# Short-Term Scientific Missions (STSMs)

# Before you apply

## Eligibility criteria

A Short-Term Scientific Mission is the visit to a host organization located in a **different country than the country of affiliation** by a **Researcher or Innovator** for the specific work to be carried out and for a determined period of time.

**STSM applicants** must be affiliated to a legal entity in COST F/C members or a European RTD or a legal entity in NNC (see Article 6.4 of the [Annotated Rules for COST Actions](#) and [Table of countries and Organizations](#)). The affiliation of an individual or a legal entity is determined as per Article 4)1.1.a.1) in the same document.

The **topic** of the STSM must be directly related to any of the objectives of NexusLinguarum and its Working Groups. See the Action's [Memorandum of Understanding](#) for a detailed description of the different Working Groups.

## Duration and funding

STSMs are a **contribution** for traveling, accommodation and subsistence expenses, implementation of the project, delivery of the report to the COST Action MC and overall effort.

The awarded amount per grant can be **up to EUR 4,000**. The exact amount is determined by the Core Group on proposal of the Grant Evaluation Committee, based on the request of the applicant and should reflect the duration and location of the STSM.

Please note that
- the STSM is a **fixed grant contributing towards the overall expenses** and may not necessarily cover all the costs;
- the awarded grant is normally paid after the STSM has been completed; however, STSMs grantees may request **up to 50% pre-payment of the approved grant** by sending an e-mail to the GH Institution ([ca18209@delicias.dia.fi.upm.es](mailto:ca18209@delicias.dia.fi.upm.es)), the Grant Awarding Coordinator and Vice-coordinator after the approval of the STSM; the amount is subject to availability of funds and approval by the GH Institution; if the

pre-payment is approved, it is made once the STSM has started and upon receipt of a confirmation e-mail from the host institution;
● the STSM must be carried out within a Grant Period.

# Apply for an STSM

If you want to apply for an STSM, please follow the steps below:
1. Read carefully the [Annotated Rules for COST Actions](), and in particular **Annex 2.**
2. Obtain a letter from the Host Institution confirming that they agree to receive you for the STSM on the given dates should your application be approved.
3. If you do not already have an e-COST account, create one at [https://e-services.cost.eu](); make sure that you upload your CV in your profile.
4. Submit an application online at: [https://e-services.cost.eu/activity/grants]()

**The application must include the following information:**
● To be filled in e-COST:
   ○ Title
   ○ Start and end date (within the active Grant Period);
   ○ Budget requested by the applicant;
   ○ Information about the host institution and contact person.
● To be uploaded to e-COST
   ○ Application form (following the template at [https://www.cost.eu/STSM_GrantApplication]()) describing: Goals, description of the work to be carried out by the applicant, expected outcomes and description of the contribution to the Action MoU objectives;
   ○ Confirmation letter from the host that they agree to receive the applicant on the given dates.

# After you apply

Submitted applications are checked by the Grant Awarding Coordinator to ensure they are eligible (see "Eligibility criteria" above); eligible applications will be evaluated by the Grant Evaluation Committee according to the following criteria:
● **COST rules** (35%)
   ○ COST excellence and inclusiveness (age, gender, geography)
● **STSM proposal contents** (55%)
   ○ contribution to overall and WG objectives
   ○ proposed outcomes (e.g. publication, workshop presentation, future collaborations)
   ○ benefits for the applicant
   ○ benefits for the host institution
   ○ quality of methods & workplan
   ○ clarity of proposal
● **other criteria** (10%)

- host institution appropriateness for STSM & overall status
- applicant's profile
- prioritization of WGs without any STSMs yet
- budget considerations.

Upon approval of the application, the Grantee receives a Grant Letter from the Grant Holder stating the approved amount and the conditions for receiving the grant.

If your application is rejected, you will receive adequate justification to help you re-submit your application, should you wish to.

# After you complete the STSM

Once the activity has ended, you must submit a report and upload an approval letter (or email) from the host institution in e-COST within 30 days after the end date of the activity or 15 days after the end of the Grant Period, whichever date comes first.

The template for the report (on the work developed, main achievements of the STSM and planned future follow up activities) is found at: https://www.cost.eu/STSM_Report.

The Grant Evaluation Committee will evaluate the final report. If the report is incomplete, does not respect the template or if not evaluated positively, you will be asked to amend the report and resubmit it within 5 working days.

After approval of the report, the Grant Holder is notified in order to execute the payment.

If you fail to submit the report within the above deadline or if the report is not approved, the grant is canceled.