



COST Action ES1408: European Network for Algal Bioproducts (EUALGAE)

## Short Term Scientific Missions (STSM)<sup>1</sup>

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- *This is a call for applications for Short Term Scientific Missions (STSMs) in the framework of the COST Action ES1408 EUALGAE.*
- *Deadline for applications: 12<sup>th</sup> November 2017.*
- *STSMs must be completed by 20<sup>th</sup> April 2018.*
- *The report has to be sent to the STSM coordinator within 30 days after the completion of the STSM and in any case by 20<sup>th</sup> April 2018.*

### COST

COST is an intergovernmental framework for European **C**ooperation in **S**cience and **T**echnology established to initiate networking and coordination of nationally funded research activities on a European level. It facilitates bringing good scientists together under light strategic guidance based on networks, called COST Actions, centred around research projects in fields that are of interest to COST countries and cooperating countries.

### COST Action ES1408

COST Action ES1408 is a four-year networking action that unites a heterogeneous group of scientists and researchers from across the EU and around the globe with a common goal: development of an economically feasible model for the commercialization of algae-based bioproducts. It is the aim of the action to stimulate not only interaction among research groups across Europe but also to foster cooperation between academia and industry. This scientific platform will generate a synergistic approach for utilization of microalgae biomass for sustainable fuels and fine chemical products. [Here](#) you can download the action's memorandum of understanding.

### STSM

Financial support may be provided to eligible applicants to carry out a **Short Term Scientific Mission** that will specifically contribute to the scientific objectives of this COST Action. STSMs facilitate Action participants (PhD students, postdoctoral fellows, anybody employed by/affiliated to an institution or legal entity which has within its remit a clear association with performing research) going to an institution or laboratory in another country to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. Early Career Investigators (ECI)<sup>2</sup> will be given priority.

STSMs must have a minimum duration of one week (five working days) and have a maximum duration of three months. An ECI can request a period of up to six months.

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<sup>1</sup> This document summarizes the most important information. Care has been taken to do this as accurate as possible. Refer also to the [COST Vademecum](#) for up to date information.

<sup>2</sup> ECI: A researcher within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent).

STSMs must be completed within a single grant period and within the Action's lifetime (March 23<sup>rd</sup> 2019).

NOTE: It is possible to change the dates of a successful STSM application if both applicant and host agree. To do so the applicant must contact the STSM coordinator (Dominik Refardt, [dominik.refardt@zhaw.ch](mailto:dominik.refardt@zhaw.ch)) and inform him about the suggested changes. However, the STSM duration should not be reduced as this is an integral part of the STSM. STSMs that do fall short of the originally specified duration will not be reimbursed the full amount originally allocated.

## Conducting a successful STSM – hints for the organizers

The mission should benefit both parties. Therefore, it is a good idea to formulate it as a mini research project.

The mission should be scheduled such that the supervisor at the host institution is available. Supervisors: keep in mind that a successful mission requires your involvement as well.

In order to make the most out of the mission, the visitor should arrive well prepared. It is therefore a good idea to assign some kind of homework that needs to be done prior to the visit.

Applicants are encouraged to plan an extended stay. As a rule of thumb: the longer the STSM, the better. It is difficult to get a meaningful project done within just a few weeks, and the host has to invest time for instruction.

It is acceptable to attend a congress during the STSM. However, this must be declared in the application and requires the written approval of the host.

## Applicants

STSM applicants should either be a graduate student (must be engaged in an official research programme as a PhD student), a postdoctoral fellow (including Early Career Investigators), or must be employed by or affiliated to an institution or legal entity which has within its remit a clear association with performing research.

