



SHORT-TERM SCIENTIFIC MISSION



OPEN CALL

OPEN CALL SHORT TERM SCIENTIFIC MISSIONS (STSM)

APPLICATIONS FOR MISSIONS OCCURRING
BETWEEN THE PERIOD 1 NOVEMBER 2023 - 31 OCTOBER 2024

CA20112

PLATFORM OF POLICY EVALUATION COMMUNITY FOR IMPROVED
EU POLICIES AND BETTER ACKNOWLEDGEMENT (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 main challenge is that currently there is no bottom-up platform for European researchers and professionals working in policy evaluation. They have limited possibilities to discuss common problems, assess country specific practices and share their knowledge in a mutually beneficial and effective way.

The PROFEEDBACK Action aims 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 Action, following a bottom-up and open approach, gathers researchers and professionals from various scientific fields and sectors to present and evaluate theories, topics, tools and methods of policy evaluation. Results of the Europe-wide assessment of good practices provide direct and high-quality inputs for national and EU bodies responsible for policy evaluation.

ABOUT STSM

Short Term Scientific Missions (STSM) are exchange visits for researchers within the PROFEEDBACK Action.

STSM consists in a visit to a host organization located in a different country than the country of affiliation by a researcher or innovator for specific work to be carried out and for a determined period of time.

Their aim is to foster collaboration in excellent research infrastructures and gain new knowledge or access to equipment or techniques not available in the home institution.

ELIGIBILITY RULES

Profile of applicant

- Be enrolled as a PhD Student or postdoctoral fellow, or
- Be employed by, or affiliated to an institution or legal entity that conducts research

Duration

- There is no limitation on the duration of STSMs. However, the grant amount is limited, it might not cover the total costs during the total duration of an STSM.
- The average duration of STSMs is between 5-15 days.

Location

- The host organization of the STSM grantee must be located in a different country than the country of the grantee's affiliation.
- There is no limitation on the location of STSMs, they can take place anywhere in the world. However, the grant amount is limited, it might not cover the total costs incurred during the STSM.

Specific eligibility criteria

- The STSM visits should specifically contribute to the scientific objectives of the PROFEEDBACK Action, which are outlined in detail in the [Action's Memorandum of Understanding](#).
- The participation of Young Researchers and Innovators (below the age of 40) is particularly encouraged. However, researchers above 40 are also eligible.

FINANCIAL SUPPORT RULES

The financial support in the form of an STSM Grant provides a contribution for traveling, accommodation and subsistence expenses.

A maximum of **1.250 EUR** can be allocated to each successful applicant.

For this call, the Management Committee of PROFEEDBACK Action has allocated a total budget of **6.700 EUR** for 5-7 STSMs. As the allocated budget is limited, the application process is organised on a "first come first served basis". Additional funding might be considered during this Grant Period upon MC decision.

The requested amount by the applicant should reflect the duration and location of the STSM. When determining the grant amount, the applicant should take into account an estimation of travel costs and the official COST daily allowance rates.

The final grant amount will be determined during the evaluation process by the Core Group of the PROFEEDBACK Action.

Please note that the awarded grant will be paid only after the STSM has been completed, and after the required reporting documents have been submitted and approved.

TIMELINE

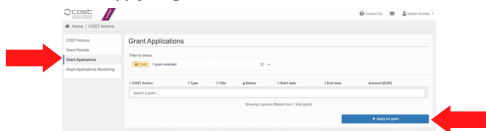
- **Deadline for submission of applications:** There is no specific deadline, applications can be submitted at any time on a rolling basis, however applications must be submitted at least 30 days before the start of the mission.
- **Outcome notification date:** Grant decisions are normally announced within 30 days after submission.
- **Period within which STSM must occur:** 1 November 2023 – 31 October 2024
- **Deadline for submission of report after STSM:** Report and supporting documents must be submitted 30 days from the end of the VM, or within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder / Grant Awarding Coordinator's request to meet reporting deadlines.
- **Payment of grant:** Grant is payable up to 30 days after the grantee's report and supporting documents have been approved.

APPLICATION PROCESS

1.

Create a Grant application

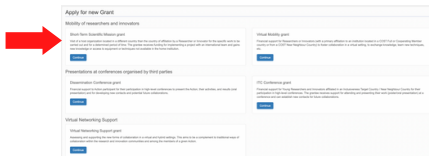
The applicant encodes a grant application by logging into e-COST and clicking on the Grant Applications tab. To encode a new application, the applicant clicks on 'Apply for grant'.



