

GENERAL PROCEDURE FOR IMPLEMENTING STSMs

- 1) **STSMs calls have to be within the framework of the Action topic and contribute to WGs objectives**, and can be of 2 types:
 - 1.1) No pre-defined topic: *'leave room to creativity'*;
 - 1.2) Target a specific topic in need to be developed in the Action.
- 2) The collection of STSM applications shall be implemented via specific deadlines according to the budget and the specific objectives, as decided by MC;

Evaluation Criteria

- 3) The following criteria shall be used, by order of relevance, for prioritizing who, from the applicants, shall be reimbursed:
 1. Early Stage Researchers;
 2. Exchange of knowledge between WGs (transdisciplinary);
 3. Research plan proposed is consistent with the Topic of the Action;
 4. Substantial contribution to the scientific objectives of the Action (namely, Working Group's objectives);
 5. Contribute to implement the COST Action Excellence and Inclusiveness Policy (gender balance, geographical spread, ITC).

These criteria must be applied in compliance with the COST rules (Vademecum).

Collection of Applications

- 4) Applications collection and managing of criteria shall be applied by the STSM Coordinator.
- 5) The MC mandates the Action Chair, STSM Coordinator, Action Vice Chair and WG(1-4) Leaders to evaluate the applications and approve the awarding of the grants.

This point must be applied in compliance with both the COST rules (Vademecum) and budget constraints.

Managing the MC Approval of the Grant

The MC approval of the grant shall pursue the following procedure:

- 1) The STSM candidate submits a STSM proposal via e-COST (including motivation and workplan).
- 2) The STSM Coordinator checks the proposal for formal validity.

- 3) The STSM Coordinator calls the mandated MC group (Action Chair, STSM Coordinator, Action Vice Chair and WG(1-4) Leaders) for e-vote (with the Grant Holder in copy) on all formally valid STSM proposals, by e-mail.
- 4) The Mandated MC Group members vote for all STSM proposals based on the pre-established criteria.
- 5) The Mandated MC Group members hold the right to propose a reduction of the requested amount based on STSM duration and relative cost of living at the host country.
- 6) The STSM Coordinator informs the Core Group about the outcome of the e-vote by e-mail and puts the Grant Holder in copy.
- 7) The Grant Holder checks available funds based on the requested maximum grant amounts and informs STSM Coordinator.
- 8) The STSM Coordinator informs all the applicants about the outcome of the voting, and includes the following information:
 - i. Any feedback included in the votes;
 - ii. A request for material (photo and short biography) for an initial post on Social Media to the applicants eligible for funding.
- 9) The STSM applicant formally accepts the approved grant by sending a confirmation email to the STSM Coordinator.
- 10) After receiving the material for the Social Media post, the STSM Coordinator approves the accepted STSMs on e-COST and forwards the Social Media material to SCM.
- 11) The Grant Holder informs the approved STSM applicants which can be covered by financial means that their application is eligible for funding and requests them to book travel and accommodation and send the receipts.

Obligations of the Grantee after the STSM Grant

- 1) The grantee has to write a detailed report about the STSM.
- 2) In the next Action meeting after the STSM the grantee has to present his/her work at the event.
- 3) the grantee has to make a video about his/her work, its results and benefits, for the Science Communication Manager.
- 4) the grantee and host may write a joint publication.

