

SHORT TERM SCIENTIFIC MISSION (STSM) Guidelines



1. Overview

Short Term Scientific Missions (STSMs) are institutional visits by researchers or scholars aimed at fostering cooperation and collaboration. These visits should specifically contribute to the scientific objectives of this COST Action “[Global Atrocity Justice Constellations](#),” (CA18228; henceforth ‘Action’), which are outlined in detail in the [Memorandum of Understanding](#) of the Action, allowing participants to learn new techniques, gain access to specific data, instruments and/or methods not available in their own institutions/organizations. For more details and specifics, please also refer to the relevant section of the [COST Vademecum](#).

2. Eligibility

Individuals engaged in a research programme as PhD students/candidates or Postdoctoral fellows, or employed by, or affiliated to, an institution, organization or legal entity which has within its remit a clear association with performing scientific research. The following STSMs are possible:

(The Table is in the following page)

Home Institution ¹	Host Institution ²
In a Participating COST Full Member ³ /COST Cooperating Member ⁴ (full list of countries in the Action)	In another COST Full/Cooperating Member institution
	In an approved NNC institution
	In an approved International Partner Country ⁵ (IPC) institution
	In a Body, Office or Agency of the European Union ⁶ , including the European Commission
	In an approved International Organization ⁷
	In an approved European RTD Organization ⁸
In an approved (by the Action MC) Near Neighbor Country (NNC) ⁹ institution	In an approved COST Full/Cooperating Member institution
From an approved (by the Action MC) European RTD Organization	

¹ Where the applicant holds their primary affiliation as registered on their e-COST profile/STSM application/CV.

² Institution that has agreed to host the successful applicant.

³ Albania, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Montenegro, The Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, United Kingdom and the former Yugoslav Republic of Macedonia.

⁴ Israel.

⁵ Argentina, Australia, Bangladesh, Brazil, Canada, Chile, China, Colombia, Costa Rica, Hong Kong, India, Indonesia, Iraq, Japan, Republic of Korea, Mauritius, Mexico, Namibia, New Zealand, Pakistan, Peru, Saudi Arabia, Singapore, South Africa, Sudan, Thailand, United Arab Emirates, United States of America and Uruguay.

⁶ Relevant entities can be found at https://europa.eu/european-union/about-eu/agencies_en.

⁷ Any organisation with a European or international membership, scope or presence, with its own legal personality, promoting scientific and technological cooperation and can lend itself to supporting the fulfilment of the COST mission.

⁸ CERN - European Organization for Nuclear Research, EFDA JET - European Fusion Development Agreement, EMBL - European Molecular Biology Laboratory, ESA - European Space Agency, ESO - European Organisation for Astronomical Research in the Southern Hemisphere, ESRF - European Synchrotron Radiation Facility, European XFEL - European XFEL Free-Electron Laser Facility and ILL - Institut Laue Langevin.

⁹ Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Kosovo, Lebanon, Libya, Moldova, Morocco, the Palestinian Authority, Russia, Syria, Tunisia and Ukraine.

3. Financial Support

The financial support is in the form of an STSM Grant and is a fixed financial contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated costs. The Grant covers travel, accommodation and meal expenses. A maximum of €3.500 can be allocated to each successful applicant for the entire STSM, with a limit of €300 for travel and of €160 per day for accommodation and meal expenses. The Action reserves the right to determine amounts lower than the above maximums on STSM calls. STSM grantees shall make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters. The Grant will be paid only after the STSM has been completed in accordance with the conditions outlined below.

4. Conditions

Failure to adhere to any of the conditions outlined below will effectively cancel the STSM application or Grant:

1. All applicants need to follow the application procedure as outlined below and submit all required documentation.
2. The STSM must have a minimum duration of 5 calendar days, including travel.
3. Every STSM must be carried out in its entirety within one Grant Period of the Action, and always within the Action's lifetime.
4. The successful applicants, within 30 days from the conclusion of the STSM, will have to:
 - a. Produce a scientific report on their activities. The template can be found online at the Supporting Documents title of the STSM application section of e-COST;
 - b. Obtain an official signed letter by the Host Institution attesting to the successful execution and completion of the STSM;
 - c. Obtain an official acceptance letter or email confirmation that the senior researcher of the Host Institution (above) formally accepts the scientific report.

All the above need to be submitted online at the Supporting Documents section of the online application in the COST website.

5. Evaluation criteria

All applications are formally assessed by and subject to approval of the Action's Management Committee against excellence, inclusivity, balance, and, in addition,

1. The quality and clarity of the proposed research: the STSM application should be of high quality, arguing clearly and cogently the importance and timeliness of the research (1-5 points).
2. The choice of Host institution: the applicant must give specific scientific reasons for visiting their chosen Host institution. We will also be tracking the geographical distribution of the Host institutions to ensure there is an evenly-spread network for knowledge transfer. Involvement of ITC countries will be a plus (1-5 points).
3. The home institution of the researcher: we will take into account the number of applications from each institution to ensure a fair spread of researches across the network. Involvement of ITC countries will be a plus (1-5 points)
4. The profile of the researcher: we will take into account the researcher's potential of successfully completing the STSM on the basis of their previous work and achievements commensurate to their career stage.

In line with COST policy, the Action will preferentially award STSMs to early career investigators (PhD and up to 8 years from that), although more experienced researchers are also welcome to apply (1-5 points). During the selection process, the Management Committee of the Action will strive to maintain balance and diversity between countries, genders, etc., and encourages applications from underrepresented groups

6. Application procedure

In order to submit an application, register for an e-COST profile at <https://e-services.cost.eu/>, adding your bank account details to your profile (if a returning applicant or already in possession of a COST profile, proceed to next step) and complete the STSM application section, uploading the following:

1. Detailed C.V. (3 page max., with relevant publications, if applicable).
2. Letter of support from the applicant's Home Institution;

3. Letter of invitation from the senior researcher of the Host institution;
4. In the “Motivation and Workplan Summary” field of the online application, please include as separate chapters:
 - The goal of the STSM how it contributes to the scientific remit and objectives of the Action, the planned expenses and the outputs of the STSM (max. 600 words)
 - The theoretical background and scientific and scholarly significance of the proposed research, an overview of the proposed activities, and a workplan (max. 800 words);
 - Outline of the Host Institution’s scientific expertise/resources for the STSM (max. 500 words);

Please note that the COST Association and/or the Action’s Management Committee can request additional information to substantiate the information contained within the documents submitted by STSM applicants.