientific report to the Host institution and to the **STSM Coordinator Carlos Goncalo das Neves** – carlos.dasneves@vetinst.no. The applicant is also responsible for acquiring an official acceptance letter / Email confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report. This formal acceptance of the scientific report has to be sent to the **Grant Holder (SVA-Sweden)** and the **STSM Coordinator** for archiving purposes. Failure to submit the scientific report within 30 days from the end date of the STSM will effectively cancel the Grant.

(Please note that the COST Association can request additional information to substantiate the information contained within the documents submitted by STSM applicants).

THE DEADLINES

COST ASF-STOP runs an open call system for STSM. This means that you can submit your application at any time you desire. Twice a year we will collect the applications received by those dates, evaluate and award STSMs based on available budget. For the collection dates in 2017 the deadlines are as follows:

Send application	ANY TIME – No deadline			
Collection	Collection date	Results	STSM can start from	STSM must end by
1 st collection	15.09.17	30.09.17	01.10.17	15.04.18
2 nd collection	15.12.17	10.01.18	11.01.18	15.04.18

Collection dates for 2018 will be published in the March 2018.



THE EVALUATION PROCESS:

For 2017/2018, the Management Committee of COST Action **CA15116 ASF-STOP** has allocated a total budget of **EUR 14 840** for up to **7-8 STSMs**.

The STSM group (coordinator, vice-coordinator and 1 representative from each of the WPs) will proceed with the selection of the grants based on pre-set criteria:

- **Scientific and technical quality of the STSM proposal** (*How good is your application?*)
- **Suitability to the overall goals of the ASF-STOP action** (*How good does your application fit with the network goals?*)
- **Candidate's CV, especially focusing on work carried out in topics related to the goals of the ASF-STOP network** (*How good can you demonstrate work and commitment to the core topics of this network?*)

Each criteria is evaluate in a scale from 0 to 5 points. **Applications must gather a minimum of 2,5 points per criteria to be eligible for selection.**

Eligible applications will then be assessed for the following additional criteria:

- **ASF-STOP will aim that at least half of host institution each year should be from the group of inclusiveness target countries (ITCs¹)**
- **ASF-STOP will aim that at least half of the STSM should be awarded to candidates from the ITCs**
- **ASF-STOP will aim that at least half of the STSM should be awarded to Early Career Investigators** which are defined as researchers within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent).
- **ASF-STOP will aim at keeping a gender balance between candidates awarded grants**

¹ **COST Inclusiveness Target Countries (ITCs):** Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey.



- Candidates awarded a Grant will be notified by email and have **10 working days** to acknowledge and accept the grant.
- Candidates eligible but not awarded a grant will also be notified of the result, but remain on a reserve list should any of the awarded applicants refuse the grant within the 10 days period mentioned above.
- Candidates eligible who are not awarded a grant may choose to keep their application as it is for the next collection date, resubmit it with modifications or redraw it. The choice between these 3 options must be notified in writing to the STSM coordinator.