How to apply for an STSM from COST ACTION BM1203

Please contact STSM coordinator Adelina Rogowska-Wrzesinska, e-mail: adelinar@bmb.sdu.dk to obtain an STSM pre-application form.

Fill out the form and send it to STSM coordinator together with invitation letter from your host, and acceptance letter from your country MC representative (signed pdf or e-mail sent to STSM coordinator). This has to be done not later than 8 weeks before the planned STSM.

AFTER the pre-application is approved (2 weeks) you will need to provide further documents:

- Final e-cost application form (register at https://e-services.cost.eu/stsm)
- Your CV with a short list of relevant publications – one page only.
- Motivation letter including a short description of your project – one page only. Please remember that a clear and concise description of your project goals and their relevance to EU-ROS are the primary elements for the evaluation process. Please address: What is the key contribution of the two academic groups to the project? Why is this collaboration necessary for the successful outcome of the project? Include your plan for disseminating the results of your STSM.
- Draft budget of your travel and accommodation expenses. Please state what kind of transportation means are you planning to use and what will be the estimated cost of each of them. Please state the type of accommodation and estimated cost of it. Please state other expenses if applicable.

These documents have to be in the hands of the STSM coordinator not later than 4 weeks before the planned STSM visit. Please note that in case the STSM panel is unable to make the decision due to inconsistencies, mistakes or missing information in the application you will be asked to re-submit your application and it will be treated as a new application.

Assessment criteria: The selection of applicants is based on the scientific scope of the STSM application that must be in line with the Action objectives. STSM applicants must be engaged in a research programme as a postgraduate student or postdoctoral fellow, or be employed by or officially affiliated to an institution or legal entity. Standard STSMs need to take place according to the following rules: 1. Be a minimum duration of 5 days; 2. Be a maximum duration of 90 days; 3. Needs to be carried out in their entirety within a single grant period and within the Action’s lifetime. The requested budget must be realistic and relevant for the planned STSM. Up to EUR 500 may be attributed for the travel expenses, early booking is recommended.

After the application is approved you will receive a Grant Letter that you need to accept (sign and send to the Grant Holder).

The STSM visit cannot be started before the signed Grant Letter is received by the Grant Holder.

If the STSM cannot be started at the date stated in the STSM application the Grant Holder and the STSM panel have to be informed and the change needs to be approved.
After completion of the STSM you are required to write a short scientific report on the visit. The report has to be accepted by you host and sent to STSM coordinator for final approval. This has to be done within 4 weeks after your stay.

The report should contain the following information:

- purpose of the STSM;
- description of the work carried out during the STSM;
- description of the main results obtained;
- future collaboration with host institution (if applicable);
- foreseen publications/articles resulting or to result from the STSM (if applicable);
- confirmation by the host institution of the successful execution of the STSM;
- other comments (if any).

After the STSM report is accepted the money will be transferred to your account.

"The approval procedure is as follows: 1) we (STSM panel) evaluate the application and make a recommendation to you; 2) you make the final decision; 3) After you have accepted the application, you need to make an official contract with the person receiving the STSM – grant letter - that needs to be signed by the grant recipient and sent to you signed. All that has to happen before this person leaves to the destination country."