

Short Term Scientific Missions (STSMs) GUIDELINES for COST Action CA15201

ARKWORK: Archaeological practices and knowledge work in the digital environment

Note: These guidelines are prepared in accordance with the COST Office rules. For more information please check the **COST Vademecum (May 2017)**, which can be downloaded at <http://www.cost.eu/participate>

1. Definition and Objectives

Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, strengthening existing networks and fostering collaboration between individuals. STSM allow those partaking in the missions to learn new techniques, gain access to specific data, instruments and / or methods not available in their own institutions/organisations.

STSM should specifically contribute to the research coordination and capacity building objectives of the COST Action ARKWORKCA15201.
(http://www.cost.eu/COST_Actions/ca/CA15201)

2. Eligible applicants

The selection of STSM applicants is based on the scientific scope of the STSM application that must be in line with the Cost Action **ARKWORKCA15201** objectives.

The evaluation of STSM applications is performed by the STSM Committee appointed by the Management Committee (MC) of the Action.

STSM applicants must meet one of the following criteria:

- Engaged in an official research programme as a PhD student or postdoctoral fellow
- Employed by, or affiliated to, an institution, organization or legal entity that has within its remit a clear association with performing research.

The institution, organisation or legal entity where applicants pursue their main strand of research is considered as the Home institution and will host the successful applicant.

Applications from **Early Career Investigators (ECI)** are most welcome. An ECI is a researcher in the start phase of his/her career with at least the PhD and up to 8 years of experience after the PhD.

For the period of the STSM neither the MC, nor the COST Office nor the Grant Holder may be considered as an employer. The grantees must make their own arrangements for all health, social, personal security, taxation and pension matters.



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3. Home and Host Institutions

Both Home and Host Institutions should be in a country involved in COST Action CA15201

The list of countries involved in COST Action CA15201 can be seen

at http://www.cost.eu/COST_Actions/ca/CA15201?parties

The following table shows the scenarios available to eligible STSM applicants:

Applicant in a Home Institution	To perform a STSM in a Host Institution
Located in a Participating COST Full Member / COST Cooperating Member	In another Participating COST Full Member / COST Cooperating Member
	In an COST Partner Member
	In an Approved Non-COST Country Institution
	In EU Commission, Bodies, Offices and Agencies
	In an Approved European RTD Organisation
	In an Approved International Organisation
Located in an Approved NNC institution	In a Participating COST Full Member / COST Cooperating Member
Located in an Approved European RTD Organisation	In a Participating COST Full Member / COST Cooperating Member

The applicant must obtain the agreement of a host institution before submitting his / her proposal

Note: Both, home and host institutions, may be public or private entities.

4. Duration

STSM must have a minimum duration of 5 days and a maximum duration of 90 days.

For Early Career Investigators (ECI) the maximum duration can be extended up to 180 days.

All STSM need to be carried out in their entirety within a single Grant Period and within the Action's lifetime.



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5. Financial Support

The STSM grant is intended to support the costs associated with the exchange visit, only as a contribution to travel and subsistence costs of the participants. Therefore the grant will not necessarily cover all expenses.

It is a fixed contribution-based on the budget requested by the applicant and the evaluation of the application by the STSM Committee. A standard amount up to a maximum of EUR 160 per day can be allocated for accommodation and meal expenses.

The total STSM grant should not exceed a maximum EUR 2500 (for missions up to 3 months) and a maximum EUR 3500 in total for ECI missions (longer than 91 days).

In all cases the MC can approve differentiated country rates for subsistence per day, based on the cost of living in each respective countries. As the grant amount is fixed, it is not necessary to collect receipts.

6. STSM process

STSM offer the possibility to:

- either follow own research ideas connected with the objectives and goals of the Cost Action **ARKWORKCA15201** and work on these issues research questions in a host institution of own choice (according to rules described in point 3),
- or to apply for one of the STSM research opportunities proposed by the MC and Working Groups of the Cost Action **ARKWORKCA15201** published as Open Calls.

6.1. Application

All applicants must carefully read the funding rules detailed in Section 7 of the COST H2020 Vademecum. This document is available at:

<http://www.cost.eu/participate/guidelines>.

The applicants must register for an e-COST profile at <https://e-services.cost.eu/> and submit their STSM applications online at: <https://eservices.cost.eu/STSM>.

After submitting the application online, they must download it and send it as an e-mail attachment together with the necessary supporting documents (CV, full work plan, list of publications, motivation letter, letter of support from the home institution, written agreement of the host institution) to the STSM Committee.

The following information has to be encoded in the on-line registration form:

- the Action number,
- the title of the planned STSM,
- the start and end dates,
- the key academic details of applicant,
- the work plan,
- the bank details of applicant,
- the host institution,
- requested grant (amount for travel and subsistence).



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6.2 Assessment and Grant Letter

The STSM Committee performs the scientific and budgetary assessment of the applications taking into consideration the Cost Action **ARKWORKCA15201** objectives and goals outlined in the Action's Memorandum of Understanding (MoU) available at http://www.cost.eu/COST_Actions/ca/CA15201.

The Committee also defines the applicable funding level. Special considerations apply with respect to supporting COST policies on promoting gender balance, enabling Early Career Investigators (ECI) and broadening geographical inclusiveness. In all decisions the STSM Committee follows the recommendations of the MC.

Criteria for evaluation:

- Scientific quality and relevance to the Action objectives
- Benefit to applicants and to host institutions, based on expected scientific achievements (publications, planned collaboration on research projects, etc.)
- Balance between WG's, countries, M/F

Please note that COST can request additional information to substantiate the information contained within the documents submitted by STSM applicants.

The STSM Committee informs the Grant Holder about successful candidate and then the Grant Holder sends a grant letter generated from e-COST to the approved applicant. The grant letter must be signed by the applicant and returned to the Grant Holder.

6.3 After the STSM

The grantee is obliged to submit a short scientific report to the host institution (for information) and to the STSM Committee for approval within 30 days after the end date of the STSM. The report must contain the following information:

- purpose of the STSM;
- description of the work carried during the STSM;
- description of the main results obtained;
- future collaboration with the host institution (if applicable);
- foreseen publications / articles resulting from the STSM (if applicable)
- confirmation by the host institution of the successful execution of the STSM;
- other comment (if any).

The failure to submit the scientific report on time will effectively cancel the grant.

The STSM Committee will inform the Grant Holder about the acceptance of the report via e-mail.

Afterwards, the Grant Holder will execute the payment of the fixed grant directly to the grantee or to home institution as stated in the application form.

