



## PROCEDURE TO APPLY FOR SHORT-TERM SCIENTIFIC MISSION (STSM) GRANTS

The Short-Term Scientific Mission (STSM) consists in a research visit to a group involved in the Action located in a different country than that of affiliation. STSM Grants aim to promote collaboration by helping the grantees gain new knowledge or access to equipment or techniques not available in their home institution.

The duration of the STSM is between 2 weeks and 2 months (exceptions must be duly justified).

### **Eligibility rules**

- The applicant must be engaged in an official research program as a PhD student (at least in the second year of their doctoral program) or postdoctoral fellow. Independent researchers may also apply.
- The applicant or their research supervisor must be a Working Group member of LUCES COST Action (CA22131).
- The STSM must start and end within the active Grant Period (i.e. 01.11.Y - 31.10.Y+1).

### **Application**

- Register on the [e-COST](#) platform.
- Complete the online application in e-COST (Grant applications tab), and upload the following supporting documents:
  - a) application form (available on the LUCES website);
  - b) support letter from the supervisor, highlighting the Action objectives that will be addressed;
  - c) confirmation of the host describing the hosting environment;
  - d) Curriculum Vitae of the applicant;
  - e) a documented estimation of the budget for travel and accommodation;
  - f) a research project (max. 3 pages) reporting the scientific justification of the STSM at the partner laboratory/institution; a work plan and the expected results.

Co-funding is encouraged, and other funding awarded or applied for to cover the expenses related to the mission in question must be detailed in the application.



### **Funding**

A STSM Grant is a financial contribution, which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the Grant Evaluation Committee. Depending on the budget available and the number of eligible applications, STSM Grants do not necessarily cover all the expenses related to the research stay.

The calculation of the financial contribution for each STSM Grant must respect the following criteria:

- Up to a maximum of 350 euros for travel between the home and host institution (train travels should be preferred when possible). Exceptions may be granted if they are justified.
- Up to a maximum of 500 euros per week for accommodation.
- A maximum of 3.000 euros in total can be granted to each successful applicant.

The amount awarded will be decided by the Grant Evaluation Committee on the basis of the duration of the stay and its alignment with the STSM objectives as well the destination.

STSM Grants do not cover operating costs, access to equipment or bench fees.

### **Evaluation criteria**

The Grant Evaluation Committee manages the evaluation according to the COST rules and will take into consideration geographical spread, career stage and gender balance. All applications will be assessed at the same time.

The Committee will also consider the scientific merit of the proposal based on the project submitted, and how it will support the Action in achieving its scientific objectives.

Priority will be given to

- PhD students and young postdoctoral researchers.
- Applicants who have not already received a STSM grant.

### **Commitments during/after the STSM**

The applicant is encouraged to give a seminar at the host institution.

**Acknowledge COST and the LUCES COST Action (CA22131)** in presentations and/or publications resulting from the visit and collaboration. The official logos and visual identity must always be used.



Any change in the dates or duration of the STSM must be immediately communicated to the Grant Holder Manager.

### **How to claim the grant**

The STSM Grant will be paid once the STSM has taken place and the requested documents have been submitted and approved by the Grant Awarding Coordinator.

- The grantees must submit in e-cost:
  - a) a scientific report;
  - b) a confirmation letter from the host institution that the visit has been successful (incl. start and end dates).

The template for scientific report is available on the LUCES website; its use is mandatory.

- The grantee must also prepare a one slide report to be published on the LUCES website. The slide must be sent to the Grant Holder Manager ([melanie.vander.geeten@ulb.be](mailto:melanie.vander.geeten@ulb.be)) and the Grant Awarding Coordinator ([giulia.licini@unipd.it](mailto:giulia.licini@unipd.it)).

The template for the one slide report is available on the LUCES website; its use is mandatory.

- All listed documents must be submitted within 30 days after the STSM or 15 days after the end of the Grant Period (November 15<sup>th</sup>), whichever date comes first. Late submission leads to the grant cancellation.
- The grantee certifies that the expenses covered by the DC grant have not been, or will not be, reimbursed or covered by any other source of funding.
- In some circumstances, STSM grantees may request up to 50% pre-payment of the approved grant but will only be paid once the STSM has started. The request shall be submitted to the Grant Holder Manager. Failure to comply with the rules during or after the STSM may result in repayment of the advance granted.

The Grant Awarding Coordinator,  
Giulia LICINI