

COST Action IS1202 (*the Dynamics of Virtual Work*) invites applications for Short Term Scientific Missions (STSMs).

GOALS OF A STSM

The aim of a Short-Term Scientific Mission (STSM) is to contribute to the scientific objectives of a COST Action. These Missions, or exchange visits, are aimed at strengthening the existing networks by allowing scientists to go to an institution or research centre in another COST member state to foster collaboration. This could be to work on a jointly authored article, to carry out fieldwork, to learn a new research method, to work on a joint research proposal or any other activity linked to your research on the dynamics of virtual work.

STSM are particularly intended for Early Stage Researchers. An Early Stage Researcher (ESR) is defined as someone who has completed their PhD within the last eight years. If you are an ESR from one of the 28 COST participating countries, you can apply for a grant to carry out a Short-Term Scientific Mission (STSM). PhD students are also eligible for STSMs.

To check whether your country has signed up to the Action, go to:

http://www.cost.eu/domains_actions/isch/Actions/IS1202?parties.

The STSM is intended to contribute directly to the work of COST Action IS1202. Therefore it is normally expected that applicants will have some close association with the Action, for instance if the sending or receiving institution (or ideally both) are represented on the Action's Management Committee (for details of the Management Committee, see

http://www.cost.eu/domains_actions/isch/Actions/IS1202?management).

Specific (selected) information on STSMs

- STSMs can have a duration from one week (5 working days) to three months. In exceptional circumstances they may extend beyond 91 days, but a strong rationale will need to be provided for this.
- Applicants should ensure that they can provide evidence of the commitment of the host Institution to host the STSM and provide the name of the person in the host Institution who will supervise it.
- Grants are awarded up to a maximum of €2,500 to cover the cost of travel and accommodation. Early Stage Researchers (PhD students excluded) are eligible for a maximum €3,500 for a STSM but only if their STSM is longer than 90 days (a strong rationale needed for this). The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs. Because our resources are limited, we give priority to applications for STSMs which could not take place without support from COST. If you have the possibility of obtaining funding from other sources, please explore these alternatives first.
- Please note that STSM grant is paid after the stay is ended and the scientific report and other requested documents are received and approved by the Action's STSM coordinator

and/or Core Group and Grantholder. You therefore have to be able to pre-finance all your costs related to the STSM (travel, stay, meals).

- Applicants should explain clearly not only how the STSM will enhance their own research but also why the host Institution is appropriate and what value will be added by the collaboration.
- Each application should be accompanied by a letter of acceptance by the host institution and a letter of support from the applicant's home institution, on the headed paper of the Institution and signed by a representative of the institution with the appropriate authority.
- Applicants should specify the expected outcome of the STSM. We expect to see something concrete that will contribute to the broader goals of our Action, for instance a jointly-authored research article; a research proposal; or a report on a piece of research carried out in the course of the STSM. In general, STSMs work best when they build on previous remote collaboration. For instance if you are planning to work on a joint article with your host, then it would be helpful to exchange ideas by email in advance, preparatory to a period of more intensive interaction when the STSM is under way.
- After the STSM, the grantee should submit a scientific report to the Host and to the STSM coordinator. The grantee is required to submit a short scientific report within 30 days after the conclusion of the Mission.
- The call for grants is open throughout the year and each application is assessed on its own merits. However it should be noted that funds are limited and towards the end of the year, if no funds are available, applicants may be asked to resubmit the following year.

APPLICATION PROCESS

1. All candidates must be based in one COST participating country and go to an institute in another COST participating country, and shall carefully read and comply with instructions given in section 6 of the COST Vademecum (Part 1) - Short Term Scientific Mission pp 32. The document is available at: <http://www.cost.eu/participate/guidelines>.
2. **Register the application online** at: <https://e-services.cost.eu/stsm>. This is just to register the application.
3. **Send the supporting documentation** to the Action's STSM co-ordinator (details of which can be found on the Action website at <http://dynamicsofvirtualwork.com/new-researchers>) with a copy to the Chair of the Action, Professor Ursula Huws (u.huws@herts.ac.uk) and to the host of the visit before the application deadline. The following documents must be provided:
 - A motivation letter including proposed plan of work. It is particularly important to provide a clearly specified plan of work for the visit.
 - The proposed contribution of the STSM to the scientific objectives of the COST Action IS1202 on the Dynamics of Virtual Work and the expected outcomes of the STSM for the individual, the host institution and the Action.

- A letter of support from your home Institution
 - A letter of invitation from the host institution
 - Your CV (including list of publications)
4. The application will then be assessed by the STSM co-ordinator and/or the Core Group of the Action. The main assessment criterion will be the contribution the proposed visit will make to the objectives outlined in the Memorandum of Understanding (MoU) of the Action
(http://w3.cost.eu/fileadmin/domain_files/ISCH/Action_IS1202/mou/IS1202-e.pdf). The decision of the STSM co-ordinator will then be confirmed by the Management Committee.
5. Applicants will receive payment after completion of the visit, following receipt of the necessary documents by the Grant Holder. The scientific report of the STSM contains:
- Purpose of the STSM;
 - Description of the work carried out during the STSM;
 - Description of the main results obtained;
 - Future collaboration with the host institution (if applicable);
 - Foreseen publications/articles resulting from the STSM (if applicable);
 - Confirmation by the host institution of the successful execution of the STSM;
 - Other comments (if any).

The completion is done after the approval of the accomplishment of the STSM by the STSM coordinator and/or the Core Group of the Action. STSM coordinator will confirm to the Grant Holder that the STSM has been successfully accomplished.

For all the other details and rules please consider section 6 of the COST Vademecum (Part 1) Short Term Scientific Mission pp 32. (<http://www.cost.eu/participate/guidelines>)

The applicant is responsible for obtaining the agreement of the host institution before submission of the application.

Contact person: Chair of the Action, Professor Ursula Huws (u.huws@herts.ac.uk)