| Subject | STSMs Specific rules of Cost Action 15119 (NANOUPTAKE) for the 3rd Grant Period (May 2018 – April 2019) |

Approved by MC by E-VOTE 05/18 on 22/05/2018

As defined in **Section 8 of COST Vademecum** (pages 34 and 35) Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals.

1. STSM FUNDING PERIOD

The following table gives the deadline of submission, starting and ending dates of STSMs for the 3rd Grant Period.

The total initial budget allocated for STSMs during the 3rd Grant Period of the Action is 24.880 € (with 20 STSMs expected). This budget is distributed in two calls and the budget allocated for the 1st call shouldn't exceed the 70% of the total budget. Thus, a minimum of 30% of the total budget will remain for the 2nd call.

MILESTONES	DATES	
	1st Call	2nd Call
Submission deadline	18/06/2018	22/10/2018
Notification of award	20/07/2018	20/11/2018
STSM starting	20/07/2018	20/11/2018
STSM ending	28/02/2019	28/02/2019

2. APPLICANTS AND ELIGIBILITY CRITERIA

STSM applicants must be engaged in an official research programme as a PhD Student or postdoctoral fellow or can be employed by, or affiliated to, an institution, organisation or legal entity which has within its remit a clear association with performing research. The institutions / organisation or legal entity where applicants pursue their main strand of research are considered as Home Institutions. The Host Institution is the institution / organisation that will host the successful applicant.

The following table shows the scenarios available to eligible STSM applicants:

Applicant's Home Institution	STSM Host Institution
Located in a Participating COST Full Member / COST Cooperating Member	Located in another Participating COST Full Member / COST Cooperating Member
	Located in a Participating COST Partner Member
	An Approved IPC Institution
	An Approved NNC Institution
	The EU Commission or a EU Body, Office or Agency
	An Approved European RTD Organisation
	An Approved International Organisation
Located in an Approved NNC Institution	Located in a Participating COST Full Member / COST Cooperating Member
Located in an Approved European RTD Organisation	Located in a Participating COST Full Member / COST Cooperating Member

To participate in a STSM, both participants and organisations must be located in Nanouptake participant countries, which are listed in:

http://www.cost.eu/COST_Actions/ca/CA15119?parties.

In addition, Home (sending) and Host (receiving) institutions should be actively participating in the COST Action and its representatives have to be a member to at least one Working Group.

Eligible STSM applicants must submit their STSM applications online at the following web address:

https://e-services.cost.eu/stsm

3. DURATION AND FINANCIAL SUPPORT

In general, STSMs have a minimum duration of one week (5 working days) and a maximum of 30 days, as decided by the Management Committee. They shall be developed within the 3rd Grant Period of Nanouptale. STSMs of Early Career Investigators –ECI- (less than PhD + 8 years) can be extended to a duration beyond 30 days, but normally not more than 6 months in total. In these cases, financial support can be increased to a maximum EUR 3 500.

The amount of funding requested is in accordance to COST Vademecum. The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. Proposed and supported STSM must end according to time schedule described in section "STSM Funding period".

The financial contribution for a STSM will be a fixed grant based on the Applicant budget request and the evaluation of the application by the STSM Assessment Committee. For long stays, an amount of EUR 60 to 90 for the daily allowance and maximum EUR 300 for travel expenses is recommended. Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses. An average cost on EUR 1244 per STSM for the 3rd Grant Period is expected. The total of a STSM shall normally not exceed EUR 2 500 (EUR 3 500 for Early Career Investigators longer than one month). Rates for accommodations and meal expenses could be differentiated

following cost of living in Host country. Any exception needs special justification. In any case, the costs associated with the STSM must not exceed the limits set in the [Cost Vademecum](#).

