

We strongly advise reviewing the COST Annotated Rules, which can be found [here](#), with particular attention to Annex A2. NETWORKING ACTIVITIES ORGANISED THROUGH A GRANT AWARDING PROCESS, for a comprehensive understanding of the details provided below.

The following instructions are provided as a summary guideline.

The guidelines for this document are based on those provided by the COST Association. You can find them in the “Grant Awarding user guide” in COST Documents & Guidelines in the section “Documents for running a COST Action”.

Please be aware that the text below does not substitute the COST Annotated Rules.

Guidelines for Short-Term Scientific Missions (STSMs) Grant Applications:

What is a STSM?

Short-term scientific missions (STSM) are exchange visits between researchers involved in a COST Action, allowing scientists to visit an institution or laboratory in another COST Member state. These scientific missions may last up to six months in another COST Member/Cooperating Member or Near-Neighbor Country joining the Action. They aim to foster collaboration in excellent research infrastructures and share new techniques that may not be available in a participant’s home institution or laboratory.

When to apply for a Grant?

CYPHER will support a limited number of STSMs during each Grant Period. You can check our website regularly to see if a call is open.

If you have any questions, please contact the Grant Awarding Coordinator.

Eligibility Criteria

The following eligibility criteria apply:

1. The applicant must be a PhD Candidate or a researcher with a PhD obtained less than 8 years ago.
2. The applicant must belong to, at least, one of the Action’s Working Groups.
3. The Grant Period must have a minimum duration of 5 days and a maximum duration of 90 days.
4. Can be requested only by applicants located in Participating COST Countries, approved Near-Neighbor Country institutions, or an approved European RTD Organization.
5. Researchers cannot apply for an STSM grant in the country where they are currently working.
6. Needs to be carried out in its entirety within a single Grant Period and always within the Action’s lifetime.
7. The application needs to be submitted before the deadline.
8. The applicant must conduct research at the host institution which must be on the topic of the Action and must acknowledge **COST Action CYPHER** as

follows: This work was supported by a Short-Term Scientific Mission Grant from the COST Action CA22151 CYPHER.

The grantee must upload the scientific report within 30 days from the end of the STSM. The report must be approved by the Grant Awarding Coordinator. Upon approval, the GHM may proceed with payment.

Evaluation and selection of applicants

The evaluation of each received STSM application is performed by the STSM Coordinator and the Coordinator of the COST action. The selection of successful applicants must be done so in consideration of the scientific scope of the proposed exchange visit and how it will support the Action in achieving its scientific objectives.

STSM funding will be awarded according to the COST key principles:

- Excellence
- Inclusivity
- Balance (gender and nationality)

Financial support

A STSM is a fixed financial contribution which takes into consideration the budget request of the applicant and the outcome of the evaluation of the application by the delegated person(s). STSMs do not necessarily cover all of the expenses related to exchange visits in a given STSM. A STSM Grant is a contribution to the overall travel, accommodation and meal expenses of the selected Grantee.

The calculation of the financial contribution for each STSM Grant must respect the following criteria:

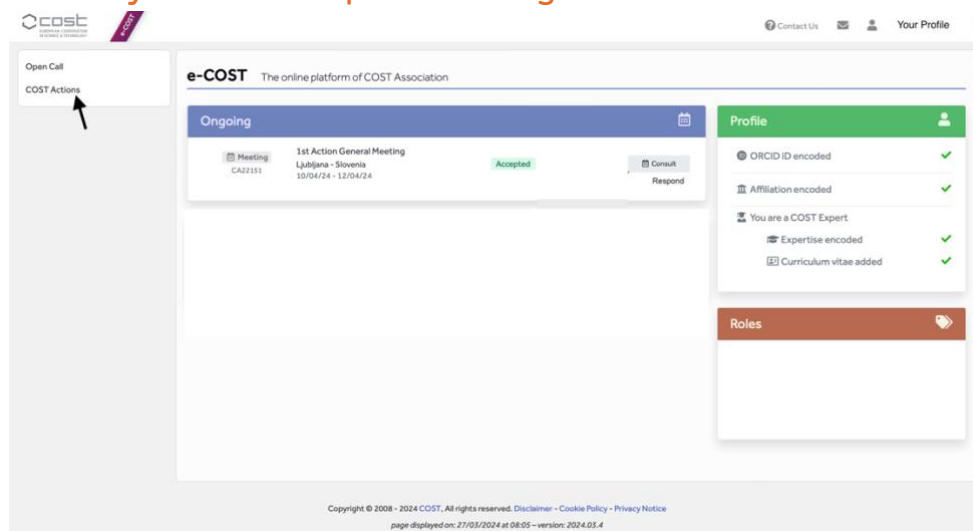
- Up to a maximum of **EUR 2.000** in total can be afforded to each successful applicant for exchange visits with a total duration between **5** and **90 days**. For **ECIs**, up to a maximum of **EUR 3.500** in total can be afforded to each successful applicant for exchange visits with a total duration between **91** and **180 days**.
- Up to a maximum of **EUR 400** can be claimed for travel costs.
- The grantee may use a maximum rate of **EUR 160** per day for lodging and meals, but please note that the fixed maximums in the previous bullets cannot be exceeded.

