COST Action CA20112

# CALL FOR STSM

PROFEEDBACK

## ABOUT PROFEEDBACK

**Policy evaluation** is a key tool in understanding, developing and modernising EU policies, thus there is a growing demand for EU-wide and high-quality evaluation services. The aim of the **PROFEEDBACK** COST Action-funded project, running between November 2021 and October 2025, is to foster the **networking of the policy evaluation community** at EU-level, raise awareness on the importance of evaluation policy research and improve its impact on policy-making. The Platform, following a **bottom-up and open approach**, will gather researchers and professionals from various scientific fields and sectors to present and evaluate theories, topics, tools and methods of policy evaluation. This objective will be achieved by the **assessment of good practice**s that will provide direct and high-quality inputs for national and EU bodies responsible for policy evaluation.

## IMPORTANT DATES

- **Deadline for submission of applications:** There is no specific deadline, applications can be submitted at any time on a rolling basis, however applications must be submitted at least 30 days before the start of the mission.

- **Outcome notification date:** Grant decisions are normally announced within 30 days after submission.

- **Period within which STSM must occur:** 1 May 2022 – 31 October 2022

## OVERVIEW

**Short Term Scientific Missions** (STSMs) are institutional visits by researchers or scholars aimed at fostering cooperation and collaboration. These visits should specifically contribute to the scientific objectives of this COST Action "**PROFEEDBACK** PlatfoRm OF policy Evaluation community for improvED EU policies and Better ACKnowledgement" (CA20112; henceforth 'Action'), which are outlined in detail in the **Memorandum of Understanding**. You may find the eligibility provisions, along with further specifics, conditions and information, in the Action's **STSM Guidelines** and **COST Annotated Rules**. Please read these two documents carefully before applying.

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## FINANCIAL SUPPORT

The financial support in the form of an **STSM Grant** covers **travel, accommodation** and **meal expenses**. Please note that the awarded grant will be paid only after the STSM has been completed in accordance with **STSM conditions** (exceptionally ITC Grantees may claim 50% of the grant after confirmation by the host that the STSM has started). For this first STSM call, the Management Committee of the Action has allocated a total budget of **EUR 6.250,00**. The Core Group has decided that a maximum of **EUR 1.250,00** can be allocated to each successful applicant for the entire STSM duration for this first STSM call. COST rules on daily allowance can be an indicative criterion. The exact amounts granted for each individual STSM will be determined during the evaluation process.

## APPLICATION PROCEDURE

In order to apply for an STSM grant you must either:
- **Be enrolled as a PhD Student or postdoctoral fellow, or**
- **Be employed by, or affiliated to an institution or legal entity that conducts research**

To submit an application, please follow the steps below:
1. Register for an e-COST profile at https://e-services.cost.eu/, adding your bank account details to your profile (if a returning applicant or already in possession of a COST profile, move to step 2).
2. Complete the application form at the STSM application section of your e-COST profile on https://eservices.cost.eu/, uploading the following documentation:
- **Letter of support from the home institution**.
- **Letter of invitation from the Host Institution**, under the supervisionm of a senior researcher affiliated to that institution; (optional) recommendation letters.
- Full **CV** (max. 3 pages), including a list of academic publications if applicable (font: 12 pt. Times New Roman).
- Fill the available online "**Short-Term Scientific Mission Grant APPLICATION FORM**":
    > Goals of the STSM (Purpose and summary of the STSM – 200 words)
    > Working Plan (Description of the work to be carried out by the applicant – 500 Words)
    > Expected outputs and contribution to the Action MoU objectives and deliverables (Main expected results and their contribution to the progress towards the Action objectives /either research coordination and/or capacity building objectives/ and deliverables – 500 words).

3. Submit and download your application.

4. Please be aware that after the completed short term scientific mission each awardee is expected to provide the following outputs:

- **STSM report** on the aims and objectives, achieved results, and dissemination of the work/activities that was performed.
- Short (max 3 minutes) **video summary** of the STSM report, emphasising on how STSM has contributed to awardee's (current and planned) contribution to the COST action PROFEEDBACK.

You will be notified of the outcome by the Action's STSM Coordinator on the outcome notification date of the call.

## FINAL PROVISIONS

Failure to submit the scientific report and the supporting documents within **15 calendar days** after the end date of the STSMs will effectively cancel the grant.

Grant is payable up to **30 days** after the grantee's report and supporting documents have been approved by the Action Chair (or Vice-Chair).

Please note that COST Association and Action's Grant holder may request additional information to substantiate the information contained within the documents submitted by STSM applicants.

Please contact the **Grant Awarding Coordinator** Noémia Bessa Vilela at nbessavilela@ophiz.org (CC-ing profeedback@hetfa.hu) if any queries relating to STSMs occur.

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