

MOLIM guidelines concerning Short Term Scientific Missions (STSM)

Preamble. MOLIM's aim with STSMs is to promote exchange (mobility) and via this facility support the Action's scientific objectives. STSMs allow scientists, especially Early Career Investigators (ECIs), to visit an active research group in another MOLIM-participating country in order to foster collaboration, share knowledge, learn a new technique, and undertake research of common interest.

Simple rules. The minimum period for an STSM is 1 week (5 working days). Financial requests are expected to be limited up to 500 EUR for travel (exceptions will be carefully considered). Typical daily subsistence rate will be less than 160 EUR per day and will reflect the costs characteristic of the host country. The maximum amount of subsistence in any STSM visit will be 2500 EUR for up to 90 days or 3500 EUR for up to 180 days. An average STSM is estimated to be at around 1200 EUR.

Application procedure. In order to grant an STSM within MOLIM, the following simple procedure is followed:

Step 1 – The Applicant contacts the STSM coordinator (Dr. Sonja Grubisic: cost.molim.stsm@gmail.com, with a copy to cost.molim@gmail.com) to inquire about the availability of funding.

Step 2 – After a positive response, the Applicant uses the on-line registration tool to register the request for an STSM (see <https://e-services.cost.eu/stsm>).

The following information has to be entered in the on-line registration form:

- the Action number (CM1405);
- the title of the planned STSM;
- start and end dates;
- the applicant's details, including key academic details and workplan;
- the applicant's bank details;
- name of the host institution;
- financial data (amounts requested for travel and subsistence).

After submission of the information via the on-line registration form, a formal STSM application will be generated, which has to be downloaded and sent by the Applicant electronically, as an e-mail attachment to

the future Host of the STSM;

and

the STSM coordinator (Dr. Sonja Grubisic: cost.molim.stsm@gmail.com, with a copy to cost.molim@gmail.com)

The e-mail should specify which Working Group of MOLIM will benefit the most from the STSM and who the Host will be. This e-mail may also contain further documents which the applicant regards as helpful in supporting the application at the evaluation process (such as CV, a somewhat more detailed workplan (max. one page), list of publications, motivation letter, letter of support from the home institution, and name of the Host, etc.).

Step 3 – The application is assessed by the STSM coordinator (Dr. Sonja Grubisic).

Step 4 – The STSM coordinator seeks approval regarding her decision from the STSM review committee (RC). The RC consists of the STSM coordinator (Dr. Sonja Grubisic), the Action's Chair (Professor Attila G. Császár), the Vice-Chair (Professor Majdi Hochlaf), and the appropriate WG leader. The final decision is the responsibility of the RC.

Step 5 – Cost Office Acceptance Letter (Grant Letter)

If the application is successful, the Grant Holder (GH) sends an Acceptance letter to the Applicant, in which the Applicant is informed about the approval of the STSM and the level of financial support awarded.

After accepting the grant, the Applicant has to return this acceptance letter to the GH with his/her signature.

After the STSM

Within 4 weeks after the completion of the STSM, the grantee is required to submit to the host institution and to the STSM coordinator a scientific report about the achievements of the STSM (max. one page).

The STSM coordinator is responsible for approving the final report, after consulting the STSM RC which approved the STSM.

Further important remarks

Applications may be submitted throughout the year, but they should be done at least six weeks before the STSM starts (the sooner the better). Decision will be sent to the applicant at least four weeks before the STSM starts.

The grantee is responsible for acknowledging support received from MOLIM in all publications resulting from the STSM.

For further details please contact the STSM coordinator (Dr. Sonja Grubisic: cost.molim.stsm@gmail.com).