The STSM Committee (STSM Coordinator, Grant Holder and the Chair of the COST Action) can approve differentiated country rates to cover accommodation and meal expenses based on the perceived cost of living in the host country.

How to apply?

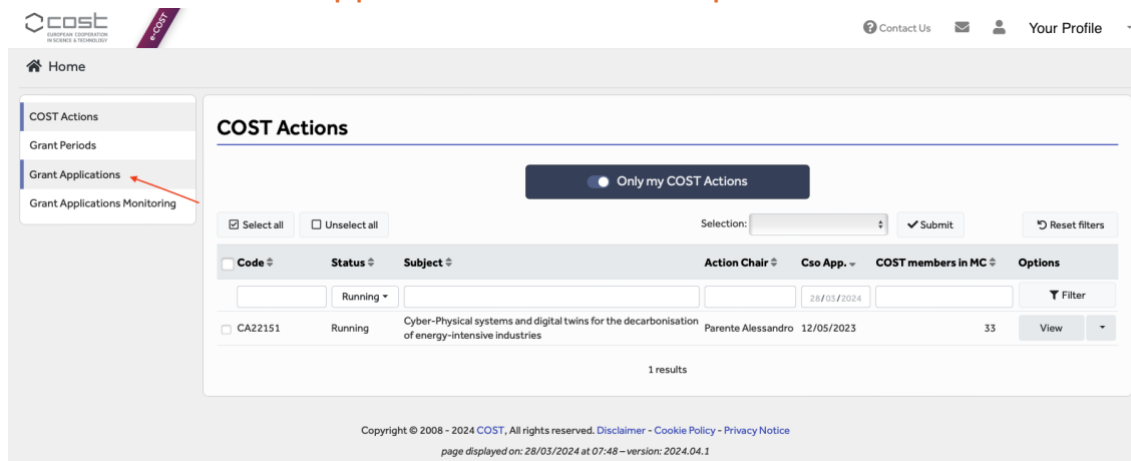
Applications are made through your e-COST profile. To start the application, you must have an e-COST profile or create one. Do this by logging into the e-COST platform (<https://e-services.cost.eu/>). You will also need to add your bank details and a CV to your profile before you can start the application.