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

<b>Applicant in a Home institution</b>	<b>To perform a STSM in a Host institution</b>
Located in a Participating COST Full member/COST Cooperating Member	<ul style="list-style-type: none"> <li>– In another Participating COST Full Member/COST Cooperating Member</li> <li>– In a Participating COST Partner Member</li> <li>– In an approved <a href="#">IPC Institution</a></li> <li>– In an approved <a href="#">NNC Institution</a></li> <li>– In EU Commission, Bodies, Offices and Agencies</li> <li>– In an Approved European RTD Organisation</li> <li>– In an Approved International Organisation</li> </ul>
Located in an approved NNC institution	to a participating COST country
Located in an Approved European RTD organisation	to a participating COST country

Note that both countries, home and host, must have joined the COST Action EUALGAE. The participating COST country should have accepted the memorandum of understanding of this Action (see [here](#)) and that the home institution and the host institution must be located in two different countries. The nationality of the applicant is not a bar to eligibility.

## Financial Support

A STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application by the selection committee. This grant will not necessarily cover all expenses; it is intended only as a contribution to the travel and subsistence costs of the participant.

The calculation of this contribution for a STSM is based on the following rules:

- The reimbursement rate per day is EUR 160 maximum.
- Up to EUR 500 may be attributed for travel expenses.
- A maximum of EUR 2,500 in total can be afforded to the grantee.
- A maximum of EUR 3,500 in total can be afforded to ECIs for missions with a duration of between 91 and 180 calendar days.

The selection committee can approve differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the host country.

Please note the grant will only be paid to the grantee after the STSM has been completed and the STSM report, which is submitted by the grantee, has been approved by chair and the STSM coordinator. It is encouraged that the host advances the financial resources to the applicant and receives reimbursement directly from the COST Action.

Specific provisions have been introduced to enable researchers from ITC (Inclusiveness Target Country) participating in the EUALGAE COST Action<sup>3</sup> to receive 50% of their STSM Grant when they complete the first day of their STSM. The remaining 50% of the Grant will be payable once the administrative requirements have been satisfied.

For the period of the STSM, the grant holder of the Action, the management committee or the COST association cannot be considered as being an STSM grantee's employer. Grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters.

## Application procedure for an STSM

1. It is essential that the STSM relates to the Action's objectives. The initiative for an STSM can come from either the host or the visiting scientist. The Action's website or newsletter can be used to announce proposals for STSMs and to find candidates or hosts.
2. The applicant must obtain the written agreement of the host scientist before submitting the application. It is important that the host and the applicant mutually agree on the content of the planned STSM.
3. The applicant then completes an online application: STSM applications can be made by clicking on the following link <https://e-services.cost.eu/STSM> or by logging in e-COST and clicking on "STSM Application" on the menu available on the left. The application page contains:
  - a. Applicant details
  - b. STSM details (work plan)
  - c. Bank details (indicate if you are applying for a pre-payment of 50% of the Grant – only for applicants from Inclusiveness Target Countries)

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<sup>3</sup> Cyprus, Czech Republic, Croatia, Hungary, Lithuania, Latvia, Poland, Portugal, Romania, Slovenia, Republic of Serbia and Turkey.

- d. Host details (must be located in a different country than the country of the applicant)
- e. Financial support
- f. Supporting documents: i) letter of support from the Home institution; ii) written agreement from the Host institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates; iii) CV, including a list of academic publications – if applicable

The online registration tool will create a formal STSM application file, which the applicant can download

### Evaluation process and result announcement

The applications will be pre-processed by the STSM coordinator who will then propose a ranked list of applications to the selection committee (core group): chair and vice-chair, WG leaders, STSM coordinator, Dissemination Manager, and ECIs representative.

Evaluation will be based on the scientific excellence of the applicant, the research proposal, and the relevance of the work plan for the achievement of EUALGAE objectives. There should be special considerations with respect to supporting COST policies on promoting gender balance, enabling Early Career Investigators (ECI) and broadening geographical inclusiveness.

The selection committee will evaluate the STSMs proposals within a month after the STSMs call deadline and will inform the grant holder of the successful evaluated proposals. The successful applicants will then receive a grant letter from the grant holder, stating the official approval of the STSM application, the granted budget and a payment request form which has to be completed after the completion of the STSM for the grant to be transferred. The applicant has to notify acceptance of the grant by returning the letter, with his/her signature, a week after receiving the grant letter.

If the amount of funding by all applications within a call does not exceed the available budget, the applications are handled by the STSM coordinator only. He then presents the list to the core group which must accept the funding of every application. If necessary, the STSM coordinator can ask members of the core group for advice.

