

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

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### **The 9<sup>th</sup> Call for STSM Applications for Missions between 1 February 2017 and 30 April 2017**

**All STSM activities related to the 9<sup>th</sup> 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 Vademecum](#) for further details).

**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 9<sup>th</sup> STSM call** aims to attract applications from researchers wishing to contribute to the tasks of **Working Groups 1, 2 or 3**, i.e. to apply the framework, index and/or protocol or to develop or apply metrics from the framework to case studies identified as relevant for WG2, to revise the handbook according to the feedback from WG2 or to start performing comparative studies ('meta-research') in WG3.

In total, at least 2 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](mailto:simon.rueegg3@uzh.ch))

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

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

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

**The deadline for applications in this call is 15 February 2017.**

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

The applications will be assessed by the STSM Committee members, and applicants will be notified of the result as quickly as possible, and not later than 3 weeks after applying.

**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 Vademecum (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.

**1<sup>st</sup> 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.

**2<sup>nd</sup> 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.

**3<sup>rd</sup> 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](http://www.cost.eu/COST_Actions/tdp/TD1404?parties)

**Financial support**

Specific NEOH rules concerning financial support for STSMs

- At least two STSMs can be financed in this call with a total budget of 3,400 EUR.
- 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 to the host institution and to the STSM Coordinator **no later than 30 days** after the end date of the STSM for approval. For the specific content of this report, please refer to the COST Vademecum. Failure to submit the scientific report within 30 days will effectively cancel the grant. The STSM Coordinator is responsible for approving the scientific report and informing the Grant Holder 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. Exceptions to this rule cannot be granted.

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 Vademecum. This document is available at: <http://www.cost.eu/participate> under 'Relevant documents' in the menu to the right.
2. STSM applications can be made by clicking on the following link [www.cost.eu/STSM](http://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.  
All applicants must have an e-COST profile with bank account information.
3. All applicants must obtain a letter of invitation from the Host institution confirming that they can undertake the STSM on the given dates prior to submitting an application.
4. All applicants must complete, submit and download their STSM application from the e-COST-system.
5. All applicants must send their submitted STSM application form and the relevant supporting documents to Professor Semra Čavaljuga ([NEOH.STSM@gmail.com](mailto:NEOH.STSM@gmail.com)) (STSM Coordinator) for evaluation before the application submission deadline expires.

#### **Hence, the list of supporting documents to be submitted for the evaluation are:**

- The submitted STSM application form including the budget (downloadable when the online application is submitted - see point 4 above);
- A 1-2 A4 page motivation letter including an overview of the proposed activities that will be performed which must contain a plan of work for the visit highlighting the proposed contribution to the scientific objectives of the respective COST Action;
- A short C.V. including scientific degrees obtained (with dates), current position, previous work experience/positions, post-graduate courses and a list of academic publications – if applicable.
- Letter of invitation to the applicant from a senior researcher affiliated to the Host institution (senior Researchers can be Associate Professor, Professor, Head of Department or equivalent);
- A letter of support from the Home Institution including a statement accepting coverage of expenses not covered by the Grant during the planned STSM;



6. 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).

7. The applicant will be formally notified of the outcome of their STSM application by Professor Semra Čavaljuga ([NEOH.STSM@gmail.com](mailto:NEOH.STSM@gmail.com)) (STSM Coordinator) no more than 3 weeks after the application was received.

8. The applicant will receive an official invitation with a link to the official grant letter, which must be downloaded and sent to the Professor Semra Čavaljuga ([NEOH.STSM@gmail.com](mailto:NEOH.STSM@gmail.com)) (STSM Coordinator) before the STSM is initiated for archiving purposes.

9. Within 30 days from the end date of the STSM, the successful applicant must submit a scientific report to the Host institution and to the STSM Coordinator at [NEOH.STSM@gmail.com](mailto:NEOH.STSM@gmail.com).

10. The applicant is also responsible for acquiring an official acceptance letter / Email confirmation of acceptance from a senior Researcher affiliated to the Host institution formally accepting the scientific report. This formal acceptance of the scientific report has to be sent to the Grant Holder and Professor Semra Čavaljuga ([NEOH.STSM@gmail.com](mailto:NEOH.STSM@gmail.com)) for archiving purposes.

Failure to submit the scientific report and ensuring a formal acceptance letter/Email from the host within 30 days from the end date of the STSM will effectively cancel the Grant. The report will be uploaded to the [NEOH homepage](#) upon approval by the STSM Committee.

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

\*Nearby Neighbouring Country (NNC)