



## GUIDELINES

### SHORT TERM SCIENTIFIC MISSIONS (STSM)

#### GENERAL APPLICATION RULES

- STSM applicants must submit their STSM applications online at the following web address:  
<https://e-services.cost.eu/stsm>
- Before submission, please consult the guidelines in <https://www.cost.eu/wp-content/uploads/2019/07/STSM-userguide.pdf>
- For more detailed information you can also read section 8 of the Cost Action Vademecum Link:  
<https://www.cost.eu/wp-content/uploads/2020/05/Vademecum-V8-1-May-2020.pdf>
- **Important dates** (e.g. Open calls, STSM grant period) will be published in web page  
<https://ribmins.com/open-calls/>

#### ELIGIBILITY criteria

- **STSM applicant** (The STSM applicant can be any person with an e-COST profile)
- **Supporting documents required**
  - **CV** scientific background should be relevant to the specific objectives of RIBMINS
  - **Letter of Support** by Home Institution
  - **Written Agreement** by Host Institution ensuring the development of the working plan
- **Duration** - Minimum 5 days
- **Period** - The **STSM** application must start and end during the same **STSM Grant Period** – Be aware that Grant Period is different from STSM Grant Period. Please check on web page  
<https://ribmins.com/open-calls/>
- **Financial support** - The calculation of the financial contribution for each STSM must respect the following criteria
  - Up to a maximum of 3 500 € in total can be afforded to each successful applicant
  - Up to a maximum of 160 €/day can be afforded for accommodation and meal expenses
  - Up to a maximum of 300 € can be afforded for travel costs



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- **Host details** (must be located in a different country than the country of the applicant). The following table shows the **scenarios available to eligible STSM applicants**:

Applicant's Home Institution	STSM Host Institution
<b>Located in a Participating COST Full Member / COST Cooperating Member</b>	Located in another Participating COST Full Member / COST Cooperating Member
	Located in a Participating COST Partner Member
	Action MC Observer from IPC
	Action MC Observer from NNC
	The EU Commission or an EU Body, Office or Agency
	An Approved European RTD Organisation
	An Approved International Organisation
<b>Action MC Observer from NNC</b>	Located in a Participating COST Full Member / COST Cooperating Member
<b>Located in an Approved European RTD Organisation</b>	Located in a Participating COST Full Member / COST Cooperating Member

Abbreviation definition can be found on pages 5 to 7 of Vademecum:

<https://www.cost.eu/wp-content/uploads/2020/05/Vademecum-V8-1-May-2020.pdf>

### EVALUATION (Ranking) criteria

- **CV** scientific background should be relevant to the specific objectives of RIBMINS: 0 (No, Not defined); 1 (Yes)
- **Early Career Investigator**: 0 (No), 1 (Yes)
- **Home institution** has within its remit a clear association with performing research regarding RIBMINS objectives: 0 (Not suitability/Not defined); 1 (Yes)
- **Scientific Scope** - Contribution to the scientific objectives: 0\*\* (Not valid); 1 (Scarce contribution); 2 (Medium contribution); 3 (Important contribution)  
\*\*Proposal with no valid scientific scope (0 classification) for RIBMINS objectives will be directly rejected
- **Working plan valid** - Must support the scientific objectives of the STSM application: 0 (Not valid); 1(Scarce support); 2 (Medium support) and 3 (Upmost support)

**NOTE:** There should be special considerations made by the Action MC with respect to supporting COST policies on promoting gender balance, involving Early Career Investigators (ECI), and broadening geographical inclusiveness.