

European Venom Network Short Term Scientific Missions (STSM) rules

The **COST Action EUVEN CA19144** (<https://euven-network.eu/>) aims to foster venom research in the European Union by removing the organisational and technical obstacles that hamper it. Short-term Scientific Missions (STSMs) foster individual mobility of scientists to institutions in another COST Member state. They aim to contribute to the scientific objectives of the COST Action and to the sharing of all the research infrastructure and methods.

EUVEN selection policy promotes gender balance, geographical inclusiveness, and the participation of new members and **Young Researchers and Innovators** (under the age of 40).

1. Definition and aims

Short Term Scientific Missions (STSMs) grants are aimed at supporting **individual mobility, strengthening existing networks and fostering collaboration between COST Action Participants**. STSMs are exchange visits that specifically contribute to the scientific objectives of the COST Action, whilst at the same time allowing the grantees to learn new techniques, gain access to specific data, instruments and/or methods not available in their own institutions/organisations.

STSMs must respect the following criteria:

- The Grant applicant has a primary affiliation to a legal entity located in a COST Full or Partner Member country, a COST Near Neighbour Country or a European RTD Organisation.
- The STSM applicant and the Host Institution is in different countries.
- The minimum duration is 5 days (including travel).
- There is no maximum duration; however, an STSM must be carried out in its entirety within a single Grant Period (with scientific report due on September 30); in addition, there is an upper limit to the financial support (4.000 €).
- Applicants can receive only one STSM per Grant Period and can not receive more than one STSM for the same Host institution for the duration of the COST Action EUVEN.

For a detailed description of STSM regulations and procedures, applicants should consult the [COST Annotated rules](#) and the [Grant awarding user guide](#).

2. How to apply

Eligible applicants should follow the following steps:

- Before submitting an application contact the host institution to agree on the work plan and proposed dates.
- Fill in the online application form directly on the [eCOST platform](#). If you are new to the eCOST platform, you have to create an account.
- From the left menu, click on “COST Actions”, then “Grant Applications”. Click the button “Apply for a grant” then create a new STSM request. Select the **COST Action CA19144** and the **Grant Period 2** from the drop-down menus and complete your application. [A template for Grant Application is available here.](#)
- Upload the following documents in pdf format:
 - STSM Grant Application Form (based on the e-COST template)
 - Letter of invitation from the host institution
 - Letter of support from the home institution, signed by the head of the department/laboratory
 - Curriculum vitae (3 pages maximum)
- Save and submit the request.

The applicant will get a feedback email confirming the reception of the application from the Grant Holder.

The application to STSMs will be permanently open through the e-COST website, but there will be **two collection dates each year** (indicatively February and April, check the website for the exact dates). The STSM proposals will undergo an eligibility check. All eligible proposals will be evaluated for their scientific soundness by the STSM Committee. Evaluation will take approximately 2 weeks after the collection date.

3. Financial support

The financial contribution requested for STSM must respect the following criteria:

- A fixed daily rate for accommodation and meal expenses, calculated according to the country daily rates approved by the MC.

- A maximum of € 1.500 for travel expenses.
- A maximum of € 4.000 for a single STSM.

The STSM Committee can decide to grant a lower financial contribution for each STSM, taking into consideration the budget request of the applicant, the outcome of the evaluation of the STSM application, the duration of the mobility, the location of the Host institution (local prices of accommodation, distance from home institution) and considering the total number of STSM approved.

5. Evaluation process

The STSM Coordinator and Deputy Coordinator will check the applications, rejecting those that are incomplete or do not meet the eligibility criteria. The evaluation, grading and ranking of the STSM applications will be the task of the STSM Committee.

The STSM Committee is composed of:

STSM Coordinator: Stano Pekar (Czech Republic)

STSM Deputy: Dimitris Beis (Greece)

Action Chair/Grant Awarding Coordinator: Maria Vittoria Modica (Italy)

Action Vice Chair: Gregor Anderluh (Slovenia)

WG5 Leader: Yehu Moran (Israel)

Each STSM Committee member **will evaluate each proposal** according to the following scale:

- Up to 5 points for the scientific quality of the proposal.
- Up to 4 points for the relevance and the appropriateness of the proposed visit to the objectives of the Action.
- One point will be added to applications submitted by a young researcher or innovator (under the age of 40).

The STSM Committee Coordinator will rank all the proposals according to the average scores. A minimum grade of six points (out of 10) is required for grant attribution. The total

number of STSMs attributed per Grant Period will depend on the budget available for the call. In the case of even scoring, the STSM Committee Coordinator will prioritize gender and geographic balance.

After approval, the list of **STSM grantees** will be published on the website of the Action. Grantees will also receive an official approval letter by email.

6. Reporting and reimbursement

The STSM grantee has 30 calendar days from the end date of the mission (but earlier than September 30st of each year) to submit a scientific report and relevant documentation in e-COST.

[A template for the scientific report is available here.](#)

The scientific report must address the following topics:

- Description of the activities carried out during the STSM;
- Description of the STSM main achievements and and expected outcomes;
- Future collaboration with the Host institution (if applicable);

The scientific report in pdf version, compiled and signed in all its sections, must be submitted through the e-COST platform. The expenses reimbursement is subject to the approval of the scientific report by the senior researcher whose laboratory hosted the STSM grantee and the STSM Committee, and confirmed by the Grant Awarding Coordinator.

7. Acknowledgements of funding

Outcomes resulting from work carried out under the STSM activity must acknowledge the COST Action 19144 EUVEN as follows: **“The authors acknowledge support from the European Cooperation in Science and Technology (COST) through the Action CA19144 EUVEN”**. The links of such publications must be sent to info.euven@gmail.com with the subject “STSM Publication” and will be linked on the dedicated page of the EUVEN website.

For further information, please do not hesitate to contact info.euven@gmail.com.