

SHORT TERM SCIENTIFIC MISSION (STSM)

Guidelines

1. Overview

Short Term Scientific Missions (STSMs) are institutional visits by researchers or scholars aimed at fostering cooperation and collaboration (you may find more details in the [COST Vademecum](#)). These visits should specifically contribute to the scientific objectives of this COST Action “[Constitution-making and deliberative democracy](#),” (CA15137; henceforth ‘Action’), which are outlined in detail in the [Memorandum of Understanding](#) of the Action, allowing those participating to learn new techniques, gain access to specific data, instruments and/or methods not available in their own institutions/organizations. COST provides a grant towards travel and living expenses for the duration of STSM, and a report is submitted by the individual at the conclusion of the visit, describing the work undertaken during the visit.

2. Eligibility

Eligible to apply are individuals engaged in a research programme as PhD students/candidates or Postdoctoral fellows, or employed by, or affiliated to, an institution or legal entity which has within its remit a clear association with performing scientific research, and:

1. if the institution/legal entity in which the individual has their primary affiliation is located in a COST [Full Member State](#)¹ or [Cooperating Member State](#)², then only if that institution has accepted the Memorandum of Understanding of the Action (Participating COST Country).

¹ Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom and the former Yugoslav Republic of Macedonia.

² Israel.

2. if the institution/legal entity in which the individual has their primary affiliation is in a COST [Near Neighbor Country](#) (NNC)³, then only if that institution has been formally approved onto the Action.
3. if the institution/legal entity in which the individual has their primary affiliation is a European Research and Technological Development (RTD) Organization, then only if that institution has been formally approved onto the Action.

You may find a full list of the countries approved onto the Action at http://www.cost.eu/COST_Actions/ca/CA17135?parties.

3. Home & Host Institutions

The Home Institution is the institution where the applicant holds their primary affiliation as registered on their e-COST profile/STSM application/CV and where they are currently performing their main strand of research. The Host Institution is the institution that has agreed to host the successful applicant. Depending on the Home and Host Institutions, the following visits outlined in Table 1 are possible.

Home Institution	Host Institution
From approved COST Full/Cooperating Member institution	In another COST Full/Cooperating Member institution
	In an approved NNC institution
	In an approved International Partner Country ⁴ (IPC) institution
	In an approved European RTD Organization
From an approved NNC institution	In an approved COST Full/Cooperating Member institution
From an approved European RTD Organization	

³ Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo, Lebanon, Libya, Moldova, Morocco, the Palestinian Authority, Russia, Syria, Tunisia and Ukraine.

⁴ Argentina, Australia, Bangladesh, Brazil, Canada, Chile, China, Colombia, Costa Rica, Hong Kong, India, Indonesia, Iraq, Japan, Republic of Korea, Mauritius, Mexico, Namibia, New Zealand, Pakistan, Peru, Saudi Arabia, Singapore, South Africa, Sudan, Thailand, United Arab Emirates, United States of America and Uruguay.

4. Financial Support & Duration

The financial support on offer is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated costs. Financial support is limited to cover travel, accommodation and meal expenses and is paid in the form of a Grant, in the amounts and for the duration outlined below. The cost of research materials is not eligible for consideration as part of the grant. More specifically:

1. If not Early Career Investigators (ECIs)⁵:
 - a. STSM must last from a minimum of 5 days to a maximum of 90 days;
 - b. Up to a maximum of EUR 2.500 in total can be afforded to each successful applicant;
 - c. Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
2. If ECIs:
 - a. STSM must last from a minimum of 5 days to a maximum of 180 days;
 - b. Up to a maximum of EUR 3.500 in total can be afforded to each successful applicant;
 - c. Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.

Please note that the awarded grant will be paid only after the STSM has been completed (the procedure for the conclusion of STSM is outlined below in chapter 5).

