

Short Term Scientific Missions (STSMs) in COST Action PROCLIAS (CA19139)

Guidance document

The aim of PROCLIAS is to focus on key interactions of climate impacts across sectors, their accumulated effect, the attribution of impacts to climate change and the quantification of uncertainties and address these issues by cross-sectoral, multi-model climate impact studies at regional and global scales allowing for attribution of impacts of recent climatic changes and robust projections of future climate impacts.

Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, i.e. they support exchange visits between researchers from COST countries, allowing scientists to visit an institution or laboratory in another COST country or a partner country. They are aimed at fostering mutual collaboration and sharing new techniques and infrastructure that may not be available in other participants' institutions or laboratories. STSMs are open for all researchers, but especially for young researchers at the start of their careers including PhD students. STSMs should serve the aims and objectives of PROCLIAS.

An STSM grant is a fixed contribution based on the budget requested by the applicant and the evaluation of the application by the MC Chair, Grant Awarding Coordinator and Core Group. The grant will not necessarily cover all expenses; it is intended only as a contribution to the travel and subsistence costs of the participant.

Brief information

- Duration: max. 6 months
- Max. 4,000€ in total including costs for travel, accommodation, and meal expenses

Application

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

1. Obtain the written agreement of both the host institution (letter of invitation) and the home institution (letter of support) before submitting the application. These can be official letters or emails.
2. Complete the online [application form](https://e-services.cost.eu/stsm) at the following web address: <https://e-services.cost.eu/stsm>.

In this official application through the COST website, you will need to upload your curriculum vitae (CV) and fill in:

- the Application form for the STSM with the basic information about the STSM (title, COST action, bank account, planned dates, host institution information)

and

- a detailed working plan-motivation (limited to 2,000 words) that should cover:
 - Details of the STSM
Title:
Start and end date: DD/MM/YYYY to DD/MM/YYYY
 - Goals of the STSM
Purpose and summary of the STSM. The applicant enters max. 200-word summary here.
 - Working Plan
Description of the work to be carried out by the applicant. The applicant enters max. 500-word summary here.
 - Expected outputs and contribution to the Action MoU objectives and deliverables.
Main expected results and their contribution to the progress towards the Action objectives (either research coordination and/or capacity building objectives) and deliverables.

Applicant enters max. 500-word summary here.

3. Send the completed file as an e-mail attachment together with the supporting documents (listed below) to the STSM host institution, the Grant Awarding coordinator (Katarína Merganičová, k.merganicova@forim.sk) and the MC Chair (Christopher Reyer, reyer@pik-potsdam.de).
4. Besides the internal reporting for COST, successful applicants are expected to present their work during PROCLIAS meetings and write a short summary of the STSM for the PROCLIAS website.

The following information must be provided in one single PDF:

- Applicant's full CV including personal details, home institution, key academic details of applicant (e.g. higher education degree, further qualifications, list of publications)
- A detailed working plan-motivation
- Projected financial budget: Amount for travel and subsistence. Briefly explain your budget request, especially if subsistence costs are high
- Applicant's bank details
- Details of the host institution: name, address, etc.
- Letter of support (Home Institution)
- Letter of invitation (Host Institution)

Please refer to STSM section of the [COST Annotated Rules](#) (PDF, 1.3 MB) and the [Grant Awarding User Guide](#) (PDF, 1.14 MB) before you submit your application.

Application Assessment

Applications will be reviewed and evaluated by members of the PROCLIAS Core Group. The key criteria the committee will base the decisions on are:

- The program will first and foremost support PhD students and Early Career Investigators (ECIs), i.e. post-doctoral researchers who are within a time span of up to 8 years from the date they obtained their PhD/doctorate
- STSMs should be directly related to Working Groups (WGs) or Task Groups (TGs) of the Action.
- STSMs should create value for the Action
- STSM outcomes should have clear future needs and applicability
- A maximum amount of 60€ for daily allowance and 300€ for travel is recommended. The amounts are to be adjusted to actual conditions. Particularly if more than 60€ is requested a detailed explanation should be provided.

If your application does not comply with these criteria, it will be rejected without review.

Acceptance

You will receive a grant letter from the e-cost system. Please follow the link provided in the email in order to accept the grant.

Post Mission Reporting

The successful applicant is required to submit a report and confirmation letter from the host institution within 30 days after the end of the mission to the Grant Awarding coordinator (Katarína Merganičová) and the MC Chair (Christopher Reyer). No payment will be made from the COST Office until this report is submitted and approved.

Post mission reports should adhere to the following outline:

Title Page (this also serves as a brief summary of the mission that will be published on the PROCLIAS website)

- Title, host and duration
- Summary of the scientific aspects of the mission (abstract)
- Summary of the mission's contribution to PROCLIAS (prospective collaborations and publication plans)

Main Report

- Purpose of the visit (objectives)
- Description of the work carried out during the visit
- Description of the main results obtained, this can also be a paper draft produced during the stay
- Future collaboration with host institution (if applicable)
- Contribution to PROCLIAS aims and objectives as well as WGs and TGs
- Projected publications/articles/conference presentations resulting from the STSM
- A rough financial summary, detailing how the grant was spent
- Other comments (if any)

Annex to the Report

- A confirmation letter from the host institute confirming the successful execution of the mission. This letter should include the duration of the STSM and a statement from a representative of the host institution confirming that they have read and approved the report.
- Outlines/drafts of any manuscripts resulting from the STSM

Furthermore, the mission outcomes should be presented at a PROCLIAS meeting (e.g. as a poster presentation) and a short report for the PROFOUND homepage should be produced.

STSM Financial support

Payment of the Grant is subject to a STSM scientific report being approved on behalf of the Action's MC by the Grant Awarding coordinator (Katarína Merganičová) and the MC Chair (Christopher Reyer). After the approval, the STSM is considered officially successfully finished and the applicant will receive the approved funding for the accomplished STSM.

It is possible to explore specific provisions to enable researchers from Inclusiveness Target Countries (ITC) participating in the COST Action to receive 50% of their STSM Grant when they complete the first day of their STSM. The remaining 50% of the Grant is payable once the administrative requirements have been satisfied.

For **further information** please visit the [action website](#) or contact Katarína Merganičová (k.merganicova@forim.sk) and Christopher Reyer (reyer@pik-potsdam.de).