1. Enter your e-COST profile and go to COST Actions



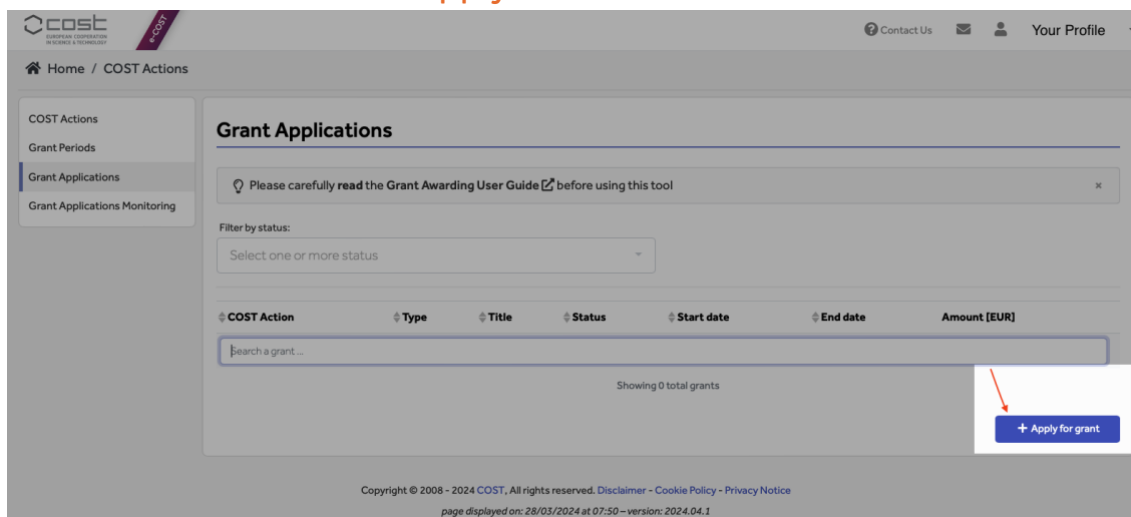
The screenshot shows the e-COST platform interface. On the left, there's a sidebar with 'Open Call' and 'COST Actions'. The main area is titled 'e-COST The online platform of COST Association' and shows an 'Ongoing' section with a meeting: '1st Action General Meeting' (Ljubljana - Slovenia, 10/04/24 - 12/04/24) with a status of 'Accepted'. On the right, there's a 'Profile' sidebar showing various encoded fields (ORCID ID, Affiliation, Expertise, Curriculum vitae) and a 'Roles' section.

2. Go to Grant Applications on the left panel



The screenshot shows the e-COST platform interface with the 'COST Actions' section. On the left, there's a sidebar with 'Home', 'COST Actions', 'Grant Periods', 'Grant Applications' (highlighted with a red arrow), and 'Grant Applications Monitoring'. The main area shows a table of actions with columns: Code, Status, Subject, Action Chair, Cso App., COST members in MC, and Options. The table contains one row for 'CA22151' with status 'Running' and subject 'Cyber-Physical systems and digital twins for the decarbonisation of energy-intensive industries'. The footer indicates '1 results'.

3. Click on Blue Box “Apply for a Grant”



Home / COST Actions

COST Actions
Grant Periods
Grant Applications
Grant Applications Monitoring

Grant Applications

Please carefully read the Grant Awarding User Guide before using this tool

Filter by status:
Select one or more status

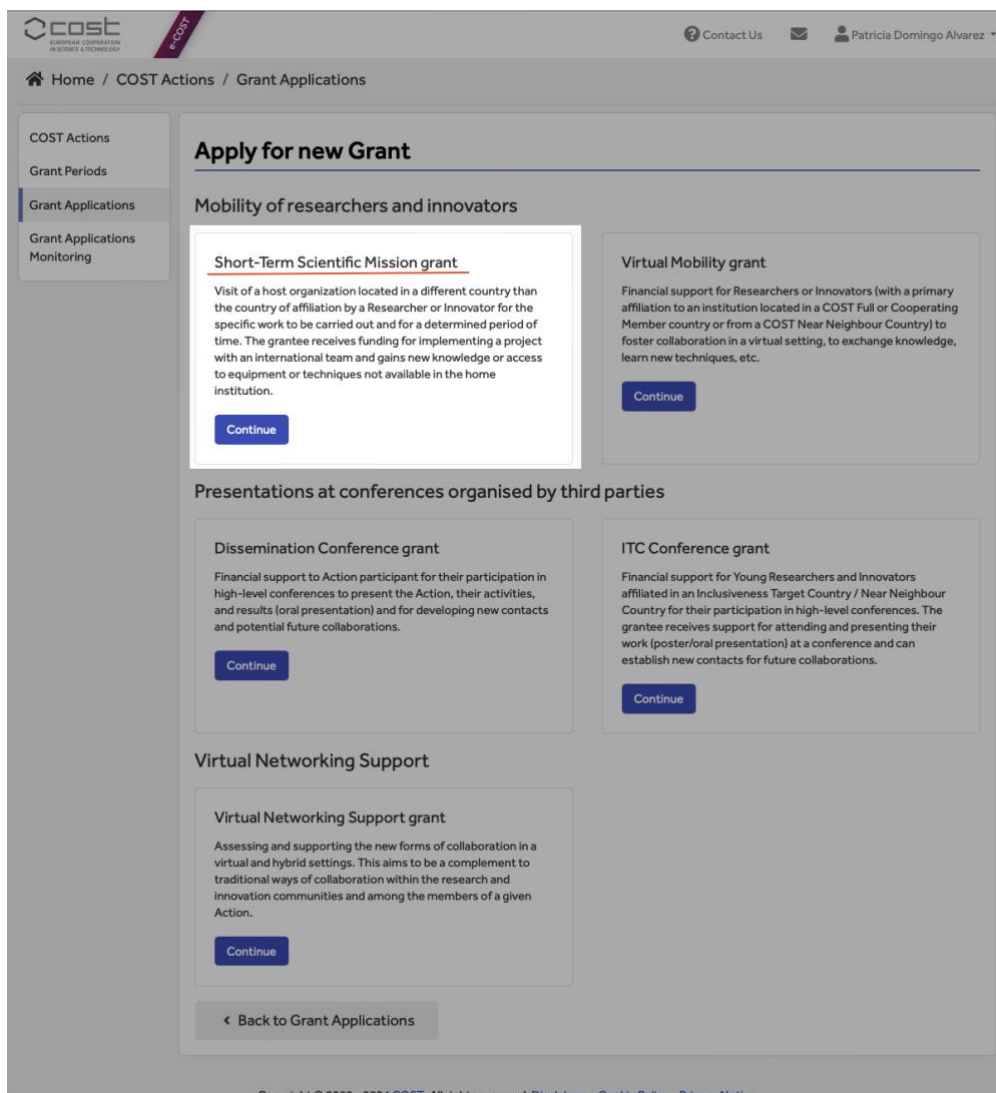
COST Action	Type	Title	Status	Start date	End date	Amount [EUR]
Search a grant...						

