

Short Term Scientific Missions in NEOH – the Trans-Domain COST Action TD1404

The 12th (FINAL!!!) Call for STSM Applications for Missions between 1 January 2018 and 16 April 2018

All STSM activities related to the 12th call must occur in their entirety within the dates specified above.

The overall aim of NEOH is to enable appropriate evaluations of activities promoting One Health, including comparison of initiatives as well as informed decision-making and resource allocation.

Short Term Scientific Missions (STSM) are aimed at supporting individual mobility and at strengthening the existing networks and fostering collaborations by allowing scientists to visit an institution in another participating COST country or an approved Near Neighbouring Country (NNC), International Partner Country (IPC) institution or one of eight European scientific research (RTD) Organisations (see the [COST Vademeum](#) for further details).

!!!Important!!!

Updated User guide for STSM (full text available [here](#)), explains the process of application/approval (now done entirely via eCOST – details are provided below in the section “APPLICATION PROCESS”) and provides option for applicants from inclusiveness countries to request pre-payment of 50% of the approved STSM grant upon confirmation by the host that STSM has started according to plan.

STSMs in NEOH should specifically contribute to the scientific objectives of the COST Action, whilst at the same time allowing those partaking in the missions to learn new techniques, gain access to specific data, instruments and / or methods not available in their own institutions / organisations, in particular of relevance for developing and performing evaluations of One Health activities.

Highest priority should be given to encouragement of early-stage career investigators (ECIs) participation in the COST Action activities. An applicant can be considered as being an ECI when the time that has elapsed between the award date of the applicants' PhD and the date of the applicants first involvement in the NEOH COST Action does not exceed 8 years. **Inclusiveness Target Countries (see list at the end of this document) will be given high priority.**

This 11th STSM call aims to attract applications from researchers wishing to contribute to the tasks of **all Working Groups (1, 2, 3 and 4)**, in order to finalize remaining activities of their agenda (handbook, case studies, meta-analysis and dissemination).

In total, at least 4 STSMs are available in this period to assist the working groups in their progress.

For more information on the work in WG1, please contact Simon Rüegg (simon.rueegg3@uzh.ch)

For more information on the work in WG2, please contact Sara Savic (sara@niv.ns.ac.rs)

For more information on the work in WG3, please contact Vladimir Grosbois (Vladimir.grosbois@cirad.fr)

For more information on the work in WG4, please contact Vlatko Ileski (vilieski@fvm.ukim.edu.mk)

For more general information on STSMs, please contact Semra Čavaljuga (NEOH.STSM@gmail.com).



The deadline for applications in this call is 2nd April 2018.

However, it is possible to submit applications before that date.

The applications will be assessed by the STSM Committee members within 10 days since application is submitted via eCOST, decision forwarded to Grant holder automatically who sends Grant notification letter to the applicant.

STSMs need to take place according to the following rules:

- be a minimum duration of 5 days;
- be a maximum duration of 90 days;
- be carried out in their entirety within a single grant period and within the Action's lifetime.

However, exceptions can be made for ECIs wishing to stay for 91-180 days.

For more details regarding the regulations related to STSM, please refer to the COST Vademedecum (see under 'Relevant documents' at <http://www.cost.eu/participate>)

Who is eligible?

The STSM-committee of NEOH evaluates applications and select grantees based on the following criteria: Scientists involved in the COST Action NEOH and employed, or affiliated with, an Institution or legal entity which has within its remit a clear association with performing research.

Geographical and gender balance issues are to be taken into consideration and applications from ECI should be prioritised. Priority is given to applicants from inclusiveness target countries, but others will be considered as well. The country of the scientist's employment and the hosting country have to be members of the NEOH consortium. Scientists who have previously received an STSM-grant in NEOH can also apply.

1st priority: NEOH ECIs going from country of employment to another participating COST country or an approved Near Neighbour Country (NNC), an approved International Partner Country (IPC) institution, an approved International Organisation (IO) institution or a European RTD Organisation.

2nd priority: Senior NEOH scientists going from country of employment to another participating COST country or an approved NNC, IPC, (IO) institution or a European RTD Organisation.

3rd priority: Scientists (ECIs or Senior) going from country of employment to another participating COST country or an approved NNC, IPC,IO institution or a European RTD Organisation, and who have previously received a grant in NEOH.

Please see the list of NEOH member countries, NNC, IPC and IOs here:
<http://www.cost.eu/COST Actions/tdp/TD1404?parties>

Financial support

Specific NEOH rules concerning financial support for STSMs

- At least 4 STSMs can be financed in this call.
- Financial support is limited to cover travel, accommodation and meal expenses and is paid in the form of a grant.

Please note that the grant is not intended to cover 100% of the expenses during the stay.



- The maximum reimbursement rate per day to cover meals and accommodation is a flat rate that differs between countries according to the pre-specified list below (max: EUR 160). The reimbursement rate must be specified in the budget.
No other expenses than accommodation and meals can be covered by the reimbursement rate.
- Up to EUR 500 may be attributed for the travel expenses; expected travel expenses must be specified in the budget and be reasonable.
- A maximum EUR 2,500 in total can be afforded to the grantee for the full STSM including travel expenses for 90 days STSMs. For shorter STSMs, the maximum is reduced accordingly.
- In case of extended stays for ECIs a maximum of EUR 3,500 can be afforded to the grantee for the full STSM.

Final report of the STSM

After the STSM is finished, the grantee is required to submit a short scientific report via eCOST platform which is referred to STSM Coordinator/Committee for approval **no later than 30 days** after the end date of the STSM. For the specific content of this report, please refer to the COST Vademedicum. Failure to submit the scientific report within 30 days will effectively cancel the grant. The STSM Coordinator/Committee is responsible for approving the scientific report, after which the Grant Holder is informed via eCOST that the STSM has been successfully accomplished. After receipt of the approval by email, the Grant Holder will execute the payment of the grant.

