

Artistic Intelligence

CA23158

Guidelines for Short-Term Scientific Mission (STSM) Grants

Mission

Short-Term Scientific Missions (STSM) are visits of a researcher or innovator to a host organisation or institution located in a different country than the country of affiliation with the purpose of training, collaboration, and exchange of knowledge and expertise for a determined period of time.

STSM grant benefits to:

- a. the STSM Grantee, who receives funding for implementing a project with an international team and gains new knowledge or access to equipment or techniques not available in the home institution;
- b. the STSM Host who receives an international partner in their institution and can develop long-lasting collaboration.

An STSM should specifically contribute to the COST Action's scientific objectives, helping achieve the Action MoU objectives and deliverables.

STSM Grants are paid by the Grant Holder Institution after the completion of the activity and approval of all required report. However, STSMs grantees may request up to 50% pre-payment of the approved grant. This amount is subject to the availability of funds and approval by the Grant Holder Institution. The request for pre-payment shall be submitted to the Grant Holder Manager.

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COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation.

Eligibility

- Action participants with a primary affiliation to a legal entity located in a COST Full or Cooperating Member country, a COST Near Neighbour Country or a European RTD Organisation may apply;
- The STSM should take place in a Host Organisation located in a different country than the country of affiliation for specific work to be carried out and for a determined period of time;
- The Host Organisation should be in another participating COST Full Member/ COST Cooperating Member country, Participating COST Partner Member country, Approved International Partner Country (IPC) or be an NNC Institution;
- For the 1st Grant Period, the STSM must have a minimum duration of 3 calendar days (excluding travel);
- STSMs should comply with the scope of the Action.

Submission of applications

- Prepare the Grant application and additional supporting documentation:
 - *STSM Grant Application Form*: the document can be downloaded from the Artistic Intelligence website or [COST STSM Grant Application](#), based on e-COST template. Save as a PDF document once completed.
 - *Invitation letter from the STSM Host Institution*: a signed written invitation letter from the STSM Host institution stating that the applicant may perform the activities detailed in the STSM working plan on the agreed dates. The letter must be dated back not more than 3 months, and must be signed by a permanent staff representative of the Host institution (e.g. head of the research group, PI, head of department, Director of the institution, etc.)
 - *Letter of support from the applicant's institution*: a signed written letter from the applicant's home institution stating that the applicant is authorised to perform the activities detailed in the STSM working plan on the agreed dates must be submitted.
 - *Candidate's CV*: Applicants must upload their CV in their e-COST profile (max. 3 pages). This information will be visible to the Grant Evaluation Committee of the Action for evaluation purposes.
- Apply at e-COST: The applicant encodes a grant application by logging into e-COST and clicking the Grant Applications tab. The applicant can select the Grant from the 'Apply for new grant' page. Applicants must fill in all requested sections and upload all required documents before submitting the application.

Evaluation Committee

As approved by the Management Committee (MC), the evaluation will be performed by the Grant Evaluation Committee (GEC). The committee will include the Grant Awarding Coordinator, the Chair or the Vice Chair, and the WG leaders.

Participants will be selected on the basis of an evaluation-criteria score (see below). The committee will also seek an acceptable gender balance, geographical and career stage diversity in successful applicants.

Evaluation Procedures and Criteria

• Formal Requirements (to be rated as NO/YES by the Grant Awarding Coordinators on the e-COST system):

- The STSM is within the scope of the ARTinRARE Action;
- The STSM is taking place in a different country than the country of affiliation of the applicant;
- The STSM is taking place within the current Grant Period.

If any of the previous is "NO" - do not proceed with the application assessment – the decision is "NO".

• Quality Requirements (from 0 to 10 points):

- *Relevance of the proposal*: the degree to which the work plan is detailed in its objectives and outcomes and how they apply to the Action's tasks. The quality and excellence of the Organisation/Event should also be considered (1-5 points).
- *Feasibility of the mission*: the degree to which the time spent in the host organisation and the required budget will effectively contribute to reaching the goals planned for the mission and impact the applicant's career. The adequacy of the applicant's CV to the mission's goals should also be considered (1-5 points).

In case of identical scores, applications will be prioritised as follows:

- Young Researchers (under the age of 40).
- Gender Balance.
- The Grant applicant and the Host Institution are actively involved in ARTinRARE COST Action , i.e. listed as Working Group (WG) members on the website.
- One applicant per centre.

