

## STSM Guideline

### What is STSM?

Short Term Scientific Missions (STSM) are aimed at supporting individual mobility and at strengthening the existing networks and fostering collaborations by allowing scientists to visit an institution or laboratory in another Participating COST Country or an approved NNC institution or an approved IPC institution. A STSM should specifically contribute to the scientific objectives of the COST Action, while at the same time allowing applicants to learn new techniques or gain access to specific instruments and/or methods not available in their own institutions. Participation of "Early Career Investigators" (ECI) in STSM is particularly encouraged.

### Application process and more information

The STSM application should be submitted online through the [COST webpage \(STSM applications\)](#) and should not be more than 2000 words (min 1200 words), including references.

Grant Awarding User Guide that describes the process can be downloaded from the [COST webpage](#).

#### Application:

- Shall be submitted online in e-COST using dedicated forms available
- Applicants must upload their CVs to their e-COST profile
- To be filled in e-COST
  - Title;
  - Start and end date (within the active Grant Period);
  - Budget requested by the applicant;
  - Information about the host institution and contact person.
- To be uploaded to e-COST:
  - Application form (template available on e-COST) describing: Goals, description of the work to be carried out by the applicant, expected outcomes and description of the **contribution to the Action MoU objectives**;
  - Confirmation of the host on the agreement from the host institution in receiving the applicant;
  - Other documents required by the Action:
    - **A rough estimation of the budget** (travel expenses, accommodation expenses, etc.) – up to 3.500 EUR. Please bear in mind that STSM grant is a support, not a “normal travel grant” with full daily allowances and hotel accommodations.
    - **Confirmation by the WG leader** that the chosen topic aligns with the objectives outlined in the MoU – please contact the WG leader in advance. STSMs applications without the WG leader confirmation will not be taken in consideration for funding

### Selection criteria

Participation of young researchers and innovators in STSMs is particularly encouraged. The applications received will be evaluated and STSMs will be awarded based on scientific merit and available budget. COST Inclusiveness Target Countries (ITC) representation, geographical diversity, gender balance and empowerment of Young Researchers and Innovators will be respected in the selection process.

Please bear in mind that the subject of your STSM must be directly aligned with the objectives of the Action. To ensure the appropriateness of your chosen topic, **reach out to the respective working group leaders for their confirmation and guidance.**

#### **After the STSMs!**

- Please upload a short report in the COST template
- Please upload the confirmation signed by your host that you stayed there at specific dates
- As we are preparing book of STSMs, please send the 3-4 pager of your stay to [mstepinac@grad.hr](mailto:mstepinac@grad.hr)

#### **What is to be expected after the STSM?**

For further information, please contact Grant Awarding Coordinator Mislav Stepinac ([mstepinac@grad.hr](mailto:mstepinac@grad.hr)).

Deadline for the application: 5<sup>th</sup> August 2025

It is important to note that all STSMs must be concluded by October.

#### **ITC grant Guideline**

ITC conference grants are grants aimed at young researchers and PhD students from ITCs to attend beneficial international conferences that are not organised by COST Actions (i.e. [INTER](#), [SHATIS](#)).

ITC list: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, North Macedonia, Hungary, Latvia, Lithuania, Malta, Moldova, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey

All applications must be submitted directly through the eCOST System.

You will need to submit the following documentation:

- ITC Conference Grant application form (you can download this through the system).
- CV (including list of academic publications, if any).
- Acceptance letter from the conference organisers (confirming either your speaking slot or your poster presentation).
- A copy of the abstract or poster submitted to the conference.