Please note that the reimbursement of STSM grantees will be done **after** the mission is over and the final report is submitted by the STSM participant. Except of this rule are STSM applicants from ITC countries who may request an advance payment of 50% of the grant on the first day of their STSM. The host institution must send an email to the Grant Holder confirming the initiation of the STSM such that the Grant Holder shall transfer the requested amount of 50% of the grant. The actual transfer of 50% of the grant can take several days after the receipt of the STSM host email confirmation.

STSM Coordinator will make sure that the final report will be uploaded to the NEOH webpage. See previous examples here: <http://neoh.onehealthglobal.net/short-term-scientific-missions/>

How to apply for an STSM

Interested Researchers can apply by following the directions provided below.

THE APPLICATION PROCESS IS AS FOLLOWS:

1. All applicants must carefully read the funding rules detailed in Section 7 of the COST H2020 Vademedicum. This document is available at: <http://www.cost.eu/participate> under 'Relevant documents'.

2. STSM applications can be made by clicking on the following link www.cost.eu/STSM where you will be asked to create an e-COST account, or by logging into an already existing e-COST-account and clicking on "STSM Application" on the menu available on the left. If you had already submitted application (earlier STSM), new one is added using button "Create new STSM request"

The application page contains the following sections: Applicant details, STSM details (including motivation and work plan summary), Bank details, Host details, Financial support and Supporting documents
All applicants must have an e-COST profile with bank account information.

If the applicant is from an Inclusiveness Target Country (ITC), (s)he can apply for a pre-payment of 50% of the Grant. The applicant must keep in mind that the transfer of the 50% of the Grant can only take place after the mission has started and as such, requesting a pre-payment is more effective for STSMs longer than 1 month.



3. After saving the request, the applicant must upload specific supporting documents in order to be able to submit the application. Supporting documents include: Letter of support from the Home institution, Agreement from the Host institution on STSM dates and work plan (letter of invitation) and applicants CV.
4. After submitting STSM application request, STSM coordinator is notified immediately and the applicant also receives a copy of the notification.
5. The application will then be assessed by the formally delegated person(s) in the STSM committee against the perceived contribution that the proposed visit will make against the scientific objectives outlined in the Action's Memorandum of Understanding (MoU). Assessment will be done within 10 days from the receiving STSM application. If the application is rejected, the STSM coordinator must provide a justification to guide the applicant in her/his resubmission.

Therefore applicants are encouraged to contact STSM coordinator (Professor Semra Čavaljuga (NEOH.STSM@gmail.com) before making application via eCOST in order to receive necessary explanations and instructions regarding application procedure and supporting documents.

6. As soon as the STSM coordinator approves the STSM application, the Grant Holder is notified to send the Grant Letter notification with a link to the official grant letter, which must be downloaded and sent to the Professor Semra Čavaljuga (NEOH.STSM@gmail.com) (STSM Coordinator) before the STSM is initiated for archiving purposes.

7. When the STSM applicant from an ITC requests and is granted a pre-payment of 50% of the grant, the STSM host receives an notification requesting her/him to confirm to the GH that the STSM started on schedule. Without the host confirmation, the pre-payment will not be done. The actual transfer of 50% of the grant can take several days after the receipt of the STSM host email confirmation.

PROCEDURE AFTER STSM IS COMPLETED:

1. 1 day and 15 days after the end of the STSM, the grantee receives a reminder to upload the scientific report and the host approval of the report (via eCOST). The deadline to submit the last supporting documents is 30 days from the end of the STSM. The host approval of the report can be an email.

The submission of the supporting documents is mandatory or the Grant is cancelled.

2. The STSM coordinator is notified when the applicant submits the scientific report and host approval and has to verify the validity of the report. If the report is rejected, the STSM coordinator must provide a justification to guide the STSM grantee in her/his resubmission. The report will be uploaded to the [NEOH homepage](#) upon approval by the STSM Committee.

3. If the STSM coordinator approves the report, the GH is notified that the grant can be paid

Please note that COST can request additional information to substantiate the information contained within the documents submitted by STSM applicants.

STSM Coordinator

Professor Semra Čavaljuga
(NEOH.STSM@gmail.com)

Department of Epidemiology and Biostatistics
Faculty of Medicine
University of Sarajevo
Bosnia and Herzegovina

List of NEOH members and Inclusiveness Target Countries

Geographical spread includes less research-intensive COST Member Countries. They are entitled COST Inclusiveness Target Countries (ITCs) with current NEOH members underlined:

Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey. (NEOH countries marked in **bold** in the table).

Country specific maximum daily rates (flat rates) for STSMs in NEOH

<i>Destinations</i>	<i>Maximum daily rate in EUR</i>	<i>Destinations</i>	<i>Maximum daily rate in EUR</i>
Albania*	115	Lithuania	110
Austria	130	Luxembourg	135
Belgium	125	Latvia	120
Bulgaria	130	Malta	115
Bosnia and Herzegovina	115	Montenegro	125
Croatia	115	fYR of Macedonia	150
Cyprus	130	The Netherlands	145
Czech Republic	130	Norway	160
Denmark	150	Poland	125
Estonia	110	Portugal	120
Finland	140	Romania	125
France	140	Serbia	130
Germany	115	Slovenia	110
Greece	130	Slovakia	120
Hungary	125	Spain	120
Iceland	140	Sweden	150
Ireland	140	Switzerland	160
Israel	130	Turkey	145
Italy	135	United Kingdom	160

*Nearby Neighbouring Country (NNC)