

## Short Term Scientific Missions (STSM):

### Last-minute call for missions to be completed in 2015!

Given residual availability of funds, COST Action ES1401 TIDES – Time Dependent Seismology invites further applications for Short Term Scientific Missions (STSMs). There is no formal deadline for these applications, that will be evaluated one by one as they are submitted. **The only, strict and quite severe, time limit is that the mission must be completed by the end of the current grant period, i.e. December 31st, 2015.**

STSMs are an instrument to support *individual mobility from one to another COST country*, to strengthen existing networks or promote new collaborations within the scientific objectives of TIDES ES1401 COST Action.

The **applicant** can be a PhD student, a PostDoc or staff member of an institution located in a TIDES ES1401 COST Participating Country or in a Near Neighbour Country (NNC), formally part of TIDES.

The **host institution** has to be sited in a TIDES COST Participating Country or in a Near Neighbour Country (NNC).

The up-to-date list of TIDES participating countries and NNCs can be found at: [http://www.cost.eu/COST\\_Actions/essem/Actions/ES1401?parties](http://www.cost.eu/COST_Actions/essem/Actions/ES1401?parties)

#### **Mission Duration**

The STSM has to be completed by December 31st. There is a minimum duration of 5 working days and a maximum of 2 months for the current proposed STSM.

## Application Procedure

To apply, the candidate should (**both** steps 1 and 2 are mandatory!):

- follow this link to **apply online** for a Short-term scientific mission: <https://e-services.cost.eu/w3/index.php?id=91>
- **send** a formal STSM application by e-mail to the STSM coordinator of the Action ES1401 – Graça Silveira [mdsilveira@fc.ul.pt](mailto:mdsilveira@fc.ul.pt), consisting of:
  - ✓ a **cover letter** stating the science topic of the STSM (for information on this action science topics, please visit TIDES webpage <http://www.tides-cost.eu>);
  - ✓ a copy of the COST STSM **Application form** which has been filled online.
  - ✓ a **description/work-plan** of the proposed visit (in PDF format); no more than 2 A4 pages;
  - ✓ a detailed **CV**;
  - ✓ a **letter of acceptance** from the Host institute of the STSM;
  - ✓ a **letter** from either the Host or Home institute indicating any extra support that may be given to the applicant, (if applicable);
  - ✓ in the case of a PhD student, a **support letter** for the proposed visit from the advisor.

## After the STSM

1) The grantee is required to submit a short **scientific report** (main text of 3-5 pages with any attachments if necessary) to the STSM coordinator for approval by the STSM Committee **within 15 days** after the end date of the STSM keeping the STSM host institution in copy. This will include:

The objectives of the STSM;

A short description of the work carried out during the STSM;

A description of the main results obtained, stating (if applicable) any deviations from the initial purposes, possible impacts achieved or expected;

An indication of any problems that may have appeared;

A reference to future collaboration with the host institution (if applicable);

A letter by the host institution, confirming the successful execution of the STSM;

The actual results that may be used directly by the COST action (beyond the 2-5 pages, e.g. to be included in the action's deliverables);

Other comments (if any).

Failure to submit the scientific report within 15 days will effectively **cancel the grant**.

2) The **STSM Committee** is responsible for approving the scientific report and informing the Grant Holder that the STSM has been successfully accomplished.

3) After receipt of the approval by email, the Grant Holder will execute the **payment of the grant**.

4) The grantee will prepare a **presentation** to be given in the next action meeting, stating all the contents of the short scientific report, summarizing the scope and outcomes of the STSM in terms of scientific breakthroughs, impacts and future actions.

## **Applicants Guide**

For a detailed and complete description of the eligibility rules and financial support according to COST, please consult the VADEMECUM document (pages 28-30) here: <http://www.cost.eu/Vademecum>

Also look at the additional notes from the Grant Holder, providing additional clarification on applicable fiscal issues here: <http://tinyurl.com/pndcp3c>