



**STSM – Short Term Scientific Missions within the Action TU1405 –
“European Network for 1 Shallow Geothermal Energy Applications in
Buildings and Infrastructure” – GABI**

–Regulations –

Outline

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1. Aim of the STSM

Short Term Scientific Missions (STSM) are exchange visits aimed at supporting individual mobility, strengthening existing networks and fostering collaboration between researchers. A STSM should specifically contribute to the scientific objectives of the COST Action, whilst at the same time allowing those partaking in the missions to learn new techniques, gain access to specific data, instruments and / or methods not available in their own institutions / organizations (Cost Vademecum).

2. Eligibility

STSM applicants must be engaged in an official research programme as a **PhD Student or postdoctoral fellow** or can be **employed by, or affiliated to**, an Institution or legal entity which has within its remit a **clear association with performing research, (Fig.1)**. The institutions / organisations where applicants pursue their main strand of research are considered as Home institutions. The Host institution is the institution / organization that will host the successful applicant, (Cost Vademecum).

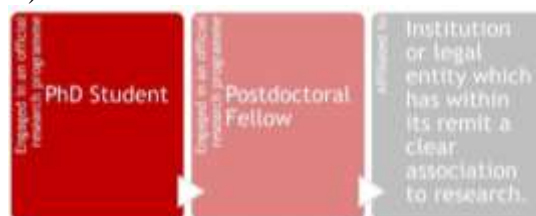


Fig.1. Who can apply for STSM

The following table shows the scenarios available regarding the home/host institutions to eligible STSM applicants:

Home Institution	Host Institution
	To another Participating COST Country
	To an approved NNC institution
From a Participating COST Country	To an approved IPC institution
	To an approved Specific Organisation (EC and EU Agencies, European RTD Organisations, International Organisations)
From approved NNC institution	To a Participating COST Country
From an approved RTD EUR Org.	To a Participating COST Country



3. Duration

In terms of duration there are two types of STSM applicants: Regular Applicant and the ECI (Early Career Investigator).

Duration of the STSM for the Regular Applicant must respect the following criteria:

1. They must have a minimum duration of 5 days.
2. They must have a maximum duration of 90 days.
3. STSM need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

Specific additional provisions have been adopted by the COST Committee of Senior Officials (CSO) to encourage the participation of Early Career Investigators (ECI) in STSM.

Thus, the duration of the STSM for the ECI must respect the following criteria:

1. The mission must have a minimum duration of 91 days.
2. The mission must have a maximum duration of 180 days.
3. STSM performed by ECI need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

The COST Association and the Grant Holder of the Action cannot be considered as being an STSM Grantee's employer. Grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters, (Cost Vademecum).

4. Financial Support

An STSM grant is a fixed financial contribution which takes into consideration the budget request of the applicant and the outcome of the evaluation of the STSM application as determined by the Action Chair (or Vice Chair if the Action Chair is affiliated to the Grant Holder Institution) and / or the STSM Coordinator / Committee. STSM Grants do not necessarily cover all expenses related to performing a given mission. The Grant is a contribution to the overall travel, accommodation and meal expenses of the Grantee, (Cost Vademecum).

The calculation of the financial contribution for each STSM (Regular Applicant) must respect the following criteria:

1. up to a maximum of EUR 2 500 in total can be afforded to each successful STSM applicant;
2. up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.

For ECIs, the calculation for an increased financial contribution must respect the following criteria:

1. up to a maximum of EUR 3 500 in total can be afforded to ECIs for missions with a duration of between 91 and 180 days;
2. up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses.





The Action Chair (or Vice Chair if the Action Chair is affiliated to the Grant Holder Institution) or the appointed STSM Coordinator / Committee can approve differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the host country.

5. Evaluation Committee

The evaluation of STSM within the Action TU1405 – GABI is performed by the Core Group. The Core Group is composed of eight members: the Chair and Vice-Chair of the Management Committee, the Chairs of the Working groups and the STSM coordinator.

6. Evaluation Procedure

The applications will be sent via email to the STSM Coordinator within the given deadlines. After the deadline for application, the STSM will send all the applications to the Evaluation Committee (respectively to the Core Group).

The evaluation will be performed according to the COST Association regulations. Each member of the Evaluation Committee will complete one Evaluation Form per each application.

The STSM will centralize all the Evaluation Forms for each application and will send the resolution to the Grant Holder (GH), which will inform the applicant about the approval as well as the amount of the grant.

The selection of successful STSM applicants considers two important criteria: the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives, (Cost Vademecum).

There will be special considerations with respect to supporting COST policies on promoting gender balance, enabling Early Career Investigators (ECI) and broadening geographical inclusiveness, (Cost Vademecum).

