

# Call for Applications re. Short-Term Scientific Mission STSM

## Within the COST Action IS0601

### “Comparative Research into Current Trends in Public Sector Organization – CRIPO”

Within the COST action, there is a budget for 7 STSM's in **the period of June 2009-May 2010**. This call for applications invites interested young researchers (PhD students and post docs) of institutions, participating in the COST-action to submit an application for STSM. In this call you will find

- I. General information on objectives, applicants and eligible host institutions, and maximum budget.
- II. Specific evaluation criteria and timing for STSM's applications by the Chair and Vice-chair
- III. Information on the application procedure

Applicants are strongly encouraged to read the detailed information provided by COST on STSMs, to be found on the web page:

[http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/3-STSM.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/3-STSM.pdf)

## I. General information

### *Objectives*

The aim of a Short-Term Scientific Mission (STSM) shall be to contribute to the scientific objectives of the COST Action.

These Missions (Exchange Visits) are aimed at strengthening the existing networks by allowing scientists to go to an institution or laboratory **in another COST member state** to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists (preferably PhD students).

STSMs may also be used to reimburse students attending a training school, organized by the Cost Action.

## ***The Applicant***

The selection of the applicant is the responsibility of the Management Committee (MC) of the Action.

The **Applicant** should normally be engaged in a programme of research as a post graduate student or postdoctoral fellow or be employed in an institution of a COST Member State having signed the Memorandum of Understanding of the Action concerned. This institution should be actively participating in the COST Action.

For the period of the STSM neither the Management Committee of the COST Action nor the COST Office may be considered as the employer and grantees must make their own arrangements for all health, social, personal security and pension matters.

**The home and the host institution** should be in a COST Member State having signed the MoU and participating in the COST Action.

In exceptional cases a STSM may be approved from a home institution in a COST signatory country to a host Institution in a non-COST country but not the other way round.

The Applicant is responsible for obtaining the agreement of the host institution, before submitting his application.

## ***Duration***

Short-Term Scientific Missions, minimum one week (5 working days), maximum 3 months, shall be made within the time frame of the operation identified in the proposal and within the period of the respective COST Action.

## ***Finance***

The financial support is a contribution to the costs of a STSM and may not necessarily cover all the costs in each case. The grant should normally cover only travel and subsistence.

The financial contribution for a STSM will be a fixed grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. An amount of 60 to 90 € for the daily allowance in particular for longer stays and 300 € for the travel is recommended. The total of a STSM shall normally not exceed **2500 €**. Any exception needs special justification.

## II. Specific criteria and timing for STSM-applications

### *Evaluation criteria:*

- The applicant and host institution should be eligible for funding through this scheme (see I. General information).
- Preference is given to doctoral researchers and, in second order, post-doctoral researchers whose work and planned activities can directly be linked to the core themes of the COST-research: autonomy, control, coordination and performance of public sector organizations.
- The planned activities during the stay should directly contribute to the objectives of the COST action, and should focus on fostering collaboration and joint research, to learn, exchange and improve methodologies, to enhance the comparability of data, to compare country-specific data and/or to produce joint publications. Emphasis is on activities that will contribute to the comparative research on autonomy, control, coordination and performance of public sector organizations. The applicant should show clearly in his application how the planned activities and the selection of host-institution will contribute to this aim.
- The maximum budget for one STSM is 2500 Euro.
- The Cost website provides an online application form for STSM. Please use this document and send it with a full CV, list of publications, a motivation letter, a detailed work plan to the CV, and a letter of support from the home institute and other documents that may support your application to the MC Chair (see for full details of the procedure further in this document).

### *Timing:*

The applications should be received by the Chair of the Action by **1 April 2009** at the latest. Decisions will be taken by the Chair and Vice-Chair of the Action at the meeting of the Management Committee in Brussels (20 April 2009), these decisions will be formally approved.

### III. Procedure for STSM-applications

Please see for full details:

[http://www.cost.esf.org/fileadmin/cost\\_documents/guidelines/Financial\\_Instruments/3-STSM.pdf](http://www.cost.esf.org/fileadmin/cost_documents/guidelines/Financial_Instruments/3-STSM.pdf)

#### ***1) Before the STSM:***

##### Step 1 – On-line registration by the applicant

**see** <http://www.cost.esf.org/stsm>

The Applicant must use the **on-line registration tool** to register their request for an STSM. The following information has to be encoded with the registration:

- Applicant's title, name, work place, postal address, telephone and fax numbers, and email address;
- name, postal address, telephone, fax and email of the prospective 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;
- a budget request with breakdown for the costs of the STSM;
- bank details.

However, **in case the online application does not accept your application**, because the STSM requested is scheduled in the next budget year, please do the following:

Instead of submitting the online application form (step 1), please send a mail with the same documentation as in the online application form (see below) in a attached document to the following persons

Dr. Julia Stamm  
Science Officer ISCH  
COST Office  
149 Avenue Louise  
1050 Brussels, Belgium  
Tel: +32 2 533 38 33  
Fax: +32 2 533 38 90  
[jstamm@cost.esf.org](mailto:jstamm@cost.esf.org)

with a CC to  
[geert.bouckaert@soc.kuleuven.be](mailto:geert.bouckaert@soc.kuleuven.be)  
[koen.verhoest@soc.kuleuven.be](mailto:koen.verhoest@soc.kuleuven.be)

You should clearly state that the mail substitute the formal online application

The following information has to be provided with that mail (see online application form):

- Applicant's title, name, work place, postal address, telephone and fax numbers, and
- email address;
- name, postal address, telephone, fax and email of the prospective 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;
- a budget request with breakdown for the costs of the STSM;
- bank details.

