

SHORT-TERM SCIENTIFIC MISSIONS (STSMs) GRANTS

I. PRELIMINARY REMARKS

→ Eligibility criteria

- The STSM Applicant must be 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.

→ Duration and the Open Calls

- The duration of the STSM should not overlap across two consecutive Grant Periods. Grant Period 2 for PHRACONREP is 01/11/2024–31/10/2025. For the active grant period an approved STSM **should end before October 2025**.
- During this grant period the Applicant can submit an application at any time **until the 15th of July 2025**, subject to budget availability. However, the applications will be evaluated after three collection dates:
 - ✓ 28th of February 2025;
 - ✓ 15th of May 2025;
 - ✓ 15th of July 2025.

→ 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 provides a contribution 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). **Please note:** The allocated grant amount is a

contribution to the overall expenses of the mission and not an intent to finance the overall costs.

- The decision on the amount of the grant is based on the Applicant's request and will reflect the duration and location of the STSM.
- The completion of the STSM and the submission of all required report/documentation (AR, A2-2.3) are a condition for the payment of the awarded grant. However, the pre-payment of up to 50% of the approved grant may be requested by the Grantee. The amount is subject to availability of funds and approval by the Grant Holder Institution. The request of pre-payment shall be submitted to the Grant Holder Manager.

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
- Start and end date (within the active Grant Period)
- Budget requested
- Information about the host institution and contact person.

→ Files to be uploaded to e-COST:

- Application [form](#) describing:
 - ✓ goals
 - ✓ the work to be carried out by the Applicant
 - ✓ expected outcomes
 - ✓ the contribution to the PHRACONREP COST Action objectives
 - ✓ benefits expected for the Applicant and their home institution

- Confirmation letter from the host institution indicating agreement to receive the Applicant on the given dates
- A list of expected expenses

III. EVALUATION PROCEDURE

→ Evaluation criteria

- Submitted applications are checked by the Grant Awarding Coordinator and Vice-coordinator to ensure they are eligible.
- Applications respecting this requirement will be evaluated by the Grant Awarding Coordinator and Vice-coordinator in consultation and approval of the Core Group.
- Concerning the proposal, the following criteria will be adopted:
 - ✓ alignment with the overall goals of the PHRACONREP COST Action, with clear reference to Working Group objectives and activities;
 - ✓ clear identification of potential outcomes such as publications, workshop presentations, 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 geographical spread will be taken in due consideration, according to the COST excellence and inclusiveness policy (AR, I.1.1. & A2-2.4).

→ 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 performs the tasks in line with the approved application.
- Once the STSM has ended, the Grantee submits the report to the Action MC on the work developed, main achievements of the STSM and planned future follow up activities in e-COST within 30 days after the end date of the activity or 15 days after the end of the Grant Period, whichever date comes first (AR, A2-2.3).
- The Grantee claims the payment by submitting the report via e-COST. **Please note:** The Grantee is not required to upload receipts to justify how the Grant was used.
- 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 re-submit the report.

V. MORE INFORMATION AND DETAILS

For more information on the STSMs, please see Annex 2 in [the Annotated Rules for Cost Actions](#).

For more information on the application procedure, please consult [the Grant Awarding User Guide](#).