

Guidance Notes for Short Term Scientific Missions (STSMs) applications to COST BM0702

Making an application

The following notes are designed to help applicants preparing a submission for a STSM associated with COST BM0702.

1. Check the COST web site for details of STSM requirements.
2. Ensure your application contains all the required documentation
 - a. A fully completed COST STSM application form
 - b. A full CV – include details of academic achievements and specific details of practical and theoretical experience which relates to the application
 - c. A detailed and concise work plan which should include
 - i. A short and clear introductory section providing background to the project so that the assessors can appreciate your understanding and see how the proposed work relates and develops from existing knowledge. This section should effectively end with a clear statement of the project aim which if appropriate should be supported by specific objectives.
 - ii. An outline of the methodology and experimental design of the project to be undertaken, including indication of an experimental timescale. From this section the assessors need to determine in a practical sense what will be undertaken during the STSM and importantly if what is proposed is realistic within the project timescale.
 - iii. How the work undertaken in the host institution will be taken forward on return to your home institution.
 - d. A letter from the host institution, signed appropriately. Remember you need to ask a host institution if it is possible for them to support a STSM project
 - e. A letter from the applicants supervisor or line manager from their home institution supporting the application. The letter should include a view of the ability of the applicant and how participation in an STSM will support the applicant and the host institution.
 - f. Statement of motivation from the applicant. This should clearly outline why the applicant wishes to take part in an STSM and how participation would help develop their skill and experience base and potentially enhance their career development.
 - g. A detailed explanation/breakdown of the living expenses with application
3. Clearly indicate in which WG your project fits
4. Ensure that all the necessary documentation reaches Dr Sebastien Carpentier (sebastien.carpentier@biw.kuleuven.be) the member of COST BM0702 responsible for a STSMs in electronic format by the published deadline.

Application Assessment

1. Applications will be reviewed by members of the the COST BM0702 Management Committee and evaluated by the STMS evaluation committee (Dr. Sebastien Carpentier, Dr. Mark Baumann, Dr. Hassan Dihazi and Dr. Marta Sanchez-Carbayo)

2. The key criteria (defined at the Management Committee October 2008) the committees will base their decisions on are:-
 - a. Applicants – the program will in first line support PhD students and "novice" post-doctoral fellows (max 10 years of postdoc experience).
 - b. Application for a focused meeting/training
 - c. Clear future needs and applicability
 - d. Value for the Action
 - e. WG (need to maintain a balance between 4 WGs)
 - f. Applicant from countries who would otherwise have limited opportunities to travel (for example from former Eastern Block countries)
 - g. An amount of 60€for daily allowance and 300€for travel is recommended (If more than 60€is requested a detailed explanation should be provided; In any case, no allowance higher than 90€will be allowed).

3. Members of the Executive Committee or Management Committee who are involved in a specific application will not speak to that project and will not vote for any project with which they have a specific involvement.

Applicants should provide

- A more detailed explanation/breakdown of the living expenses with application
- A financial summary in the post visit report
- A one page report one year after the STSM visit by the trainee and supervisor from their home institution to review how the home laboratory and trainee have benefited from the STSM. Such reports should comment particularly on long-term sustainable benefits.

Post Mission Reports

Report immediately after mission visit

The successful applicant is required to submit to the MC Chair (Dr Antonia Vlahou) and the MC member responsible for the STSMs (Dr Sebastien Carpentier). No payment will be made from the COST Office until this report is submitted.

The report should contain the following information:

- Purpose of the visit
- Description of the work carried out during the visit
- Description of the main results obtained
- Future collaboration with host institution (*if applicable*)
- Projected publications/articles resulting or to result from the STSM
- Confirmation by the host institute of the successful execution of the mission
- A financial summary, detailing how the grant was spent.
- Other comments (*if any*)

Report 1 year after mission visit

A one page report one year after the STSM visit should be submitted by the trainee and supervisor from their home institution to the MC Chair (Dr Antonia Vlahou) and the MC member responsible for the STSMs (Dr Sebastien Carpentier)

The review should describe how the home laboratory and trainee have benefited from the STSM. Such reports should comment particularly on long-term sustainable benefits.