

## A step-by-step guide to STSM

CANGENIN provides funding for Short-Term Scientific Missions (STSM), i.e., exchange visits, allowing young scientist (Ph.D. students, postdocs) to adopt new technologies and share ideas. We encourage you to apply, as a major goal of CANGENIN is to promote training opportunities for young scientists.

The duration of the STSM is between 5 days – 3 months. The visit is between two Action member labs, but in different countries. You can check the Action member labs on the CANGENIN web site. During exceptional circumstances related to learning a new technique, the STSM can be to a non-Action member lab in another CANGENIN country. The maximum support is 2500 €.

We provide a simple step-by-step guide on how to apply, but please read the original COST STSM guidelines (<http://www.cost.esf.org/participate/guidelines>). Check COST vademecum Part B –Grant System, chapter 4) for more detailed information.

**Before you apply for a STSM, please contact your host to plan your visit and agree on the time of your visit.**

### 1. On-line registration

Please use the on-line registration tool (<https://e-services.cost.eu/w3/index.php?id=91>) on the COST website to register your request for a STSM. The following information has to be included with the registration:

- your title, name, work place, postal address, telephone and fax numbers, and e-mail address
- name, postal address, telephone, fax and e-mail of the host at the receiving institute
- the planned dates and length of stay
- the title of the planned STSM
- a short description of the proposed work plan (about 250 words)
- a short curriculum vitae (including details on your education, research training, current position, and publications)
- a budget request with breakdown for the costs of the STSM (An amount of 60-90 € for the daily allowance and 300 for the travel is recommended. The total of a STSM shall not exceed 2500 €)
- bank details

The On-line registration should be done **at least 4 weeks** before the planned visit to allow the STSM Assessment Panel to review your application and for the Grant Holder to finalize the approval.

### 2. STSM application

After you have completed the registration form and pressed the “submit” button, the on-line registration tool will issue a formal STSM application. You should download this formal **STSM application** and e-mail it as an attachment together with:

- 1) a short description of your project (max 1 page),
- 2) an agreement letter from the host (an e-mail from the host attached to your application e-mail is fine)
- 3) a letter of support from your PI (an e-mail from your PI attached to your application e-mail is fine).

Please, include your last name in the name of all of your attached files.

**E-mail** your application and above mentioned documents **to:**

the Chair at [carina.holmberg@helsinki.fi](mailto:carina.holmberg@helsinki.fi) with **cc to the host and your PI.**

Please, write **CANGENIN STSM** in the subject line of your e-mail.

The Chair will distribute the STSM applications to the STSM Assessment Panel members, who will deal with the applications within 10 days. The Chair will inform you about the decision.

You can optimize your changes for approval by the STSM Assessment Panel:

- excellent young scientist applicant (Ph.D. student, postdoc)
- describe concrete goal of the visit, realistically matched with the duration of your proposed STSM, and in line with the objectives of CANCEIN
- distribution of the STSMs between the member countries

### **3. Sign and return the Grant Letter**

Our e-COST financial administrator Merja Voutilainen will send you a Grant letter, which you have to sign and return before **the start** of your STSM.

### **4. Enjoy your STSM**

### **5. Final report**

Within four weeks after your STSM, a short report must be sent to the Chair (carina.holmberg at helsinki.fi) with a cc to your host. The report should shortly (~1 page) describe the:

- purpose of the visit
- description of the work carried out during the visit
- description of the main results obtained
- future collaboration with host institution (if applicable)
- projected publications/articles resulting or to result from the STSM (if applicable)

In addition to the report, your host should confirm that she/he has approved your report by sending an e-mail to the Chair. After the Chair has approved your report, our e-COST financial administrator Merja Voutilainen will handle your payment.