3rd-extra Call for Short Term Scientific Missions Applications

1. Important Dates

1. Deadline for submission of applications: **21 December 2019**

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 January 2020 – 30 April 2020**

2. Overview

Short Term Scientific Missions (STSMs) are institutional visits by researchers or scholars aimed at fostering cooperation and collaboration. These visits should specifically contribute to the scientific objectives of this COST Action "Constitution-making and deliberative democracy," (CA15137; henceforth 'Action'), which are outlined in detail in the Memorandum of Understanding. You may find the eligibility provisions, along with further specifics, conditions and information, in the Action's STSM Guidelines and section 8 of the COST Vademecum. Please read these two documents carefully before submitting an application.

3. Financial Support & Duration

The minimum duration for an STSM is 5 calendar days including travel. The financial support in the form of an STSM Grant covers travel, accommodation and meal expenses. A maximum of EUR 3.500 can be allocated to each successful applicant for the entire STSM duration, with a EUR 300 maximum for travel and EUR 160 per day for accommodation and meal expenses. Please note that the awarded grant will be paid only after the STSM has been completed in accordance with STSM conditions.

For this extra call, the Management Committee of the Action has allocated a **total budget of EUR 7.676,10**. The amounts granted for each individual STSM will be determined during the evaluation process.

4. Application procedure

In order to submit an application, please follow the steps below:

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 documentation:

   a. Letter of support from the Home Institution;

   b. Letter of invitation from the Host Institution, under the supervision of a senior researcher affiliated to that institution;

   c. Full CV (max. 3 pages), including a list of academic publications if applicable (font: 12 pt. Times New Roman, page borders: 1.2 inches).

   d. In the section of the online application titled "Motivation and Workplan Summary," enter a motivation letter (max. 2.000 words) including:

      ▪ 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.

3. Submit and download your application.

You will be notified of the outcome by the Action's STSM Coordinator on the outcome notification date of the call.