



COST Action CA16206
Empowering the next generation of social enterprise scholars (EMPOWER-SE)

Call for Short Term Scientific Missions (STSM) Applications

All six STSM activities included in this call must occur in their entirety within the time frame of Grant Period 2 of the Action: **February 25 and ends before April 1 (2019)**.

Purpose of short-Term Scientific Missions (STSM)

STSM facilitates Researchers from COST Countries participating in COST Action CA16202 to go to an institution, organization or research center in another participating COST Country to foster collaboration and to perform empirical research. Participation of "Early Career Investigators" (ECI) in STSM is particularly encouraged. An applicant can be considered as being ECI when the time that has elapsed between the award date of the applicant's PhD and the date of the applicant's first involvement in the COST Action CA16206 does not exceed 8 years. PhD students are also eligible to partake in STSMs.

Specific information concerning STSM

This third round of STSM scholarship cover visits that start **after February 25 and ends before April 1 (2019)** at the latest. The financial support is a contribution to the overall expenses incurred during the STSM and may not necessarily cover all of the associated outgoings. **Financial support is limited to cover travel, accommodation and meal expenses** and is paid in the form of a Grant.

The following funding conditions apply and must be respected:

1. Up to a maximum of EUR 2,500 in total can be afforded to each successful STSM applicant;
2. Up to a maximum of EUR 160 per day can be afforded for accommodation and meal expenses;
3. STSM activities must occur in their entirety within the dates specified in this call (between February 25 and April 1).

For this call, the Management Committee of COST Action CA16206 *Empowering the next generation of social enterprise scholars* has allocated a budget for the support of **six STSMs**. The amounts granted for each individual STSM will be determined during the evaluation process by the STSM committee.

The selection of applicants is based on the scientific scope of the STSM application which must clearly compliment the overall objectives of the Action and be related to a specific Working Group.

How to apply

The application process in details is as follows:

1. All applicants must carefully read the funding rules detailed in Section 7 of the *COST Vademecum*. This document is available at: <https://www.cost.eu/funding/how-to-get-funding/documents-and-guidelines/>.
2. All applicants must register for an e-COST profile at <https://e-services.cost.eu/> - adding their bank account details to their profile.
3. The applicant must obtain a letter of invitation from the Host institution confirming that he/she can undertake the STSM on the given dates prior to submitting an application.
4. The applicant must complete, submit and download his/her STSM applications online at: <https://e-services.cost.eu/STSM>.
5. The applicant must also send their STSM application form submitted to e-COST (using the downloaded e-form for evaluation before the application submission deadline expires in PDF format) and the relevant supporting documents to **Dr. Mary O'Shaughnessy**, STSM Coordinator and the Chair of the Action, **Professor Marthe Nyssens** to the address empowarse-stsm@emes.net.

The list of supporting documents to be submitted in PDF format for the evaluation are:

- The submitted STSM application form (downloadable when the online application is submitted – see point 4 above);
- A motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of the respective COST Action;
- A letter of support from the Home Institution;
- Letter of invitation to the applicant from a senior researcher affiliated to the Host Institution;
- A full CV (including a list of academic publications – if applicable).

Evaluation

The applications will then be assessed by the STSM Committee, which will perform the scientific and budgetary assessment of the applications against the perceived contribution that the proposed visit will make against the scientific objectives outlined in

the Action's Memorandum of Understanding (MoU¹). Applicants should expect to receive a response 20 working days after the submission deadline.

Evaluation criteria:

The maximum potential total is **25 points** per application. There are five different assessment criteria:

1. Evaluation of the **motivation letter**, which includes an overview of the proposed activities that will be performed, relevance of the topic to be researched to the EMPOWER-SE COST Action, proposed methodological approach, benefit for the applicant institution and host institution, and expertise of the proposed Host Institution. The letter must contain a **plan of work for the visit**, highlighting the proposed contribution to the scientific objectives of the relevant WG (see the Memorandum of Understanding for a description of each WG goal). The proposed STSM should fit the goals expressed by the evaluation criteria established on each call.

Score: 1-10 points (10 points = highest evaluation, 1 point = lowest evaluation)

2. **Evaluation of CV:** track record, publication list, experience of participation in other research projects and/or organizations specific to the EMPOWER-SE Action.

Score: 1-5 points (5 points = highest evaluation, 1 point = lowest evaluation)

3. **Presence of female researchers:** Women applicants will receive *3 points* in the evaluation.
4. **Presence of early-stage researchers:** Researchers belonging to the following two categories will receive additional *4 points* in the evaluation in order to foster their participation:
 - PhD Student: researchers enrolled in a PhD program in a university or college.
 - Early-Career Investigator (ECI): researchers with PhD plus a maximum of 8 years of experience. The award date of the applicant's PhD and the current position should be included in the CV.
5. **Intensiveness Target Countries (ITC) origin:** Applicants associated to institutions located in an ITC will receive additional *3 points* in the evaluation. ITC are Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey.

¹ https://e-services.cost.eu/files/domain_files/CA/Action_CA16206/mou/CA16206-e.pdf

Requirements after completing the STSM

Within 30 days from the end date of the STSM, the successful applicant must submit a **scientific report** to the Host Institution to the address empowerse-stsm@emes.net. The scientific report should cover statement of achieving the project aims, description of the work carried out and the outcome/results, expected publications that may arise from the STSM (if applicable). A template will be made available from the Communication Officer of the Action.

The successful applicant is also responsible for acquiring an official acceptance letter / Email confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report. This formal acceptance of the scientific report has to be sent to address empowerse-stsm@emes.net for archiving purposes.

In addition, s/he will have to collaborate with the Action dissemination effort by submitting a video piece and a brief text summarizing her/his stay. Specifics about the video piece will be shared in due course with the successful applicant.

Failure to submit the scientific report within 30 days from the end date of the STSM will effectively cancel the Grant. *Please note that the COST Association can request additional information to substantiate the information contained within the documents submitted by STSM applicants.*

Important dates and deadlines

- **Stays:** This third round of STSM scholarship cover visits that start after February 25 and ends before April 15 (2019) at the latest.
- **Evaluation** round for applications submitted by February 15
- **Results** communicated by February 20

For any questions about STSM, please write to empowerse-stsm@emes.net