

COST Action CM1406 "Epigenetic Chemical Biology (EpiChemBio)"

Applications for Short-Term Scientific Mission (STSM)

Short-Term Scientific Missions within the framework of COST Action CM1406 will fund research visits of a minimum of five working days and a maximum 90 days to laboratories in participating COST member countries, neighboring countries, or reciprocal countries. The aim of the missions is to facilitate valuable collaborations with research groups applying techniques unavailable in their own laboratories, with mutual benefit towards joint publications and the perspective of attracting additional funding. Funding of an STSM will be in the form of a fixed grant; the contribution will be based on the application's details and the result of the evaluation by the STSM Coordinators, but will not exceed 2500 EUR in total and not more than 160 EUR per day.

Early career investigators (ECIs) can apply for STSMs with specific criteria, i.e. the minimum duration of a STSM is 91 days and maximum is 180 days. ECIs are up to 8 year after obtaining the PhD. The maximum amount to be reimbursed is 3500 EUR, and not more than 160 Euro per day.

The STSMs should run entirely within one budget period. Application of subsequent STSMs in separate budget periods is possible.

As the budget for STSMs is limited, and it is expected that only a part of all applications can be funded, the grants will be awarded competitively based on the quality of the application. Applications can be submitted at any time; however, to ensure fairness, the Coordinators will set internal limits on how many STSMs will be approved per quarter, depending on the budget of the running year. The coordinators aim at deciding within a maximum of three weeks. All decisions are final.

Short-Term Scientific Missions are not awarded, under any circumstances, for exchanges between two laboratories within the same country. All rules and regulations of COST as outlined in <http://www.cost.esf.org/participate/guidelines> apply.

For all applications, the following guidelines should be followed.

- **All applications have to go through the official COST online application form at <https://e-services.cost.eu/w3/index.php?id=91>.** After submitting the required information online, the registration tool will issue a formal STSM application that

has to be downloaded and sent by the applicant **electronically** (by e-mail as attachment) to the Coordinators Frank Dekker (f.j.dekker@rug.nl) and Clarissa Gerhauser (c.gerhauser@dkfz.de), as well as the host institution.

- **With the same email**, full applications as outlined below must be submitted to both STSM Coordinators. All applications must be in written in **English** and must be **in electronic form**. Applications on paper cannot be considered.
- Every application must be accompanied by **a reference letter (in electronic form)** from the applicant's current supervisor, and should state that s/he approves the STSM and the dates/duration of the mission.
- The **receiving** institute should send an official **letter of acceptance** of the mission **directly** to the Coordinators within two weeks of the original application. This letter should not be part of the application.
- Whether or not a grant is awarded depends mainly on the quality of the submitted research proposal, which will be assessed jointly by the two STSM Coordinators. The Coordinators can seek additional opinions from Members of the Action's Management Board, which will remain anonymous. Applicants should, in their own best interests, submit a detailed and well-argued **research proposal**, which they should write themselves, using the template that is available via the STSM coordinators Frank Dekker (f.j.dekker@rug.nl) and Clarissa Gerhauser (c.gerhauser@dkfz.de). The research proposal should be concise, with a **maximum of 1000** words excluding references, and sufficiently detailed to allow the reviewers to form a clear idea of the planned research activities. Do **not** include a list of own publications in this section.
- In addition to the research proposal, a **synopsis of current work (max 500 words)** should be submitted that allows the reviewers to appreciate both the applicant's past experience and its relevance to the proposed research activity.
- **AFTER** the STSM, a **report** of the research activities must be submitted to the two Coordinators **within four weeks** after return to the home laboratory. The report should be prepared together with the receiving supervisor, using the report template that is available via the STSM coordinators Frank Dekker (f.j.dekker@rug.nl) and Clarissa Gerhauser (c.gerhauser@dkfz.de). The summary of this report will be published on the Action's website. **Only AFTER approval of the report by the Coordinators will the grant be paid.**
- Please acknowledge the contribution of the COST Action CM1406 for any publication arising from the research performed in a STSM covered by this action.