4. PROPOSALS SUBMISSION

The applicants must use the online portal https://e-services.cost.eu/stsm to register the proposal. During the submission, the following information is required:

1) Applicant details: name and host institution
2) STSM details: Action number, STSM title, Grant Period, Start and end date, motivation and workplan summary
3) Bank details
4) Host details: Title, name, e-mail, institution, address
5) Financial support: amount for travel, amount for subsistence

After completing this information, e-COST requires the submission of:

- Letter of support from the Home Institution
- Written agreement from the Host Institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates

In addition to these documents, the applicants will send to the STSM coordinator (Prof. Patrice Estellé, patrice.estelle@univ-rennes1.fr):

1) Proposal of the research during the expected STSM (3-5 pages), with the following structure:
    - Abstract (1/3 page)
    - Broader background and research questions of current project (1/2 page)
    - Specific goals of STMS, methods used, time-line (1 page)
    - Relevance to the Action and WGs (1/3 page)
    - Dissemination plans (1/2 page)
2) CV of applicant (max. 1 page) including current affiliation and PhD date/expected PhD date
3) A signed statement including the following aspects:
    - She/he must agree to present results in a WG meeting (when possible) and a written report.
    - She/he must agree to acknowledge funding in publications and conferences arising from STSM Cost Action
    - Personal point of view of the impact and that the STSM had in the professional development of the aplicant

5. ASSESSMENT PANEL

For each STSM Call, the Assessment panel consists of the chair, or vice-chair, the STSM Coordinator and the Work Group (WG) leaders or WG Vice-Leaders. All the Assessment Panel members have to find a substitute in case of conflict of interest (i.e. she/he is part of the home/guest institution of the applicant), or time constraints that will not allow for participation in the assessment.

The proposals collected by the STSM coordinator will be sent out to the chair or vice-chair, WG leaders or vice-leaders immediately after the deadline, together with an up-to-date summary of "the statistics", i.e. the budget available, and a list of the STSM funded in the Action. Each member of the assessment panel prepares a list according to the following aspects within three weeks:

a) Applications to be funded ("priority list"),
b) Applications not fundable (for reasons other than "no funds available"). When an application is categorized as "not fundable for other reasons", a reason must be indicated.

6. DECISION CRITERIA AND PROCEDURES

The decision sheet reported in annex 1 will be used for the scientific assessment of the proposal. The criteria for decision will be available to the applicants on the web-page (www.nanouptake.eu) and will be based on the following criteria:

- The candidate's personal and scientific development (max. 5 score points).
- The overall project (max. 5 score points).
- The goals of STSM (max. 5 score points).
- Relevance of STSM to the Action (max. 5 score points).
- Dissemination plans (max. 5 score points).
- The contribution of STSM to promote intersectoral exchanges (university, R+D+i centres, industries) (max. 5 score points).

The STSM manager summarizes the 6 votes (chair/co-chair; STSMs Coordinator and WG Leaders). This means that an excellent application will have:

6 criteria aspects x 5 score points x 6 votes = 180 score points.

Proposals below 95 score points cannot be funded without resubmission in the next call for proposals. The STSM Coordinator will notify the applicant this decision.

If there are more fundable proposals than available funding, the STSM Coordinator will prepare a priority list assuring the balance between WGs, and taken into account the priority given by MC: gender balance, and promotion of proposals from ECI and ITC.

Applications that exceeds current funds, are moved to a waiting list. In addition, they will be considered for the next funding period (treated as new applications with the same score, unless

the proposal is resubmitted). In case that a Working Group has received more funding than others, it will be considered for the next calls.

The preliminary decision will be sent by the STSM to the Chair/Vice-Chair for final acceptance. Then, the STSM coordinator will inform the Grant Holder Manager. All applicants will be notified between 3 to 5 weeks after the deadline of proposal submission (Grant letter) by the Grant Holder Manager.

The STSM Grantee has 30 calendar days from the end date of the mission to submit a scientific report to the STSM Coordinator and to a senior researcher affiliated to the Host Institution. Payment of the Grant is subject to a STSM scientific report being approved by STSM Coordinator and by a senior researcher affiliated to the Host Institution. Written approval of the STSM scientific report by the aforementioned persons must be uploaded in e-COST for archiving purposes.

Further information about applications

Questions may be sent to the STSM coordinator (Prof. Patrice Estelle):

patrice.estelle@univ-rennes1.fr