

IC1208 Action internal call of expressions of interest for STSMs

In order to estimate the number of potential STSM applications in a given Grant Period, and availability of funds, applicants are requested to fill in an Excel document (IC1208 STSM applications) with the details of the STSM and send it to the STSM Coordinator/Action Chair and the Grant Holder Manager. After evaluation, applicants will be notified of the availability of funds and can proceed with the official COST application.

Information on the COST STSM process

1. Before the STSM

In order to receive a STSM grant, the applicant must:

- Obtain the written agreement of the host institution, before submitting an application;
- **COMPLETE THE ONLINE APPLICATION FORM** (see <https://e-services.cost.eu/stsm>);
- **SEND THE COMPLETED FILE AS E-MAIL ATTACHMENT TOGETHER WITH THE NECESSARY SUPPORTING DOCUMENTS** (CV, full work plan, list of publications, motivation letter, letter of support from the home institution etc.) **TO THE STSM HOST INSTITUTION AND TO THE MC CHAIR.**

Once assessed and approved by the MC, the Grant Holder will send a grant letter generated from e-COST to the applicants.

2. After the STSM

The grantee is required to **SUBMIT A SHORT SCIENTIFIC REPORT TO THE HOST INSTITUTION** (for information) **AND MC CHAIR** for approval **WITHIN 30 DAYS AFTER THE END DATE OF THE STSM** containing:

- Purpose of the STSM;
- Description of the work carried out during the STSM;
- Description of the main results obtained;
- Future collaboration with the host institution (if applicable);
- Foreseen publications/articles resulting from the STSM (if applicable);
- Confirmation by the host institution of the successful execution of the STSM;
- Other comments (if any).

The **FAILURE TO SUBMIT THE SCIENTIFIC REPORT WITHIN 30 DAYS WILL EFFECTIVELY CANCEL THE GRANT.**

The MC Chair is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished.

AFTER RECEIPT OF THE APPROVAL by email, **THE GRANT HOLDER WILL EXECUTE THE PAYMENT OF THE GRANT.**

It is VERY IMPORTANT that all applicants/grantees **REGISTER** at least their personal and bank details via the **e-COST** on-line registration tool at <https://e-services.cost.eu>. No payments can be processed if you have not previously registered. We are therefore asking you to register well in advance.

This is a rule that applies to all participants in COST Actions: All participants need to have a registered profile in the COST electronic database.