If there are more applications than funding is available, the following procedure takes place.

1. A list of all applications (containing an informative summary as well as the names of the home and host institutions) is distributed to all members of the core group in form of a table in which every evaluator can mark which applications he or she can evaluate according to their field of expertise.
2. To guarantee a fair and objective evaluation, an evaluator should have no affiliation with neither the home nor the host institution of the STSM proposal in question.
3. All applications are evaluated by two members of the core group each. The STSM coordinator distributes the proposals to the individual evaluators.
4. The criteria given in the table below shall be applied for evaluation. The first criterion (a) is assessed by the STSM coordinator prior to the evaluation process.

Criterion	max. points
<b>a) Before any further criteria are considered</b>	
Application is complete and fulfils all formal requirements	pass/no pass
<b>b) Evaluation of the proposal</b>	

Research plan is relevant for the action's aims	3
Research plan is of high quality	3
The proposal presents a novel/innovative/original idea	3
Applicant has an outstanding CV (considering his/her position)	1
Topic of the proposal relates to the applicant's field of research	1
<b>c) Criteria that can be used if a decision is not reached</b>	
Applicant is from an inclusiveness target country (ITC)	1
Applicant is a PhD student or an ECI	1
Gender of the applicant balances the gender ratio of all applicants of the current call	1

**If three points can be awarded, numbers mean the following:**

- 0: no
- 1: somewhat
- 2: yes
- 3: very much

**If one point can be awarded, numbers mean the following:**

- 0: no
  - 1: yes
5. The evaluators report their evaluations to the STSM coordinator.
  6. The STSM coordinator ranks all evaluations and applies further criteria (c) if necessary. He then reports the final result to the core group to be accepted.
  7. The applicants are informed about the decision reached.

## After the STSM

The grantee is required to upload into eCOST a scientific report and host approval of the report within 30 days after the end date of the STSM.

The submission of the supporting documents is mandatory or the Grant is cancelled. Late submission beyond the deadline, can also lead to the cancellation of the Grant and, in cases when a pre-payment was done, the obligatory reimbursement by the grantee of the amount received.

A scientific report template is available on the Supporting documents page or on-line here: [http://www.cost.eu/STSM\\_report\\_template](http://www.cost.eu/STSM_report_template)

The STSM grantee must complete this template and save it in pdf before uploading it in eCOST.

The host approval of the report can be an email.

The STSM coordinator is responsible for approving the scientific report. Before the STSM grant is formally approved and can be paid, the grant manager must receive an email from the STSM coordinator stating that the STSM has been successfully completed and that the scientific report has been accepted. Once approved, payment of the STSM grant will be made by bank-to-bank transfer to either the host institution or the applicant, as requested in the application.

NOTE: For STSM ending close to the end of the grant period, the completion report must be returned by 20th April 2018 so that the reimbursement procedure can be completed within the budget period.

## Acknowledgement of ES1408 in publications

If work resulting from an STSM visit is published in a journal, please add the following acknowledgement: *Part of this work was supported by the COST Action ES1408 European network for algal-bioproducts (EUALGAE).*

If the work is presented in a conference or event, the COST logo must be displayed and the Action ES1408 must be acknowledged.

## More information

- Websites: [http://www.cost.eu/COST\\_Actions/essem/Actions/ES1408](http://www.cost.eu/COST_Actions/essem/Actions/ES1408)  
<http://eualgae.eu/>
- Online application form: <https://e-services.cost.eu/STSM>
- COST Vademecum: <http://www.cost.eu/download/COSTVademecum>
- Short Term Scientific Mission (STSM) – User Guide: [http://www.cost.eu/STSM\\_userguide](http://www.cost.eu/STSM_userguide)

For further information you may contact the STSM coordinator Dominik Refardt ([dominik.refardt@zhaw.ch](mailto:dominik.refardt@zhaw.ch)).

October 18<sup>th</sup> 2017

Dominik Refardt (STSM coordinator of COST Action ES1408)

(Updated on November 9<sup>th</sup> 2017)