

COST Action MP1006 Fundamental Problems in Quantum Physics

2 June 2014

4th CALL for Short Term Scientific Missions (STSMs)

Deadline for the applications: 1 March 2015
Total budget of STSM-grants for this call: 8,044 € (max 2,000€ per STSM)
The STSM has to be completed before 10.04.2015

THE APPLICANT:

The applicant can be a student, a PhD student, a PostDoc or staff member in an institution located in a COST Country of our Action (these countries are listed on http://w3.cost.eu/index.php?id=248&action_number=MP1006).
The Applicant must obtain the agreement of the host institution before submitting the STSM application. STSM grantees must make their own arrangements for all health, social, personal security and pension matters.

HOME & HOST INSTITUTION:

The home and the host institution can be organizations of either the public or the private sector. A STSM may only be approved 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 a STSM from a COST country of the Action to non-COST Institutes associated with our Action will also be considered (for a list of such Institutes please check: http://w3.cost.eu/index.php?id=248&action_number=MP1006).
The applicants from the non-COST institutes 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:

There is a minimum duration of 5 working days and a maximum one of 3 months for the proposed STSM.

FINANCIAL SUPPORT:

The financial support provided by the STSM scheme is intended to cover a part, but not necessarily all, of the costs of the proposed visit. The financial contribution for a 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 strict maximum limit on these numbers. However, the total amount requested per STSM should not exceed 2000 Euro.

For Early Stage Researchers (Researchers within first 8 years of work experience since graduating with a PhD/MSc - minus career leave, such as medical, mat/paternity, military), an extension to a duration beyond 3 months, but normally not more than 6 months in total, can be approved. In these cases, financial support can be increased to a maximum of 3500 €.

Advanced payment is not possible.

BEFORE the STSM

APPLICATION PROCEDURE & DEADLINES

A formal STSM application has to be sent by e-mail to the STSM coordinator of the Action MP1006 – Catalina Curceanu Catalina.Curceanu@Inf.infn.it, as well as to the host institution. The application should consist of:

1) For the MC member of the present COST Action:

a) a cover letter, where the applicant should clearly indicate the science topic and the relevant working group (WG) to which their STSM belongs, explaining how their project is relevant to the scientific goals of the WG as set out explicitly in the Memorandum of Understanding. For more info on the science topics and on the Working Groups refer to the action MoU: http://w3.cost.eu/index.php?id=248&action_number=MP1006

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, short description, which WG etc.
- A short CV
- A requested budget
- Bank details

c) A letter of acceptance from the Host institute 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 (WG) to which their STSM belongs, explaining how their project is relevant to the scientific goals of the WG as set out explicitly in the Memorandum of Understanding.. For more info on the science topics and on the Working Groups refer to the action MoU: http://w3.cost.eu/index.php?id=248&action_number=MP1006

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, short description, which WG etc.
- A short CV
- A requested budget
- Bank details

c) A description/work-plan of the proposed visit (in PDF format) explaining how their project is relevant to the scientific goals of the WG to which their STSM belongs, as set out explicitly in the Memorandum of Understanding; 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 institute of the STSM

3) For Early stage researchers and PhD students:

a) a cover letter, where the applicant should clearly indicate the science topic and the relevant working group (WG) to which their STSM belongs, explaining how their project is relevant to the scientific goals of the WG as set out explicitly in the Memorandum of Understanding.. For more info on the science topics and on the Working Groups refer to the action MoU: http://w3.cost.eu/index.php?id=248&action_number=MP1006

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, short description, which WG etc.
- A short CV
- A requested budget
- Bank details

c) A description/work-plan of the proposed visit (in PDF format) explaining how their project is relevant to the scientific goals of the WG to which their STSM belongs, as set out explicitly in the Memorandum of Understanding; 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: 1 March 2015.

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 regularly, each two months, starting 1st July 2014; a last evaluation will be done early March 2015. The STSM applicants of the successful evaluated proposals will be informed immediately after the committee evaluation procedure, by a Grant Letter notifying the amount of the financial grant given. The Applicant has then to notify the acceptance of the grant by returning the letter, with his/her signature, within one week after receipt.

AFTER the STSM is completed

STSM SCIENTIFIC REPORT:

The grantee is required to submit to the STSM coordinator (Catalina Curceanu <Catalina.Curceanu@inf.infn.it>) 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 institute 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 approve the final report, and will send a "notice of completion" of the STSM, together with the short scientific report, to the Grant Holder. The Grant Holder will then execute the payment of the fixed grant directly to the grantee or the host institute, as requested in the application.

*Catalina Curceanu
(STSM Coordinator of the COST Action MP1006)*