



**European Cooperation in the field of Scientific and Technical Research (COST)**

**COST Action: IS0703**

**The European Research Network on Learning to Write Effectively (ERN-LWE)**

## **Short Term Scientific Missions (STSMs)**

### **Call for applications**

Applications are invited for Short Term Scientific Missions between countries participating in COST Action IS0703: The European Research Network on Learning to Write Effectively (ERN-LWE). Details of the Action, including a list of the currently participating countries, can be found at: <http://www.cost-lwe.eu>

#### **Brief guidelines**

These Missions (Exchange Visits) are aimed at enabling scientists from one COST member state to go to an institution or laboratory in another COST member state to foster collaboration, to learn a new technique or to take measurements using instruments and/or methods not available in their own institution/laboratory. They are particularly intended for young scientists.

Visits can be between 1 week and 3 months in duration, with a maximum of €2500 available for each visit, depending on duration. (Exceptionally, longer visits up to 6 months in duration, with maximum funding of €3500, can be funded for early career researchers (up to 10 years from start of PhD)). Funding is for travel and subsistence only and will not cover any other costs. Total funding available for visits this year (which must be completed before June 2011) is €15,000.

The initial deadline for applications is Friday 15 October 2010. Applications submitted by this date will be assessed as a group and applicants will be informed of the outcome by Friday 21 October 2010. Following this, the call will remain open for applications, which will be assessed on an individual basis, subject to funds remaining available. Applications should be submitted no later than 5 weeks prior to the planned start date of the visit.

Applicants should normally be engaged in a programme of research as a postgraduate student or postdoctoral fellow or be employed in an institution of a COST Member State.

Full guidelines, which should be used in preparing applications, can be found in the COST vademecum (PartB) - Grant System (section 4; particularly section 4.10) which can be downloaded from: <http://www.cost.esf.org/participate/guidelines> A brief summary of the application process is summarised below.

## **Deadlines for applications**

Initial call: Friday 15 October 2010.

Open call: At least 5 weeks prior to planned start date of visit.

## **Application process:**

1. Download a copy of the guidelines from the url above.
2. Register the application online at: <https://e-services.cost.eu/stsm>. This is just to register the application; the COST Office will then send the relevant forms to the applicant.
3. Send the completed application forms by e-mail attachment along with any supporting documentation to the STSM coordinator (David Galbraith, [d.galbraith@staffs.ac.uk](mailto:d.galbraith@staffs.ac.uk)) and to the host of the visit, who should already have approved the visit, by the application deadline. Supporting documentation should include the applicant's CV, reason for visit including proposed plan of work, and a letter of support from the applicant's home institution. It is particularly important to provide a clearly specified plan of work for the visit.
4. The application will then be assessed by members of the Management Committee of the Action in terms of the contribution the proposed visit will make to the objectives outlined in the Memorandum of Understanding (MoU) for the Action, particularly the contribution to the Scientific Programme outlined in Section D of the MoU.
5. Notification of the Committee's decision will be sent to the COST office by 21 October 2010. Visits may not begin until at least 4 weeks after the COST office has received notification of the application's approval from the Management Committee.
6. Applicants will receive payment after completion of the visit, following receipt by the COST office of: notification from the Management Committee of successful completion; a payment request form, and a summary scientific report of the visit.