Showing 0 total grants

+ Apply for grant

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4. Click on the Blue Box “Apply for a Grant”



Home / COST Actions / Grant Applications

COST Actions
Grant Periods
Grant Applications
Grant Applications Monitoring

Apply for new Grant

Mobility of researchers and innovators

Short-Term Scientific Mission grant

Visit of a host organization located in a different country than the country of affiliation by a Researcher or Innovator for the specific work to be carried out and for a determined period of time. The grantee receives funding for implementing a project with an international team and gains new knowledge or access to equipment or techniques not available in the home institution.

Continue

Virtual Mobility grant

Financial support for Researchers or Innovators (with a primary affiliation to an institution located in a COST Full or Cooperating Member country or from a COST Near Neighbour Country) to foster collaboration in a virtual setting, to exchange knowledge, learn new techniques, etc.

Continue

Presentations at conferences organised by third parties

Dissemination Conference grant

Financial support to Action participant for their participation in high-level conferences to present the Action, their activities, and results (oral presentation) and for developing new contacts and potential future collaborations.

Continue

ITC Conference grant

Financial support for Young Researchers and Innovators affiliated in an Inclusiveness Target Country / Near Neighbour Country for their participation in high-level conferences. The grantee receives support for attending and presenting their work (poster/oral presentation) at a conference and can establish new contacts for future collaborations.

Continue

Virtual Networking Support

Virtual Networking Support grant

Assessing and supporting the new forms of collaboration in a virtual and hybrid settings. This aims to be a complement to traditional ways of collaboration within the research and innovation communities and among the members of a given Action.

