COST Action CA15220 - Quantum Technologies in Space

28th November 2016

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1st CALL for Short Term Scientific Missions (STSMs)
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Deadline for the applications: 31 January 2017
Total budget of STSM-grants for this call: 2,400 € (max 800€ per STSM)
The STSM has to be completed before 30.04.2017

THE APPLICANT:

The applicant can be a student, a PhD student, a PostDoc or a staff member in an institution located in a COST Country of our Action (these countries are listed on
http://www.cost.eu/COST_Actions/ca/CA15220?parties).
The Applicant must obtain the agreement of the host institution before submitting the STSM application[1].

HOME & HOST INSTITUTION:

The home and host institutions can be organizations of either the public or private sector. An STSM may only be approved if involving a trip from a home institution in a COST country of the Action to a host institution in a COST country of the Action.
Please note that applications for an STSM from a COST country of the Action to non-COST Institutions associated with our Action will also be considered (for a list of please check: http://www.cost.eu/COST_Actions/ca/CA15220?parties).
Applicants from non-COST institutions of our Action are advised to contact the STSM Coordinator for more information about how to proceed with the application.
Visits from an Institution of a COST country to an Institution of the same country cannot be supported.

DURATION:

Minimum duration of 5 working days and a maximum one of 1 month[2] for any given STSM.

FINANCIAL SUPPORT:

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[1] If needed, STSM grantees must make their own arrangements for all health, social, personal security and pension matters.

[2] For Early Career Researchers (Researchers within 8 years of work experience since PhD - minus career leave, such as medical, maternity/paternity, military), an extension can be considered.

The financial support provided by the STSM scheme is intended to cover part, but not necessarily all, of the costs of the proposed visit. The financial contribution for an STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. Indicative values for the requested amount for daily allowance and travel expenses are 60 Euro and 300 Euros, respectively, although there is not a strict limit on these numbers.
Advanced payment is not possible.

BEFORE the STSM

APPLICATION PROCEDURE & DEADLINES

A formal STSM application has to be sent by e-mail to the Action Manager Dr Maurice Macartney (m.macartney@qub.ac.uk), who will make a formal check, as well as to the host institution. The application should consist of:

1) For the MC members of the COST Action:

a) A cover letter, where the applicant should clearly indicate the science topic and the relevant working group. For more info on the science topics and on the Working Groups refer to the action MoU available at
 http://w3.cost.eu/fileadmin/domain_files/CA/Action_CA15220/mou/CA15220-e.pdf

b) A copy of the "COST STSM Application form" that has to be submitted by the applicant using the on-line registration tool: https://e-services.cost.eu/w3/index.php?id=91

The following information has to be provided online:

- Applicants data: name, work place, address etc.
- The planned dates and duration of the STSM
- Information about the proposed STSM: title and a short, appropriate, and informative description (including references if appropriate).
- A short CV (1 A4 page maximum)
- Total and break-down budget
- Bank details

c) A letter of acceptance from the Host institution of the STSM

2) For Senior Scientists:

a) A cover letter, where the applicant should clearly indicate the science topic and the relevant working group. For more info on the science topics and on the Working Groups please refer to the action MoU: http://w3.cost.eu/fileadmin/domain_files/CA/Action_CA15220/mou/CA15220-e.pdf

b) A copy of the "COST STSM Application form" that has to be submitted by the applicant using the on-line registration tool: https://e-services.cost.eu/w3/index.php?id=91

The following information has to be provided on line:

- Applicants data: name, work place, address etc.
- The planned dates and duration of the STSM
- Information about the proposed STSM: title and a short, appropriate, and informative description (including references if appropriate).
- A short CV (1 A4 page maximum)
- Total and break-down budget
- Bank details

c) A description/work-plan of the proposed visit (in PDF format); no more than two A4 pages. Applicants must mention if they have already been granted a previous STSM grant, and they should also provide the Host Institute name, the name of the scientist in the Host Institute they collaborated with, and the dates of the previous STSM visit.

d) A letter of acceptance from the Host institution of the STSM.

3) For Early Career Researchers and PhD students:

a) A cover letter, where the applicant should clearly indicate the science topic and the relevant working group. For more info on the science topics and on the Working Groups please refer to the action MoU: http://w3.cost.eu/fileadmin/domain_files/CA/Action_CA15220/mou/CA15220-e.pdf

b) A copy of the "COST STSM Application form" that has to be submitted by the applicant using the on-line registration tool: https://e-services.cost.eu/w3/index.php?id=91

The following information has to be provided on line:

- Applicants data: name, work place, address etc.
- The planned dates and duration of the STSM
- Information about the proposed STSM: title and a short, appropriate, and informative description (including references if appropriate).
- A short CV (1 A4 page maximum)
- Total and break-down budget
- Bank details

c) A description/work-plan of the proposed visit (in PDF format); no more than two A4 pages. Applicants must mention if they have already been granted a previous STSM grant, and they should also provide the Host Institute name, the name of the scientist in the Host Institute they collaborated with, and the dates of the previous STSM visit.

d) A detailed CV.

e) A letter of acceptance from the Host institute of the STSM.

f) A letter from either the Host or Home institute indicating any extra financial support that may be given to the applicant, if (applicable), and

g) In the case of applicants who are PhD students, a support letter for the proposed visit from their advisor.

The deadline for applications in response to this call is: 31 January 2017.

EVALUATION PROCESS AND RESULTS ANNOUNCEMENT

The STSM applications can be submitted anytime within the deadline. The assessment of the STSM applications will be carried out by the STSM evaluation committee (STSM coordinator, Chair & Vice-chair and WG Leaders). The committee will evaluate the submitted STSMs and take decisions by 28 February 2017. The STSM applicants of the successful proposals will be informed immediately after the committee evaluation procedure, by a Grant Letter notifying the amount of financial support provided. The Applicant has then to notify the acceptance of the grant by returning the letter, with his/her signature, within one week after receipt.

STSM SCIENTIFIC REPORT:

The grantee is required to submit to the Action Manager Dr Maurice Macartney (m.macartney@qub.ac.uk), within 2 weeks after the completion of the STSM a short scientific report with the following information:

- Description of the work carried out during the STSM

- Description of the main results achieved

- Future collaboration with the host institute (if applicable)

- Foreseen publications (if applicable)

- Confirmation by the host institution of the successful execution of the STSM (as a separate e-mail message)

- Other comments (if any)

Please note that successful applicants will be invited to prepare a short cover story (with photos preferably) to be placed on the Action Webpage, after the completion of the STSM.

NOTICE OF COMPLETION:

The STSM coordinator will assess the final report and, in case of approval, will send a "notice of completion" of the STSM to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee or the host institution, as requested in the application.

Catalina Curceanu
(STSM Coordinator of the COST Action CA15220)