

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

Short visits of minimum 2 days

The Short-Term Scientific Mission (STSM) “**short visit**” consists in a visit to a group involved in the Action, located in a different country than that of affiliation, to carry out specific work (i.e. exploring a new partnership, submitting a grant application, finalizing a publication, co-supervising a doctoral student) with the goal of achieving the objectives of the LUCES COST Action.

STSM Grants aim to support capacity building and transfer of knowledge by establishing new collaborations or reinforce existing collaborations, across disciplines and different sectors (e.g. academia and industry / SMEs).

The duration of this type of STSM is between 2 working days and 2 weeks (exceptions must be duly justified).

Eligibility rules

- The applicant and the host must be an effective Working Group member of LUCES COST Action (CA22131).
- The applicant is required to give a seminar/talk at the host institution.
- The STSM must start and end within the active Grant Period (i.e. 01.11.Y - 31.10.Y+1).
- The application must be submitted by 01.10.2025 and at least 2 weeks prior the STSM start date.

Application

Complete the online application in [e-COST](#) (Grant applications tab), and upload the following supporting documents:

- a) application form (available on the LUCES website), highlighting the Action objectives that will be addressed;
- b) confirmation of the host agreeing in receiving the applicant for the determined period, on headed paper and signed;
- c) a detailed and documented estimation of the budget for travel and accommodation;
- d) abstract of the seminar/talk planned at the host institution (max. 1 page).



LUCES COST Action (CA22131)

Supramolecular LUMinescent Chemosensors for Environmental Security

www.lucescostaction.com

Co-funding is encouraged, and other funding awarded or applied for to cover expenses related to the STSM must be detailed in the application. However, double funding is not permitted (the same expenditure cannot be claimed twice).

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 (when possible, train travel should be preferred). Exceptions may be granted if they are justified.
- Up to a maximum of 180 euros per day for accommodation and meals.
- A maximum of 2.000 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 as the living costs in 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 after the call closed.

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

- YRIs (under 40).
- Applicants who have not already received a STSM grant.

Commitments during/after the STSM

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 (logos and further instructions available [here](#)).

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

- All listed documents must be submitted within 30 days after the STSM or by October 31st, whichever date comes first. Late submission leads to the grant cancellation.
- The grantee certifies that the expenses covered by the STSM grant have not been, or will not be, reimbursed or covered by any other source of funding.

The Grant Awarding Coordinator,
Giulia LICINI