

Short Term Scientific Mission (STSM)

Step by Step




Key Players

- STSM Applicant
- STSM Coordinator
- GH – Grant Holder Manager



Before the STSM

- 
1. The applicant submits an application via e-COST.
 - Applicants from an *ITC can request for pre-payment of 50% of the grant

* Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, fYR Macedonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Turkey

2. The STSM Coordinator is notified of the application.

Dear STSM coordinator,

Dr Elena Popovici has submitted an on-line STSM application request.

Please verify the validity of this application and approve or reject it by clicking on the link below:

<http://mirror.prod.cost.local/stsm/apply/37583>

We thank you for your cooperation.

Kind regards,

e-cost

Ref: ST-1.SM

The STSM Coordinator approves or rejects the request.

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EUROPEAN COOPERATION
IN SCIENCE & TECHNOLOGY

Application Form

Supporting Documents

« STSM Applications

GRANT PAYMENT

The Workplan supports the scientific objectives of the Action:


The requested grant is : EUR 1900 for a duration of 31 days.

The awarded grant amounts to: EUR 1500

The information contained in the supporting documents is valid and complete:

If the application is rejected, please proved a justification:

[Click here to consult the uploaded documents for this STSM](#)



3. If approved, the GH is notified and should send the grant letter via e-COST to the applicant.

Go to STSM Applications

Actions / Periods / Manage Grant 6 / STSMs

Revise forecast for the activity

Export Selected

Select ▾

ID	Version ID	Participant	Start	End	Duration	Grant Amount in EUR	Report	Payment		Options
								First Installment in EUR	Second Installment	
No STSMs for this action.										

Please note:

- You can add an STSM when you have received an e-mail from MC Chair or STSM Manager notifying that an application for an STSM has been approved.
- Using the "STSM Applications..." you can retrieve the approved STSM from the list of submitted applications.
- When reviewing the approved application you can activate the STSM using the appropriate button.


STSM Applications...

Click Activate

Short-Term Scientific Missions – Applications

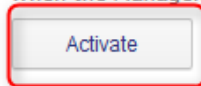
The following list only shows STSM applications whose start and end date fall within the Grant Period from 2017-05-01 to 2017-10-14.

Choose an application in the list below and click the “Review”-icon to proceed.

#	Applicant Name	Applicant E-mail	Amount	Submission Date	Start Date	End Date	Duration	Options
37583	Dr Elena Popovici	elena.carausu@umfiasi.ro	1500	2017-04-28	2017-05-01	2017-05-31	31 days	

Short-Term Scientific Mission Application

When the Management Committee has approved this application use this button.



Nutrition science

From: 2017/05/01

To: 2017/05/31

Duration: 31 days















!!!Before sending the Grant Letter, the GH Manager is able to change the amounts of the grant and the dates of the STSM, if necessary.

Verify details and send grant letter

Current Total	EUR 1 500.00	
FINANCIAL SUPPORT		
Amount for subsistence in EUR	<input type="text" value="600"/>	
Amount for travel in EUR	<input type="text" value="900"/>	
Total amount in EUR	<input type="text" value="1500"/>	
PREPAYMENT		
Pre-payment	<input type="text" value="750"/>	
Final Payment	<input type="text" value="750"/>	
<input type="button" value="Save"/>	<input type="button" value="Send Grant Letter"/>	<input type="button" value="Cancel"/>

4. Pre-Payment of 50%:

- email reminder to the Host is sent
- Host must email the GH!
- subject to availability of funds

Export Selected		Select ▾									
ID	Ver.	Participant	Start date	End date	Duration	Grant Amount (EUR)	Report	Pre-payment (EUR)		Payment	Options
								Amount	Paid		
101535	New	Dr Helder Sousa 	2018-08-08	2018-09-16	42 days	2 500.00	Accepted	1 250.00	<input checked="" type="checkbox"/>	Paid View Revert	    
101592	New	Mr Pier Francesco Giordano 	2018-09-03	2018-10-26	54 days	2 500.00	Accepted	0.00		Paid View Revert	    



After the STSM

1. 2 reminders are sent to the STSM applicant to submit the scientific report and host approval: 1 day and 15 days after the end date of the STSM.

Dear STSM applicant,

This is a reminder that you are required to submit for approval your scientific report within 30 days from the end date of your STSM.
You are kindly requested to complete the following steps:

- Ensure that your scientific report is approved by a senior scientist in the host institute.
- Click on the link below before 2017-05-20 and upload your approved scientific report and the host approval. <http://branch.qa.cost.local/stsm/apply/37289>
- Add the bank details on which you wish to receive the Grant to your e-cost profile, if you have not done so already.

Failure to submit your scientific report on time may result in the cancellation of the STSM grant.

The payment of your Grant is carried out by the Grant Holder following the receipt of the STSM coordinator approval of your scientific report.

Kind regards,

e-COST

Ref: ST-6.SM

2. The STSM Coordinator is notified when scientific report is uploaded.

Dear STSM coordinator,

Dr Elena Popovici has submitted the scientific report related to the following STSM application:

COST Action: CA15204
Home institution: University of Iasi, RO
Host institution: Vienna University, AT
STSM start and end date: 2017-05-10 - 2017-05-31

Please verify the validity of this scientific report and approve or reject it by clicking on the link below:
<http://branch.qa.cost.local/stsm/apply/37287>

We thank you for your cooperation.

Kind regards,

e-COST

Ref: ST-7.SM

3. The STSM Coordinator can approve or reject the scientific report.

The screenshot displays the STSM application interface. On the left, a sidebar menu includes the COST logo (EUROPEAN COOPERATION IN SCIENCE & TECHNOLOGY) and navigation options: 'Application Form', 'Supporting Documents' (highlighted with a red box), and '« STSM Applications'. The main content area is titled 'GRANT PAYMENT' and contains the instruction: 'If the application is rejected, please provide a justification:'. Below this is a large text input field. At the bottom of the main area, there are two buttons: 'Approve' (highlighted with a red box) and 'Reject'. A link below the buttons reads: 'Click here to consult the uploaded documents for this STSM'.

4. Once approved, the GH can arrange the payment of the grant, or 2nd installment if applicable, and click Record.

Dear Grant Holder,

COST Action: CA15204

Home institution: University of Iasi, RO

Host institution: Vienna University, AT

STSM start and end date: 2017-05-10 - 2017-05-31

On behalf of the Management Committee of the COST , I would like to inform you that :

- This STSM has been completed in line with the proposed STSM Workplan
- The scientific report is approved
- The Grant can be paid.

Kind regards,

STSM Coordinator

Ref: ST-8.SM

Participant	Start	End	Duration	Grant Amount in EUR	Report	Payment		Options
						First Installment in EUR	Second Installment	
Dr Elena Popovici	2017-02-06	2017-02-24	19 days	750.00	Accepted	750.00	Record Edit View Delete	€ ✓
Dr Sorin Cheval	2017-04-22	2017-04-26	5 days	2100.00	Accepted	0.00	Paid View Revert	€



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