

COST Action 735 Short Term Scientific Missions (STSMs) Guidelines for submitting a proposal

1. Objectives

The aim of the Short-Term Scientific Missions (STSM) is to contribute to the scientific objectives of the COST Action 735 'Tools for assessing global air-sea fluxes of climate and air pollution relevant gases'. These Missions (Exchange Visits) are aimed at strengthening the existing networks by allowing scientists to work in an institution or laboratory **in another COST Country**, for example to foster collaboration, learn a new technique or take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

2. The Applicant

- The applicant will normally be engaged in a programme of research as a postgraduate student or postdoctoral fellow or be employed in an institution of a COST Country.
- For the period of the STSM, neither the MC of the COST Action nor the COST Office will be considered as the employer and grantees must make their own arrangements for all health, social, personal security and pension matters.

Signatory countries are: Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Netherlands, Norway, Poland, Spain, Sweden, Switzerland, Turkey and United Kingdom. In addition, New Zealand is 'part of the Action' although not a COST country.

3. The host institution

- The host institution can be a public or private body, and should be in a COST signatory country or in a non-COST country which is part of the Action (e.g. New Zealand).
- The applicant is responsible for obtaining the agreement of the host institution, before submitting his/her proposal. A supporting e-mail should be sent by the host directly to the SOLAS office (solas@uea.ac.uk).

4. Duration

- STSMs should be a **minimum** of one week (5 working days) and a **maximum** of 3 months.
- When choosing the dates, the applicant must be aware that the financial year runs from 1st June to 31st May. Although there is a certain amount of flexibility in the choice of dates between the proposal submission and the formal application, the STSM should remain within the financial year originally proposed.

5. Financial Support

- The financial support is a contribution to the costs of an STSM and may not necessarily cover all the costs in every case. The grant should only be used for travel and subsistence.
- 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.
- The grant should not exceed 2500 euros.
- The proposed allocation to travel should be a realistic amount proportional to the distance between the home and host institutions, i.e. no more than 500 euros for short-haul flights (300 euros recommended by COST).
- As a guideline, a daily allowance of 60 to 90 euros is recommended for longer stays (>3 weeks); this can be increased to 100-120 euros for stays <3 weeks).