SHORT-TERM SCIENTIFIC MISSIONS (STSMs) GRANTS

I. GENERAL INFORMATION

→ Scope of STSMs grants organised through a Grant Awarding Process

- A Short-Term Scientific Mission provides financial support for a visit to a host institution located in a different country than the country of affiliation by a Researcher or Innovator for specific work to be carried out and for a determined period of time. The purpose of this grant is to support capacity building and transfer of knowledge through multilateral collaborations and to implement a project with an international team (AR, A2-1.1.1).

→ Eligibility criteria

- The STSM Applicant must be an ENEOLI Action participant affiliated (AR, 4.1.1.1.1) to a legal entity located in a COST Full or Cooperating Member country, in a COST Near Neighbour Country or in a European RTD (AR, 6.4).
- The Applicant must upload her/his CV in their e-COST profile.
- Each Applicant may submit only one STSM grant application per Grant Period.

→ Duration and the Open Calls

- The duration of the STSM should not overlap across two consecutive Grant Periods. For the active Grant Period, an approved STSM must commence no earlier than the 1st of January 2027 and conclude no later than the 31st of August 2027.

- During this Grant Period the Applicant can apply at any time until the 15th of June 2027, subject to budget availability. Applications will be evaluated following three submission deadlines:

  ✔ 15th of December 2026;

  ✔ 15th of March 2027;

  ✔ 15th of June 2027.

→ **Funding**

- The financial support is awarded to individuals. The requested amount should be proportionate to the duration of the STSM, up to EUR 4 000,00 per grant.
- The grant is not intended to cover employment costs, but contributes for travelling, accommodation and subsistence expenses, implementation of the project, delivery of the report to the COST Action MC and overall effort (AR, A2-3).
- The requested budget should be proportionate to the duration of the STSM and justified based on the planned activities and estimated eligible expenses.
- The decision on the amount of the grant is based on the Applicant's proposal and will reflect the duration and location of the STSM.
- The completion of the STSM and the submission of the report and documentation (AR, A2-2.3) are a condition for the payment of the awarded grant.
- When the Grantee is invited to attend a COST event while concurrently benefiting from a COST STSM Grant, the eligible Participant is entitled to claim: 1. the long-distance travel from the place of the STSM to the place of meeting/Training School and back, 2. 50% of the Daily Allowance using the *reimbursement form* related to the meeting. The Applicant shall include in their meeting or Training School claim a statement from the host institution or Action Chair of the ENEOLI COST Action confirming the STSM and including the action number and the dates (from/until) of the STSM (AR, A2-3).

II. APPLICATION PROCEDURE

→ **Submission of an application**

- Having an account at e-COST and having read Annex 2 of the Annotated Rules for COST Actions and the Grant Awarding User Guide beforehand, the Applicant shall submit the application online via e-COST using the dedicated forms available.

→ **Information to be filled in e-COST:**

- Title (in English);
- Start and end date indicating full duration of the STSM (within the active Grant Period);
- Budget requested;
- Information about the Host Institution and contact person.

→ **Files to be uploaded to e-COST:**

- Application form (template available in e-COST) describing:

  ✔ goals;

  ✔ the work to be carried out by the Applicant;

  ✔ expected outcomes;

  ✔ the contribution to the ENEOLI COST Action objectives;

  ✔ benefits expected for the Applicant and their home institution.

- Confirmation from the Host Institution indicating agreement to receive the Applicant on the given dates.
- Preliminary budget plan specifying expected expenditures (Word or Excel file with an overview of planned expenses).

III. EVALUATION PROCEDURE

→ Evaluation criteria

- Submitted applications are checked by the Grant Awarding Coordinator to ensure they are eligible.
- Applications respecting this requirement will be evaluated by the Grant Awarding Coordinator in consultation and approval of the Core Group, acting under the authority delegated by the Management Committee.
- Concerning the proposal, the following criteria will be adopted:

  ✔ alignment with the overall goals of the ENEOLI COST Action, with clear reference to Working Group objectives and activities;

  ✔ clear identification of potential outcomes such as publications, workshop presentations, and future collaborations;

  ✔ benefits for the Applicant, such as demonstrated advantages or learning opportunities, and for the Applicant's home institution, such as positive impact in terms of internationalization and knowledge exchange;

  ✔ benefits for the Host Institution, such as positive impacts or expected contributions;

  ✔ quality of methods and workplan.

Moreover, age, gender, and geography will be taken in due consideration, according to the COST excellence and inclusiveness policy (AR, I.1.1).

→ Grant Letter

- As soon as the grant application is submitted, the Grant Awarding Coordinator is notified. The Applicant, Action Chair and Vice Chair also receive a copy of the notification.

- Upon approval of the application, the Grantee receives a grant letter from the Grant Holder, stating the approved amount and the conditions for receiving the grant.
- In case of rejection, the Applicant receives an adequate justification.

IV. IMPLEMENTATION OF THE STSM

- The Grantee shall carry out the activities in accordance with the approved application.
- Upon completion of the STSM, the Grantee shall submit a report to the Action MC via e-COST, describing the work carried out, the main achievements of the STSM and any planned follow-up activities within 30 days after the end date of the activity (AR, A2-2.3) and for STSMs held in August, by the 10th of September at the latest. The Grantee shall also submit a short text and a photograph documenting the visit to the Host Institution. These materials may be used for a news post on the ENEOLI COST Action website.
- The Grantee claims the payment by submitting the report via e-COST.
- The Grant Awarding Coordinator is notified as soon as the Grantee submits the report and must verify the validity and content of the report. If the report is approved, the application status changes to *Report Approved* and the Grant Holder Manager is notified that the grant can be paid.
- If the report is rejected, the Grantee receives a justification and is asked to revise and resubmit the report.

V. MORE INFORMATION AND DETAILS

- For more information on the STSMs, please see Annex2 in the Annotated Rules for Cost Actions.
- For more information on the application procedure, please consult the Grant Awarding User Guide.

- For more information about displaying relevant ENEOLI COST Action logos and funding statements on all presentations and papers after the STSM project, please contact our Science Communication Coordinator (onorina.botezat@gmail.com).