The Grant Holder will inform each approved applicant by sending a Grant Letter generated from e-COST.

Change of approved STSM dates:

In the event of a modification to the agreed-upon dates for the STSM, the applicant must notify the Grant Holder and Grant Awarding Coordinator before the originally planned start. A clear explanation for the alteration must be submitted. Date changes will not be authorised after the original start date.

STSM Grants Financial Support

A STSM Grant contributes to covering the costs of economy travel, accommodation, and subsistence expenses for the selected candidates. STSM grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security, travel insurance and pension matters.

In the first Grant Period, the STSM must have a minimum duration of 3 calendar days.

Travel days are excluded from the STSM when calculating the financial contribution. The STSM must be completed by October 1st of each year.

Provide an overview of your budget within the STSM Grant Application Form (see example below):

- *Subsistence and accommodation:* the maximum contributions are the following:
 - The daily allowance rate (to be found at www.cost.eu/daily_allowance) is based on the country where the event takes place.
- *Travel:* The incurred long-distance travel expenses are reimbursed on face value including VAT, up to a maximum of EUR 1500, cancellation insurance included
- **The requested financial contribution** for each STSM will be calculated according to the following formula up to a maximum of EUR 2000 in total:

$$\text{Final amount} = (\text{Daily Allowance} \times \text{number of days}) + \text{Travel}$$

The financial support will be decided by the Action Core Group on the proposal of the evaluators, based on the request of the applicant, and should reflect the duration and location of the STSM.

The COST Association and the Grant Holder of the Action cannot be considered an STSM grantee's employer, i.e., the STSM Grant cannot be considered a salary.

Approving STSM Grants for Payment

The preapproved grantee must submit the following documents at the latest 30 days after the end date of the mission or 15 days after the end date of the Grant Period, whichever comes first:

- A *Grant Report*, which can be found on the Action website or at [COST STSM Grant Report template](#). The report is drafted by the applicant (max. 4 pages). When preparing it, please consider the following:

- The report for COST is a public document. Please take this into account in terms of Intellectual Property Rights.
- The report does not need to contain specific and detailed results of the research. Rather, it should focus on the aspects that are the aim of STSM, in particular, how the collaborative research during STSM has strengthened the scientific relationship between Home and Hosting institutions within the framework of COST.
- It should include a *short summary for dissemination purposes*: A very short summary (maximum 280 characters, including spaces) for the ARTinRARE media channels, including a photo with collaborators or a short video.
- *Confirmation from the Host institution*: A letter or an e-mail from the representative of the Host institution confirming that the applicant has successfully completed the mission.

Failure to submit the requested documents within the established period from the end date of the STSM will effectively cancel the Grant.

The Grant Awarding Coordinator and the Grant Holder Scientific Representative are responsible for approving the scientific report and informing the Grant Holder Manager that the mission has been successfully completed.

Grants are paid by the Grant Holder Institution after the completion of the activity and approval of all required report/documentation. Within 30 days from the end date of the STSM, the successful applicant must submit the scientific report, the dissemination materials and the approval letter of the scientific report from the Host institution. These documents must be uploaded on e-COST to proceed with the request for payment. Participants from ITCs can request a pre-payment of 50% of their STSM Grant when they complete the first day of their STSM. For that purpose, the representative of the Host Institution must confirm by e-mail to the Grant Holder that the first day of the mission has officially started, and then the Grant Holder can arrange the payment of 50% of the STSM grant; the remaining 50% of the Grant is payable once administrative requirements have been satisfied after the STSM.

STSM cancellation:

If, for any reason, the applicant cannot or has not been able to complete the STSM, the applicant must inform the Grant Holder and Grant Awarding Coordinator, providing an explanation in order to delete the grant request.

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Example:

A Grant applicant plans to perform a research stay at a University in a different country for 8 days, from May 2nd to May 9th.

Budget

Details and description of the budget.

Travel: 320 €

Subsistence and accommodation: 1809 €

Total: 2129 €

Requested: **2000 €**

The flight from Porto (Portugal) to Vienna (Austria) has an approximate cost of 320 Eur, departing on May 1st and returning on May 6th. The stay lasts for 5 days.

The subsistence and accommodation costs have been calculated using the following formula:

$$(5 \times 201) + 320 = 2129 \text{ EUR}$$