

## COST Action CM1401, Our Astro-Chemical History: Short Term Scientific Missions (STSM)

An essential part of our COST Action is to support research through collaborative visits, which are called **Short Term Scientific Missions** (STSMs). They are aimed at fostering collaboration, sharing new techniques and infrastructure that may be unavailable in other participants' institutions or laboratories. The STSMs are intended especially for young researchers but are also open to more senior scientists. A significant amount of money is put aside each year to finance STSMs.

STSM guidelines are as follows:

1. They have to be transnational – i.e. the visits must be from one COST member country to another, they cannot be within any country. **It should be noted that Master students are not eligible for STSMs which are for PhD students and more experienced researchers, including post-docs and senior persons.**

2. STSMs within our COST Action can only take place between countries that have agreed to be members of the Action. There are currently 27 partners. These are listed on the Action home page: [http://www.cost.eu/COST\\_Actions/cmst/Actions/CM1401?parties](http://www.cost.eu/COST_Actions/cmst/Actions/CM1401?parties).

3. Applications are made through the COST STSM online system

<https://e-services.cost.eu/w3/index.php?id=91>. In the drop down menu under Action number, you need to find the link: CM1401-Our Astro-Chemical History. Applications will be reviewed on a call by call basis.

It is encouraged that no STSM applications be submitted for a visit in April each year as this is the end of the Grant period.

Then proceed to complete the form. Full details on the application process are given on the Action Website.

Simultaneously the applicant must send the following information to our COST Action's Secretary Ms. Beverley Bishop ([cm1401-astrochemistry@open.ac.uk](mailto:cm1401-astrochemistry@open.ac.uk)):

- A Letter of invitation to the applicant from a senior Researcher affiliated to the Host institution (max one A4 page)
- The submitted STSM application form (downloadable when the online application is submitted)
- A motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of our COST Action (max two A4 pages). A possible layout consists of the following: (1)

A short introduction; (2) Details of the work planned; (3) Why the host institute is chosen; (4) Potential outcomes (publications, conference presentations, etc.).

- A two-page C.V. (including if possible a list of most appropriate academic publications for this application)
- A letter of support from the Home Institution (for PhD students only)
- A one page financial justification (form available: <http://cost.obs.ujf-grenoble.fr/sites/default/files/stsm%20costs%20justification%20EU%20COST%20ACTION%20CM1401.docx>)

4. There should be a minimum period for an STSM of 1 week (5 working days). Financial requests are expected to be limited up to 500 Euros for travel (exceptions will be carefully considered). Typical daily subsistence rate will be equal to or less than 160 Euros per a day and will reflect the costs of the host country, with the maximum amount for subsistence in an STSM visit will be 2500 Euros for up to 90 days and 3500 Euros for an early career investigator (ECI - up to 8 years after PhD) up to 180 days. An average STSM is estimated around 1200 Euros.

5. A short report consisting one A4 page from the applicant and the host on the STSM should be sent to our COST Action's Secretary Ms. Beverley Bishop ([cm1401-astrochemistry@open.ac.uk](mailto:cm1401-astrochemistry@open.ac.uk)) within one month of the visit. **Once approved by the STSM committee, the applicant will be reimbursed.**

Once submitted, your STSM request will be considered by our COST Action's STSM review committee.

It consists of

STSM Chair (Dr Yuri Suleymanov); the Action's Chair (Dr Laurent Wiesenfeld), Deputy Chair (Professor Inga Kamp) and the representative of the Grant Holder (Dr Helen Fraser).

The STSM Committee will review proposals judging the workplan against the stated scientific aims of the Action.

**NO BOOKING SHOULD BE MADE UNTIL THE STSM COMMITTEE HAS APPROVED THE VISIT.**

In the case of questions and further instructions on the STSMs, please contact our COST Action's Secretary Ms. Beverley Bishop ([cm1401-astrochemistry@open.ac.uk](mailto:cm1401-astrochemistry@open.ac.uk)).