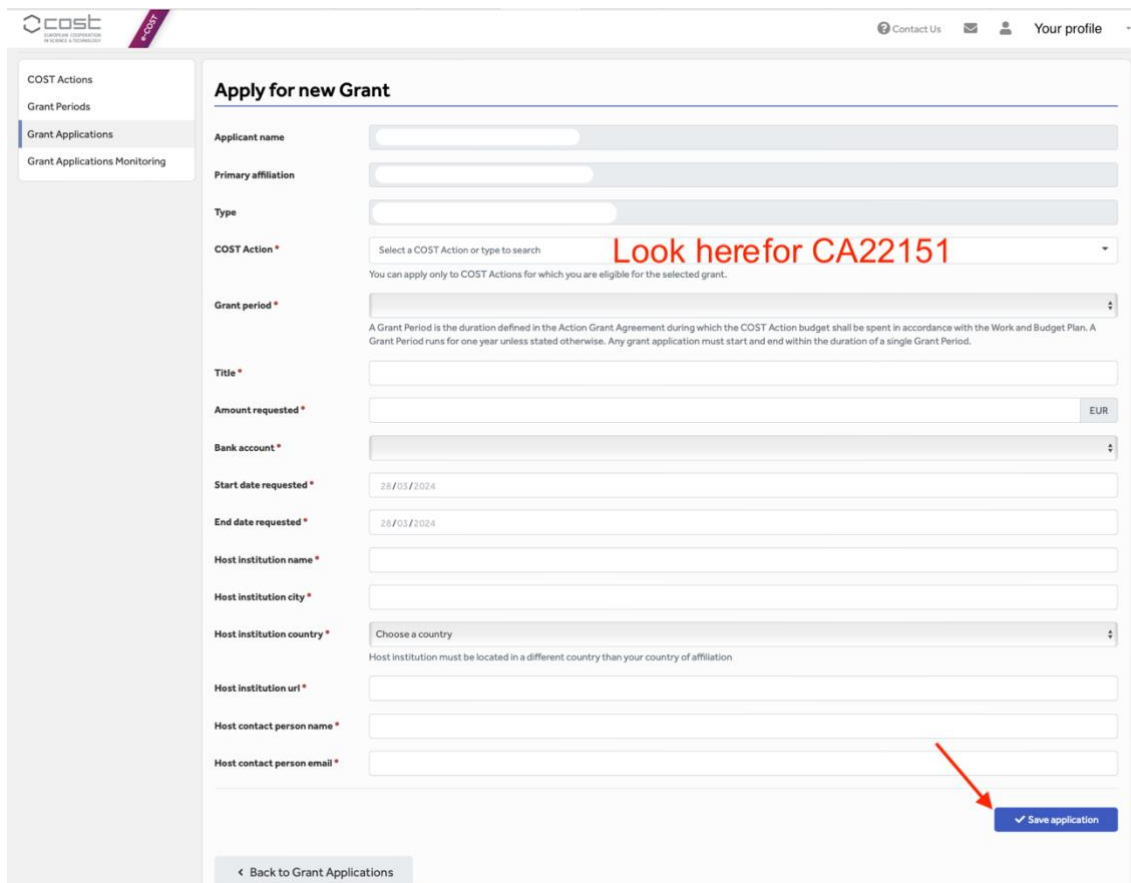
Continue

< Back to Grant Applications

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5. Complete the information

- A title for your STSM (128 character limit, including spaces)
- Start and end date (within the active Grant Period; i.e. ends before 31 October)
- Budget requested by the applicant
- Information about the host institution and contact person



The screenshot shows the 'Apply for new Grant' form. The 'COST Action' dropdown menu is highlighted with a red text annotation 'Look here for CA22151'. The 'Save application' button is indicated by a red arrow.

