

## **European network on Pseudomyxoma Peritonei EuroPMP COST action CA17101 Short Term Scientific Missions (STSM) - Call for Applications**

### **What is an 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. STSMs are institutional visits aimed at supporting **individual mobility**, fostering collaboration between individuals. These scientific missions may last from 5 days to up to 6 months. Their aim is to promote collaboration in excellent research infrastructures and share new techniques that may not be available in a participant's home institution or laboratory.

### **Aims and Scope of STSMs within the EuroPMP COST Action:**

The STSM program of the COST Action CA17101 aims to foster collaboration and strengthen existing networks between Action Partners and Working Groups (WG), enhancing skills, particularly among Early Career Investigators (ECI), and extending the knowledge-base of Action Partners.

The STSMs are the building blocks of the COST Action and very important tools to reach EuroPMPs COST Action aim:

**"Sculpting a new, collaborative landscape within PMP research through the creation of a strong and capable network of experts from many fields, including surgeons, pathologists, oncologists, radiologists, molecular biologists, bioinformaticians and other allied health care professionals, in order to facilitate collaborative research projects, share and disseminate knowledge, targeting cure for PMP."**

The topics of the STSMs have to be well framed within one of the Working Group activities. In particular, the STSMs have to be related to (follow the link for detailed description of the topics):

WG1: [Standardization of protocols for reporting clinical, pathological and radiologic data](#)

WG2: [Molecular genetics and functional genomics](#)

WG3: [Improving outcomes for PMP patients](#)

WG4: [Improvement of awareness of PMP in Europe](#)

STSM proposals that do not directly fit with the activities of any WG but are relevant to the overall EuroPMPs aims may be considered if funds are available. For further details, please read carefully the Memorandum of Understanding of the Action or contact the STSM coordinator (Sarah Cosyns, [sarah.cosyns@ugent.be](mailto:sarah.cosyns@ugent.be)).

### **Who can apply for an STSM?**

The Applicant should normally be engaged in a program of research as a PhD student (or relevant degree) and/or postdoctoral fellow or can be employed by, or affiliated to, an Institution or legal entity which has within its remit a clear association with performing research. This institution must have accepted the MoU

and shall be actively participating in the COST Action. An STSM may only be approved from a home institution in a participating COST country to (a) a host institution in a participating COST country, (b) an approved host institution in Near Neighbour country (NNC)<sup>1</sup> institution, (c) a non-COST country (the so-called IPC<sup>2</sup> institutions) or (d) to an approved Specific Organisations<sup>3</sup>. Other possible scenarios available to eligible STSM applicants are from an approved home institution in a NNC or European RTD Organisation to a host institution in a participating COST country. The Applicant is responsible for obtaining the agreement of the host institution, before submitting his/her application.

### **What documents are needed for a STSM application?**

---

Those wanting to apply for a STSM must submit, at least **30 days** before the start of the STSM, a proposal by:

1. Filling out the STSM application form at [www.cost.eu/STSM](http://www.cost.eu/STSM) (an e-COST profile is required and can be created)
2. Send an application package by email to the address [sarah.cosyns@ugent.be](mailto:sarah.cosyns@ugent.be) containing:
  - a) The personal details of the applicant, the details of the home and host institutions and the type (PhD/postdoc/ECl) and length of stay;
  - b) A recent CV with a list of publications (if applicable);
  - c) An up to 2 page abstract explaining the purpose of the stay and what is to be accomplished;
  - d) A detailed explanation of the relevance and contribution of the STSM to the Action aims;
  - e) Written agreement from the host institution that the STSM applicant can perform the activities detailed in the STSM work plan on the agreed dates.

**It is strongly advised that applicants contact the STSM coordinator** to define the details of their submission and speed up the acceptance process. Please note that the 30 days limit is necessary to ensure there is enough time to approve and organise the STSM and will be strictly enforced.

### **How is the evaluation procedure carried out?**

---

The evaluation of the proposals will be made mainly based on potential outcome for the Action. However, due to limitations in available budget, other considerations such as length (and cost) of stay will be made. Another issue covered by the review process is the ability of the Action to achieve an even distribution of participants over the 4 working groups, observing the gender balance and inclusiveness principles.

### **Financial matters: How much money can be awarded?**

---

The financial contribution for a STSM will be a fixed Grant based on the Applicant's budget request and the evaluation of the application by the STSM assessment committee. The STSM Grants **do not necessarily cover all expenses** related to performing a given mission. The requested amount should be as low as possible. Participation in the STSM program is competitive, and thus only a small number of applicants will be successful over the length of the Action.

The applications will be evaluated as they are received. **The 3<sup>rd</sup> year call will close on 29 February 2020.** The STSMs must end by 30 April 2020.

---

<sup>1</sup> NNC: Albania, Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Jordan, Lebanon, Libya, Moldova, Morocco, the Palestinian Authority, Russia, Syria, Tunisia, and Ukraine.

<sup>2</sup> IPC: International Partner Countries

<sup>3</sup> EC and EU Agencies, European RTD Organisations, International Organisations

The STSMs and the related budget must respect the following criteria:

- Minimum duration of 5 days;
- Maximum duration of 90 days;
- Up to a maximum of €2500 in total can be granted to each eligible STSM applicant;
- Up to a maximum of €160 per day can be granted for accommodation and meal expenses. An amount of €60 to €90 for the daily allowance in particular for longer stays and €300 for the travel is recommended.

Specific additional provisions have been adopted by the CSO to encourage the participation of Early Career Investigators (ECI) in STSM. An ECI is any researcher who received their PhD/Doctorate degree less than 8 years from the starting date of their STSM. The applicant must not go over the anniversary of their 8<sup>th</sup> year while they are on their STSM.

Specific additional provisions for ECI STSMs are applicable when the STSM is carried out entirely within a single Grant Period and within the Action's lifetime. These provisions afford an ECI researcher more leniency in timing and allowance. An ECI investigator may be allowed:

- Minimum duration of 91 days;
- Maximum duration of 180 days;
- Up to a maximum Grant of up to €3500;
- An amount of €60 to €90 for the daily allowance is recommended, particularly for longer stays and €300 for travel is recommended, but not obligatory.

### **Final report of STSM activities**

---

The grantee is required to submit, within 4 weeks after his/her STSM completion, an exhaustive report on the visit. This report shall be submitted to the host institution and to the STSM coordinator and must contain the following information:

1. Purpose of the STSM (aim);
2. Description of the work carried out during the STSM and the major results (materials and methods, and results);
3. How the STSM has contributed to the Action's aim;
4. Future potential collaboration with the host institution (if applicable);
5. Forthcoming publications/articles resulting from the STSM (if applicable);
6. Formal confirmation by the host institution of the successful execution of the STSM.

### **Action acknowledgment**

---

It is of paramount importance that publications resulting from STSM activities acknowledge the contribution from the COST Action.

The suggested text for this acknowledgement is: "This work has been carried out in the framework of the Short Term Scientific Mission Program of the EuroPMP COST Action (CA17101, [www.EuroPMP.eu](http://www.EuroPMP.eu)), supported by COST (European Cooperation in Science and Technology)".