2.

Choose the type of grant

The applicant can select the grant from the page 'Apply for new grant'.



3.

Fill out the required info on the application page

For each type of grant the application page will contain different sections, some are pre-filled by e-COST such as Applicant name or Primary Affiliation, others are mandatory to be filled. Grant applications require an active Action Grant Profile.

The screenshot shows a detailed application form for a grant. It is organized into several sections: 'Applicant info' (with fields for name, affiliation, and contact details), 'Project info' (with fields for title, start/end dates, and amount), 'Budget' (with a table for budget items), and 'Comments' (with a text area). A red arrow points to the 'Apply' button at the bottom right of the form.



Upload the supporting documents

After encoding the Grant application form by filling all above-mentioned sections, the applicant also needs to upload the actual application template completed which shall be previously downloaded from the application page. The applicant will need to upload additional supporting documentation for each type of grant.

STSM – supporting documentation

- STSM application form: https://www.cost.eu/STSM_GrantApplication
- Letter of invitation from host institution - Confirmation of the host institution on the agreement in receiving the applicant in the framework of the STSM
- Letter of support from the home institution - Confirmation of the home institution on the agreement of sending the applicant to host institution in the framework of the STSM
- Full CV (max. 3 pages), including a list of academic publications if applicable

The screenshot shows a web interface titled "Supporting documents". At the top, there is a yellow banner with the text: "The following supporting documents are missing to submit the application: Grant application. Acceptance letter from the host institution. Copy of the decision of the accepted call or grant presentation." Below this, there is a section for "Upload document" with a "Download Grant application template" link. The "Upload document" section contains a form with fields for "Title (Description)", "Document type" (a dropdown menu), and "File to upload" (with a "Browse" button). A note below the form states: "You can upload files up to 10 MB each. Supported file types are pdf, jpg, png, gif, doc, docx, xls, xlsx." At the bottom left of the form area is a "Back to Applications" button, and at the bottom right is a blue "Submit application" button with a checkmark icon. A red arrow points to the "Submit application" button.



Submit the application

After adding the supporting document(s), the applicant can submit the grant application.

EVALUATION PROCESS

The submitted applications will be assessed by the Grant Awarding Coordinator together with the Core Group of the PROFEEDBACK Action. They 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 PROFEEDBACK Action's Memorandum of Understanding.

REPORTING PROCESS

After the end of the STSM, the grantee receives an e-notification to submit the report and other supporting documents on e-COST.

Please note that the awarded grant will be paid only after the STSM has been completed, and after the required reporting documents have been submitted and approved.

The deadline to submit the report is 30 days from the end of the activity, within 15 days from the end date of the Grant Period or within a shorter timeframe as per Grant Holder/ Grant Awarding Coordinator's request to meet reporting deadlines.

STSM – supporting documentation

- STSM report based on e-COST template:
https://www.cost.eu/STSM_Report
- A short review of the conference, and a picture of the applicant which can be shared on the PROFEEDBACK social media platforms.
- Short (max 3 minutes) video testimonial about the STSM, emphasizing on how STSM has contributed to grantee's contribution to the COST action PROFEEDBACK. The video testimonial will be uploaded to the PROFEEDBACK YouTube channel.

Failure to submit the report and supporting documents within 30 days from the end date of the STSM will effectively cancel the Grant.

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.

CONTACT

For further information, please contact profeedback@hetfa.hu
Visit website: <https://profeedback.eu>

RELEVANT DOCUMENTS

<https://profeedback.eu/wp-content/uploads/2023/08/Grant-awarding-processes.pdf>

USEFUL DOCUMENTS

COST Annotated Rules:

<https://www.cost.eu/uploads/2022/12/COST-094-21-Annotated-Rules-for-COST-Actions-Level-C-V1.3.pdf>

PROFEEDBACK Memorandum of Understanding:

https://e-services.cost.eu/files/domain_files/CA/Action_CA20112/mou/CA20112-e.pdf

This publication is based upon work from COST Action CA20112 PROFEEDBACK, supported by COST (European Cooperation in Science and Technology). COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation. Visit www.cost.eu



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