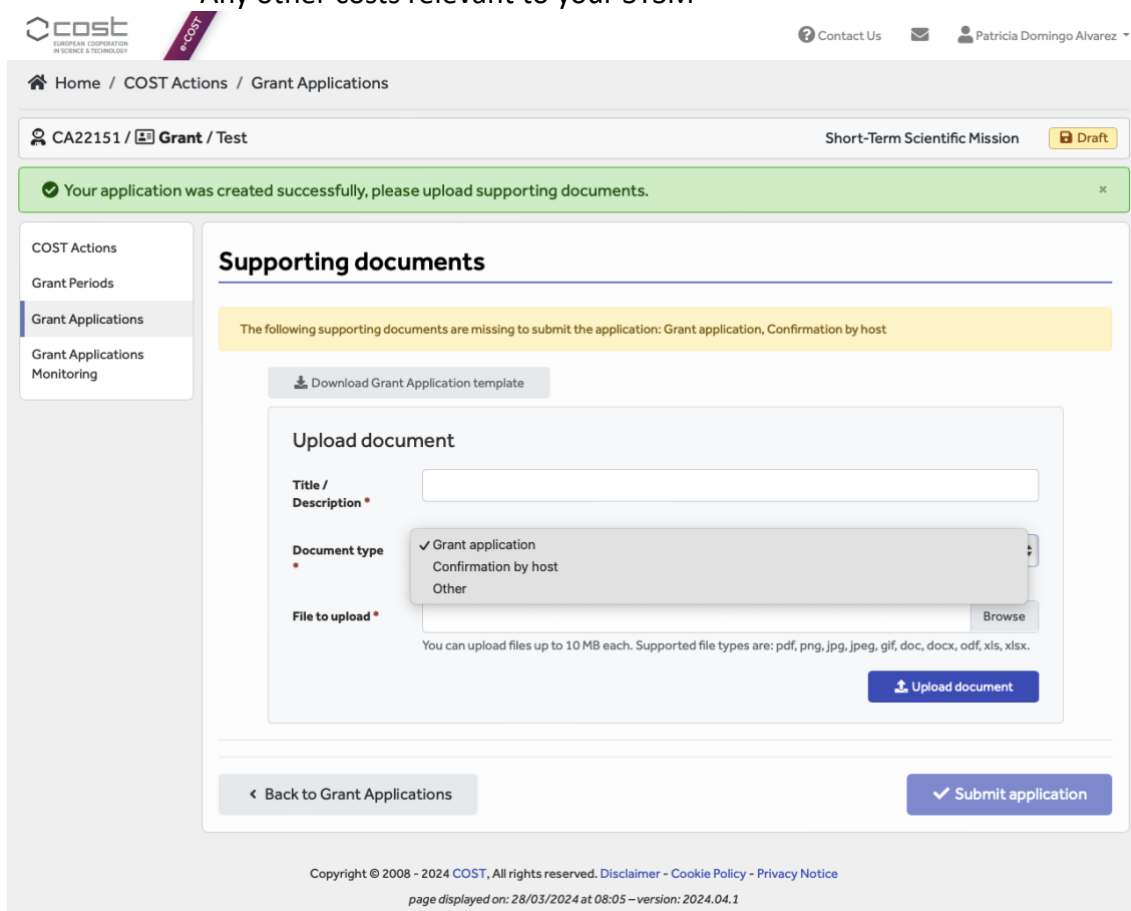
6. Save Application

7. Upload Supporting Documents

You will then need to complete this and upload the following documents:

- Letter of **support from the host** confirming the host institution organization can host the STSM applicant to perform the activities detailed in the work plan on the agreed dates. **Find the template [here](#).**
- **CV** (including a list of academic publications – if applicable, max. 2 pages)
- For PhD students, a **letter** with the **supervisor's** opinion on the relevance of the STSM to the student's studies and the suitability of the applicant. You can find a letter of **support from the HOME** institution template [here](#).
- **Application form** (template available [here](#)) describing:
 - Details - STSM Title, start and end dates
 - Goals - Purpose and summary of the STSM (max 200 words)
 - Working Plan - description of the work to be carried out by the applicant (max 500 words)

- Expected outcomes and contribution to the Action 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 (max 500 words).
- Budget plan – Please upload an Excel table, which summarizes the budget requested. Typical categories would be:
 - Travel (to and from and during the STSM)
 - Accommodation
 - Subsistence
 - Consumables
 - Any other costs relevant to your STSM



The screenshot shows the COST Grant Applications interface. At the top, there is a navigation bar with 'Home / COST Actions / Grant Applications'. Below this, a header section displays 'CA22151 / Grant / Test' and 'Short-Term Scientific Mission' with a 'Draft' button. A green message box states: 'Your application was created successfully, please upload supporting documents.' The main content area is titled 'Supporting documents' and includes a yellow warning box: 'The following supporting documents are missing to submit the application: Grant application, Confirmation by host'. Below this, there is a 'Download Grant Application template' button. The 'Upload document' section contains a form with fields for 'Title / Description', 'Document type' (with a dropdown menu showing 'Grant application', 'Confirmation by host', and 'Other'), and 'File to upload' (with a 'Browse' button). A note specifies: 'You can upload files up to 10 MB each. Supported file types are: pdf, png, jpg, jpeg, gif, doc, docx, odf, xls,.xlsx.' An 'Upload document' button is at the bottom of the form. At the very bottom of the interface, there are two buttons: 'Back to Grant Applications' and 'Submit application'.

8. Once the documentation is uploaded, you click Submit application.