5. Conditions & Evaluation criteria

The STSM is subject to the following conditions:

1. All applications are formally assessed by and subject to approval of the Action's Management Committee against the perceived contribution that the proposed visit will make against the scientific objectives outlined in the Action's Memorandum of Understanding. The evaluation criteria are:

⁵ [Defined](#) as an individual who is within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

- a. Relevance and contribution of the proposed STSM project to the Action's objectives. A further advantage will be focus on the aims and work of at least one of the Action's Working Groups;
- b. Contribution of the proposed STSM project to the development of the applicant, based on the expected outputs (indicatively, collaboration on research projects, publications, research networking, capacity building with a view to excellence, access to data or research infrastructure not available in the Home Institution);
- c. Relevance of the proposed STSM project to the research profile of the applicant, and the project's overall scientific value.

During the process, the Management Committee of the Action will strive to maintain balance and diversity between countries, genders, etc., and encourages applications from underrepresented groups.

2. Every STSM must be carried out in its entirety within one Grant Period of the Action, and always within the Action's lifetime (17.09.2018 – 16.09.2022);
3. All applicants need to obtain and include with their application a written agreement/letter of invitation from the Host Institution that they may conduct an STSM on the given dates under the supervision of a senior researcher affiliated with that institution;
4. The successful applicants, within 30 days from the conclusion of the STSM, will have to:
 - a. Produce a scientific report on their activities. The template for the report can be found online at the Supporting Documents title of the STSM application section of their e-COST profile on <https://e-services.cost.eu/>;
 - b. Obtain an official signed letter by the Host Institution attesting to the successful execution and completion of the STSM;
 - c. Obtain an official acceptance letter or email confirmation that the senior researcher of the Host Institution (above) formally accepts the above scientific report.

The above 4(b) and 4(c) can also be a single document, provided that it bears the official seal/stamp of the Host Institution, and has the signatures of both its representative as well as of the senior researcher. All these materials need to be:

- submitted online at COST (if 4(b) and 4(c) are two documents, then merged in a single .pdf document) at the Supporting Documents section of the online application.
- sent via email to the STSM Coordinator of the Action, Associate Professor Ioannis Papadopoulos of the Department of International and European Studies of the University of Macedonia (Greece), email: ipapadopoulos@uom.edu.gr.

Failure to submit the above materials will effectively cancel the grant.

6. Application procedure

Before you apply, please carefully read these Guidelines and section 8 of the [COST Vademecum](#) in their entirety. In order to submit an application for an STSM, please follow the following steps before the expiration of the deadline of the call:

1. Register for an e-COST profile at <https://e-services.cost.eu/>, adding your bank account details to your profile (if a returning applicant or already in possession of a COST profile, move to step 2).
2. Complete the application form at the STSM application section of your e-COST profile on <https://e-services.cost.eu/>, uploading the following supporting documentation:
 - a. Letter of support from the Home Institution;
 - b. Letter of invitation to the applicant from the Host Institution under the supervision of a senior researcher affiliated to that institution;
 - c. A full CV, including a list of academic publications if applicable, of no more than 3 pages (font: 12 pt. Times New Roman, page borders: 1.2 inches).Please note that in the section of the online application titled “Motivation and Workplan Summary,” the text to be entered should be the same as the motivation letter sent to the Action’s STSM Coordinator [below 4(c)].
3. Submit and download your application;
4. Send the following documentation in .pdf form via email to the STSM Coordinator of the Action, Associate Professor Ioannis Papadopoulos of the

Department of International and European Studies of the University of Macedonia (Greece), email ipapadopoulos@uom.edu.gr:

- a. The submitted COST online application;
- b. All supporting documentation submitted in the online COST application (above; attached as separate documents in the email);
- c. A motivation letter (max. 2.000 words), including the following sections:
 - Aims and objectives, description, expected results, and dissemination of the work/activities to be performed;
 - Justification for the choice of the Host Institution;
 - Diagram or table (e.g. Gantt chart) of duties to be performed (work plan);
 - Contribution towards the scientific objectives of the Action and benefits to the applicant.

You will be notified of the outcome by the Action's STSM Coordinator on the outcome notification date of the call.

Please note that the COST Association and/or the Action's Management Committee can request additional information to substantiate the information contained within the documents submitted by STSM applicants.