#### Step 2 – Formal STSM application and annexes

After encoding the information and pressing the “submit” button the on-line registration tool will issue a formal **STSM application** which has to be downloaded and sent by the applicant electronically (by e-mail as attachment) together with any necessary document which the Applicant may regard as helpful in supporting the application at the evaluation process (such as CV, list of publications, motivation letter, letter of support from the home institute etc.) to:

- the future Host of the STSM;
- the Chair of the Management Committee of the Action (Prof.dr. Geert Bouckaert with a copy to Assist. Prof. dr. Koen Verhoest).

#### Step 3 – Assessment by the Management Committee

The MC chair will arrange the assessment of the STSM.

#### Step 4 – Approval by the Management Committee

The MC Chair informs the cost office of the Action that the proposed STSM has been approved.

This information from the MC Chair can be in the form of an e-mail stating

*Subject: STSM Reference number, COST Action number, grantees name*

*On behalf of the Management Committee of the above COST Action I would like to inform you after evaluation that:*

- a) the **attached** request for an STSM for has been approved and;*
- b) a **grant of x €** has been recommended and;*
- c) the **host institute** accepted the proposal.*

#### Step 5 – Cost Office Acceptance Letter (Grant Letter)

The cost office will send to the Applicant an **acceptance letter** in which the grantee is informed about:

- a) *the approval of the STSM and;*
- b) *the level of the financial grant given.*

The Applicant has to return this **acceptance letter**, after accepting the grant with his signature.

The Applicant will receive a **payment request form** at the same time.

## **II) After the STSM:**

### Step 6 – STSM Scientific Report

After completion of the STSM the grantee is required to submit to the Host and MC chair a short scientific report on the visit **within 4 weeks after his stay**.

It should contain the following information:

- 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);
- Confirmation by the host institute of the successful execution of the mission;
- Other comments (if any).

### Step 7 – Notice of completion by the Management Committee (post-approval)

The MC Chair or the host (if agreed by the MC) is responsible for approving the final report and sending the approval to the Administrating Institute.

The MC Chair of the Action will send a short notice to the Cost office with the confirmation that the STSM has been successfully accomplished and that the grant can be paid.

The information is usually in the form of an e-mail stating

*Subject: STSM Reference number, COST Action number, grantee's name*

*On behalf of the Management Committee of the above COST Action I would like to inform you that the **above** STSM has been completed and the scientific report approved by the MC and Host.*

### Step 8 – Payment by the Cost Office

The COST Office or the grant holder will execute the payment of the fixed grant directly to the grantee or the organizing institute as requested in the application after receipt of the following documents:

- Notice of completion by the Management Committee (step 7);
- Completed Payment request form (step 5).
- Summary of scientific report (maximum 1 page)

ALL COMMUNICATION TO THE CHAIR OF THE ACTION SHOULD BE  
MAILED TO:

[Geert.bouckaert@soc.kuleuven.be](mailto:Geert.bouckaert@soc.kuleuven.be)

With a copy to (CC)

[Koen.verhoest@soc.kuleuven.be](mailto:Koen.verhoest@soc.kuleuven.be)

Postal address of the Chair and of the grant-holding cost office

Public Management Institute

Parkstraat 45 bus 3609

B-3000 Leuven

Tel: +32 (0)16 32 32 70

Fax: +32 (0)16 32 37 67

## Annex B: Sample Application Form

(document produced by COST Office IT tool)



### COST STSM Application Form

To be sent by the applicant as attachment by e-mail together with all the documents he/she would like to submit to support the application (full CV, detailed work plan, motivation, etc.) to the

- \* Host (who will send his agreement to host the applicant to the MC Chair)
- \* MC Chair for evaluation and approval

#### COST Office

**Science Officer:** *Name of Science Officer*

*Telephone nr, e-mail address*

**COST MC Chair:** *Name, e-mail address*

**COST STSM Reference Number:** COST-STSM-999-111

**Period:** xx/xx/200x to xx/xx/200x

**COST Action:** 999

**STSM Applicant:** *Name, Organisation Name, City(Country)*  
*e-mail address*

**STSM Topic:** *Name of the Topic*

**Host:** *Name, Organisation Name, City(Country), e-mail address*

#### Budget Request:

Travel	X €
Subsistence (hotel/meals)	X €
Total	X €

#### Short CV (date of birth, higher education degree, further qualifications, max 250 ch.):

*Aridus e lasso veniebat anheliis ore, metaque erat longe: non denique de tribus unum fetibus arboreis  
proles Neptunia misit. Obstipuit virgo nitidique cupidine pomi declinat cursus aurumque volubile tollit  
praeterit Hippomenes: resonant spectacula platan.*

#### Work Plan Summary (keywords, max 250 ch.):

*Illa moram celeri cessataque tempora cursu corrigit atque iterum iuvenem post terga relinquit: et rursus  
pomi lactu remorata secundi consequitur transitque virum. pars ultima cursus restabat; 'nunc' inquit '  
ades, dea muneris auctor' inque latus campi, quo tardius illa rediret.*

I request the approval of a COST Short Term Scientific Mission as described above

Applicant

*Name of applicant*

*Date*