

How to apply for an STSM in COST action CA16101

Interested researchers can apply by following the directions provided below and submitting their application and supporting documents by email to Prof. Dr. R.M.A. Heeren, STSM coordinator, r.heeren@maastrichtuniversity.nl.

THE APPLICATION PROCESS IS AS FOLLOWS:

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 the Host institution confirming that they can undertake the STSM on the given dates prior to submitting an application.
4. All applicants must complete, submit and download their STSM applications online at: www.cost.eu/STSM.
5. All applicants must send their submitted STSM application form and the relevant supporting documents to Prof. Dr. R.M.A. Heeren, STSM coordinator, r.heeren@maastrichtuniversity.nl for evaluation before the application submission deadline expires.

The list of supporting documents to be submitted for the evaluation are:

- a. Letter of invitation to the applicant from a senior researcher affiliated to the Host institution
 - b. The submitted STSM application form (downloadable when the online application is submitted - see point 4 above)
 - c. 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.
 - d. A letter of support from the Home Institution.
 - e. A Full C.V. (including a list of academic publications – if applicable).
6. The application will then be assessed by the Action's STSM committee against the perceived contribution that the proposed visit will make against the scientific objectives outlined in the Action's Memorandum of Understanding (MoU).
 7. The applicant will be formally notified of the outcome of their STSM application by the STSM coordinator within three weeks of receipt of the full application package.
 8. 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. 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 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).

Applications can be submitted throughout the grant period while allocated funds last. The STSM committee of Multiforesee strive to notify STSM applicants on their decision within three weeks of receiving the complete application package.