

# 1<sup>st</sup> Call for Short Term Scientific Missions Applications

## COST Action CA17135

### *Constitution-making and deliberative democracy*

#### 1. Important Dates

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1. Deadline for submission of applications: **15 November 2018**
2. Outcome notification date: **as soon as possible after the deadline and the approval by the Management Committee of the Action**
3. Period within which STSM must occur: **1 December 2018 – 30 April 2019**

#### 2. Overview

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Short Term Scientific Missions (STSMs) are institutional visits by researchers or scholars aimed at fostering cooperation and collaboration (you may find more details in the [COST Vademecum](#)). These visits should specifically contribute to the scientific objectives of this COST Action “[Constitution-making and deliberative democracy](#),” (CA15137; hence ‘Action’), which are outlined in detail in the [Memorandum of Understanding](#) of the Action.

#### 3. Financial Support & Duration

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The financial support on offer is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated costs. Financial support is limited to cover travel, accommodation and meal expenses and is paid in the form of a Grant, in the amounts and for the duration outlined below:

1. If **not Early Career Investigators (ECIs)**<sup>1</sup>:
  - a. STSM must last from a **minimum of 5 days to a maximum of 90 days**;
  - b. Up to a **maximum of EUR 2.500 in total** can be afforded to each successful applicant;
  - c. Up to a **maximum of EUR 160 per day** can be afforded for accommodation and meal expenses;

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<sup>1</sup> [Defined](#) as an individual who is within a time span of up to 8 years from the date they obtained their PhD/doctorate (full-time equivalent)

## 2. If ECIs:

- a. STSM must last from a **minimum of 5 days to a maximum of 180 days**;
- b. Up to a **maximum of EUR 3.500 in total** can be afforded to each successful applicant;
- c. Up to a **maximum of EUR 160 per day** can be afforded for accommodation and meal expenses.

Please note that the awarded grant will be paid only after the STSM has been completed (the procedure for the conclusion of STSM is outlined in chapter 5 of the Action's STSM Guidelines).

**For this call**, the Management Committee of the Action has allocated a **total budget of EUR 20.000**. The amounts granted for each individual STSM will be determined during the evaluation process.

## 4. Application procedure

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**Before you apply, please read carefully the [Action's STSM Guidelines](#)**, which also include the Conditions applicable, **and section 8 of the [COST Vademecum](#)** in their entirety.

In order to submit an application for an STSM, please follow the following steps before the expiration of the application deadline:

1. Register for an e-COST profile at <https://e-services.cost.eu/>, adding your bank account details to your profile (if a returning applicant or already in possession of a COST profile, move to step 2).
2. Complete the application form at the STSM application section of your e-COST profile on <https://e-services.cost.eu/>, uploading the following supporting documentation:
  - a. Letter of support from the Home Institution;
  - b. Letter of invitation to the applicant from the Host institution under the supervision of a senior researcher affiliated to that institution;
  - c. A full CV, including a list of academic publications if applicable, of no more than 3 pages (font: 12 pt. Times New Roman, page borders: 1.2 inches).

Please note that in the section of the online application titled "Motivation and Workplan Summary," the text to be entered should be the same as the motivation letter sent to the Action's STSM Coordinator [below 4(c)].

3. Submit and download your application;
4. Send the following documentation in .pdf form via email to the STSM Coordinator of the Action, Associate Professor Ioannis Papadopoulos of the Department of International and European Studies of the University of Macedonia (Greece), email [ipapadopoulos@uom.edu.gr](mailto:ipapadopoulos@uom.edu.gr):
  - a. The submitted COST online application;
  - b. All supporting documentation submitted in the online COST application (above; attached as separate documents in the email);
  - c. A motivation letter (max. 2.000 words), including the following sections:
    - Aims and objectives, description, expected results, and dissemination of the work/activities to be performed;
    - Justification for the choice of the Host Institution;
    - Diagram or table (e.g. Gantt chart) of duties to be performed (work plan);
    - Contribution towards the scientific objectives of the Action and benefits to the applicant;

You will be notified of the outcome by the Action's STSM Coordinator as soon as possible after the deadline.

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