Short Term Missions

Aims

The Short Term Scientific Missions (STSM) are exchange visits which aim to strengthen the existing research networks. They allow scientists to go to an institution or laboratory in another COST country, to foster collaboration, to learn new techniques, to take measurements using instruments or methods not available in their own institution or laboratory.

Requirements

To apply please follow the rules of Short Term Missions. This is the summary of the regulations:

· **Project Theme**

The theme of your proposed project should fall **within one of the priority areas** of our Action.

· **Duration**

The duration must be minimum **5 days** and maximum **89 days**.

· **Subsistence**

The reimbursement rate per day is maximum **160 EUR**.

· **Travel**

The travel expenses should not exceed **500 EUR**.

· **Full Cost (Subsistence + Travel)**

If the duration is between **05 days** and **30 days,** the total cost should not exceed **1000 EUR**.

If the duration is between **31 days** and **60 days,** the total cost should not exceed **1500 EUR**.

If the duration is between **61 days** and **89 days,** the total cost should not exceed **2000 EUR**.

Under special conditions, regardless to the duration to the duration of the mission, the total cost may be up to **2500 EUR.**

Application

1. Complete and save the Online Application Form at:
 https://e-services.cost.eu/STSM

Applications are **only accepted during a specified period of each year**, at least **28 days** before the proposed start of the Short Term Mission. Always check whether an application period is open currently.

2. Submit the application portfolio via email as an attachment to:
Cellfit@sheffield.c.uk

The application portfolio must contain the following 6 components:
· **Application Form** (completed and signed by the applicant)
· **Biography of Applicant** (curriculum vitae of the applicant)
· **Host Acceptance Letter** (written by the host justifying the mission)
· **Motivation Covering Letter** (written by the applicant supporting the application)
· **Support Letter of Home Institution** (written by the applicant's line manager justifying the mission)
· **Project Description** (outline of the scientific aims of the mission)

The Executive Committee will consider each application, monitor the grants applied for and the amount of money spent, therefore may close the call for applications at its discretion with no further notice.

Your application will be reviewed by the Executive Committee. If the application is originating from or involving the respective institute of a member of the Executive Committee, that member will not be involved in the evaluation process of that particular application. In the case of a tie after voting, the chairman's vote will be the deciding factor. If the chairman has a conflict of interest, the deciding vote will then be made by the vice-chairman.

The Executive Committee will:

release funds when the application is received on a first-come-first-served basis,

ensure homogeneous distribution among members and countries (out-bound),

avoid overcrowding of single laboratories (in-bound),

examine that the application is relevant to the aims of the Action,

vote on the funding of each application (in the case of a tie after voting, the Chairman's vote will decide).

You can only begin your short-term mission after receiving the approval letter and the grant letter of your application. Submitting the application does not guarantee an approval.

Completion

Submit the completion portfolio as attachment to the email address: Cellfit@sheffield.ac.uk within **28 days** following the end date of the mission. The completion portfolio must contain the following **4 components:**

• **Grant Letter** (written by the grant holder stating the amount of money given for the mission)

• **Scientific Report** (description of the achievements of the mission)

• **Implementation Letter by Host** (declaration on the completion of the mission)

• **Newsletters Article** (short report of the mission with at least 2 photographs, intended for the general public)