



COST ACTION CA 17140

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GENERAL INFORMATION ON STSM APPLICATION PROCEDURE

The steps required for the CA17140 STSM applications are outlined below:

1. The applicant must contact a CA member of the receiving Host Institution (HI) in order to plan project work and STSM duration.

2. The CA member of the receiving HI must prepare a short letter of acceptance and agreement to host the STSM candidate at the HI on HI paper letterhead.

3. The applicant must prepare a motivation letter and a work plan.

The motivation letter must clearly outline the project goal, its close relation/relevance to the CA objectives, and how the work performed will advance/progress the Action's scientific purposes.

The project description must indicate that the group is acquainted with the up-to-date knowledge in the project domain, with adequate/broad access to the international scientific literature. If applicable, the proposed methodology to be applied/exploited during the STSM to reach the proposed project goal must be appropriate. Finally, a sentence stating that the HI group possesses the necessary skills for applying the methodology described in the project.

The motivation letter must also include information on which WG(s) both the applicant and the guesting HI COST member belong to and some sentences underlying the applicant basic scientific knowledge in project field of research.

4. The applicant must provide an internal STSM application support letter (on stationary) obtained from either the Group scientific leader or the head of Institute/Department

5. The applicant must then visit the COST association site at STSM (<https://e-services.cost.eu/STSM/>) and fill the form with the following requested information: (a) Action number, (b) title of the planned STSM, (c) start/end dates (d) key academic details of applicant, (e) work plan, (f) bank details of applicant, (g) host institution, (h) requested grant (amount for travel and subsistence).

About the grant amount, please note that, per EC rules, an applicant may request 160 EUR for each day for accommodation and meal expenses. However, a maximum of 2500 EUR

reimbursement fee is obtainable, which may include trip expenses. If the applicant belongs to Inclusiveness Target Countries (ITC), she/he may request a prepayment.

6. After filling the form, a pdf file must be saved and uploaded to the e-COST site together with other required documents: applicant CV with list of publications, Host Institution letter of agreement, Home Institution support letter.

7. Upon STSM application submission, the Cost office send to the STSM Coordinator a message with the link to the application, who provides a pre-approval.

8. Finally, the applicant must send all documents + the Motivation letter to the members of the STSM committee who belong to the same WG(s) as the applicant and the Host Institution. As a reminder, for WG1: David Duday david.duday@list.lu; for WG2: Eleni Efthimiadou efthim@chem.uoa.gr; for WG3: Maria Angeles Muñoz -Fernandez mmunoz.hgugm@gmail.com; for WG4: Johanna Scheper Sigmund jssnqb@cid.csic.es). The applicant has to add the STSM Coordinator (maria.ottaviani@uniurb.it) in Cc.