COST Action CA18229: Non-conventional Yeasts for the Production of Bioproducts (Yeast4Bio)

Short Term Scientific Missions (STSM)[1]

- *This is the ninth call for applications for Short Term Scientific Missions (STMS) in the framework of the COST Action CA18229 (Grant Period 4: 1st November 2022 – 31st October 2023).*
- *Deadline for applications: 2nd June 2023.*
- *STSMs must be completed by 31st October 2023.*
- *The report has to be uploaded within 30 days after the completion of the STSM and in any case before 15th November 2023.*

COST

The European Cooperation in Science and Technology (COST) is a funding organisation for the creation of research networks, called COST Actions. These networks offer an open space for collaboration among scientists across Europe (and beyond) and thereby give impetus to research advancements and innovation.

COST funding intends to complement national research funds, as they are exclusively dedicated to cover collaboration activities, such as workshops, conferences, working group meetings, training schools, short-term scientific missions, and dissemination and communication activities.

STSM

Short Term Scientific Missions (STSM) are institutional visits aimed at supporting individual mobility, fostering collaboration between individuals. STSM consists in a visit of a host organization located in a different country than the country of affiliation by a Researcher or Innovator for the specific work to be carried out for a determined period of time. Financial support may be provided to eligible applicants to carry out STSM that will specifically contribute to the scientific objectives of this COST Action.

STSM need to be carried out in their entirety within a single Grant Period and always within the Action's lifetime.

NOTE: It is possible to change the dates of a successful STSM application if both applicant and host agree. To do so the applicant must contact the *Grant Awarding Coordinator* and inform about the suggested changes before the starting date of the STSM. However, the STSM duration should not be reduced as this is an integral part of the STSM. STSMs that do fall short of the originally specified duration will not be reimbursed the full amount originally allocated.

Conducting a successful STSM – hints for the organizers

The mission should benefit both parties. Therefore, it is a good idea to formulate it as a mini research project.

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[1] This document summarizes the most important information. Care has been taken to do this as accurate as possible. Refer also to the [Annotated Rules for COST Actions](#) for up to date information.

The mission should be scheduled such that the supervisor at the host institution is available. Supervisors: keep in mind that a successful mission requires your involvement as well.

In order to make the most out of the mission, the visitor should arrive well prepared. It is therefore a good idea to assign some kind of homework that needs to be done prior to the visit.

Applicants are encouraged to plan an extended stay. As a rule of thumb: the longer the STSM, the better. It is difficult to get a meaningful project done within just a few weeks, and the host has to invest time for instruction.

It is acceptable to attend a congress during the STSM. However, this must be declared in the application and requires the written approval of the host.

Applicants

STSM applicants must be Researchers or Innovators primarily affiliated to a legal entity located in a COST Full/Cooperating Member country, a COST Near Neighbour Country[2] or a European RTD Organisation. The legal entity where applicants pursue their main strand of research are considered as Home Institution. The Host Institution is the institution/ organisation that will host the successful applicant and might be located anywhere in the world.
Note that the home institution and the host institution must be located in two different countries. The nationality of the applicant is not a bar to eligibility.

Financial Support

A STSM grant is a fixed contribution based on the budget requested by the applicant (should reflect the duration and location of the STSM) and the outcome of the evaluation of the STSM application by the selection committee. This grant will not necessarily cover all expenses; it is intended to provide a contribution for travelling, accommodation and subsistence expenses of the Grantee, implementation of the project, delivery of the report and overall effort.

The maximum amount that can be requested is up EUR 4 000 per grant;

The STSM Coordinator and selection committee should consider and can propose for approval to the Management Committee (Core Group, if delegated) to approve differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the host country.

Please note the grant will only be paid to the grantee after the STSM has been completed and the STSM report, which is submitted by the grantee in e-COST, has been approved by the Grand Holder Manager with the assistance of the Grant Awarding Coordinator. It is encouraged that the host advances the financial resources to the applicant and receives reimbursement directly from the COST Action.

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[2] NNC: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Jordan, Kosovo, Lebanon, Libya, Morocco, Palestine, **Russia** (As of 6 May 2022 until further notice, measures are taken to suspend cooperation with Russia for the execution of the COST Actions and COST activities. Amongst these measures, participation and eligibility of COST Action participants affiliated to a legal entity established in Russia are suspended for all COST Actions and COST activities), Syria, and Tunisia.

Specific provisions have been introduced to enable researchers from ITC (Inclusiveness Target Country)[3] to request a pre-payment of 50%[4] of their STSM Grant when they complete the first day of their STSM. This is payable under 2 conditions: that the GH has sufficient funds to cover 50% of the grant in advance and that the host confirms to the GH that the mission has started. In such case, the representative of the Host Institution must confirm by e-mail to the Grant Holder that the STSM applicant has officially started the mission on day 1. Only then the Grant Holder can arrange the payment of 50% of the STSM grant. The remaining 50% of the Grant is payable once the administrative requirements have been satisfied after the STSM.

For the period of the STSM, the Grant Holder of the Action, the Management Committee or the COST Association cannot be considered as being an STSM grantee's employer. STSM grantees must make their own arrangements for all provisions related to personal security, health, taxation, social security and pension matters.

Application procedure for an STSM

1. It is essential that the STSM relates to the Action's objectives. The initiative for a STSM can come from either the host or the visiting scientist.

2. The applicant must obtain the written agreement of the host scientist <u>before</u> submitting the application. It is important that the host and the applicant mutually agree on the content of the planned STSM.

3. Applicants must first upload their CV in their e-COST profile to proceed with the application.

4. The applicant completes an online application in e-COST by clicking on "COST Actions" and then on "Grant Applications" on the menu available on the left. Information to be provided in the application:

<u>*To be filled in e-COST*</u>

     a. Applicant details

     b. Title

     c. Star and end date -the application must start and end during the same Grant Period (GP)

     d. Bank details

     e. Host details (must be located in a different country than the country of the applicant)

     f. Financial support

<u>*To be uploaded to e-COST:*</u>

     g. Application form (template available on e-COST) describing: Goals, description of the work to be carried out by the applicant, expected outcomes and description of the contribution to the Action MoU objectives

     h. written agreement from the Host institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates;

     i. CV, including a list of academic publications – if applicable

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[3] ITC: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Albania, Bosnia and Herzegovina, Georgia, Moldova, Montenegro, North Macedonia, Serbia, Turkey and Ukraine. EU Member States Outermost Regions: French Guiana, Guadeloupe, Martinique, Mayotte, Reunion Island and Saint-Martin (France), Azores and Madeira (Portugal), and the Canary Islands (Spain).

[4] The applicant must keep in mind that the transfer of the 50% of the Grant can only take place after the mission has started and as such, requesting a pre-payment is more effective for STSMs **longer than 1 month.**

Applicants are informed that their application can be accessed by the evaluation committee members and the holders of leadership positions in the Action for evaluation purposes.

Evaluation process and result announcement

The applications will be pre-processed by the Grant Awarding Coordinator who will then propose a ranked list of applications to the selection committee.

Evaluation will be based on the scientific excellence of the applicant, the research proposal, and the relevance of the work plan for the achievement of Yeast4Bio objectives. There should be special considerations with respect to supporting COST policies on promoting gender balance, enabling Young Researchers and Innovators[5] and broadening geographical inclusiveness.

The selection committee will evaluate the STSMs proposals within a week after the STSMs call deadline and the Management Committee (Core Group, if delegated) will approve the list within one more week. Once approved the Grant Holder will be informed of the successful evaluated proposals. The successful applicants will then receive a grant letter from the Grant Holder, stating the official approval of the STSM application and the granted budget.

If the amount of funding by all applications within a call does not exceed the available budget, the applications can be handled by the STSM coordinator only and she then presents the list to the selection committee which may accept the funding of every application. Also, applications from researchers that have received funding for STSM in previous calls can only be approved if the total funding for all applications within the current call does not exceed the total budget available for STSM.

Criterion	max. points
a) Before any further criteria are considered	
Application is complete and fulfils all formal requirements	pass/no pass
b) Evaluation of the proposal	
Research plan is relevant for the action's aims	3
Research plan is of high quality	3
The proposal presents a novel/innovative/original idea	3
Applicant has an outstanding CV (considering his/her position)	1
Topic of the proposal relates to the applicant's field of research	1
c) Criteria that can be used if a decision is not reached	
Applicant is from an inclusiveness target country (ITC)	1
Applicant is a PhD student or an ECI	1
Gender of the applicant balances the gender ratio of all applicants of the current call	1

If three points can be awarded, numbers mean the following:
0: no
1: somewhat
2: yes
3: very much
If one point can be awarded, numbers mean the following:
0: no
1: yes

1. The evaluators report their evaluations to the STSM coordinator.
2. The STSM coordinator ranks all evaluations and applies further criteria (c) if necessary. She then reports the final result to the core group to be accepted.
3. The applicants are informed about the decision reached.

After the STSM

Once the activity has ended, the STSM Grantee has 30 calendar days from the end date of the mission or 15 days after the end date of the Grant Period, whichever date comes first, to submit the scientific report and the Host approval of the report in e-COST. The host approval of the report can be an email confirming that the STSM took place and the goals outlined in the Work plan were reached.

The submission of the supporting documents is mandatory or the Grant is cancelled. Late submission beyond the deadline, can also lead to the cancellation of the Grant and, in cases when a pre-payment was done, the obligatory reimbursement by the grantee of the amount received.

A scientific report template is available on the Supporting documents page or on-line here: https://www.cost.eu/STSM_Report

Payment of the Grant is subject to a STSM scientific report being approved on behalf of the Action's MC (Core Group, if delegated) by the appointed Grant Awarding Coordinator.

Once approved, payment of the STSM grant will be made by bank-to-bank transfer to either the host institution or the applicant, <u>as requested in the application</u>.

Acknowledgement of CA18229 in publications and events

If work resulting from an STSM visit is published in a journal, please add the following acknowledgement: *This article/publication is based upon work from COST Action CA18229 "Yeast4Bio - Non-Conventional Yeasts for the Production of Bioproducts", supported by COST (European Cooperation in Science and Technology); www.cost.eu.*

If the work is presented in a conference or event, the COST corporate logo, the EU emblem with accompanying text ("Funded by the European Union"), the YEAST4BIO logo and the name, acronym and reference number of the COST Action need to be visible on all relevant materials which are on display or are being distributed at the conference or event.

More information

– [COST Actions Website](#)
– [COST Actions Online Application form](#)
– [Annotated Rules for COST Actions](#)
– [Grant Award User Guide](#)

For further information, you may contact the STSM coordinator Susana Marques, susana.marques@lneg.pt or the grant awarding coordinator hana.sychrova@fgu.cas.cz.

May 10th 2023

Susana Marques (STSM coordinator of COST Action CA18229)